

DEPAUL
UNIVERSITY



Course Catalog

Undergraduate Student Handbook

Summer/Autumn 2008-2009

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Undergraduate Student Handbook

Effective Date for this Handbook

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Effective Date for this Handbook

UNDERGRADUATE UPDATE: APRIL 15, 2008

The policies contained in this handbook are effective beginning autumn term 2008.

University Information

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About This Handbook

The Handbook is a supplement to the University catalogs. The catalogs provide degree options and requirements. The Handbook provides University policies that support both academic and behavior expectations.

The University reserves the right to change programs, courses and requirements; and to modify, amend or revoke any rules, regulations, policies, procedures or financial schedules at any time during a student's enrollment period provided.

In addition to the policies and information included in this Handbook, your college or school may have specific guidelines, policies, and procedures for which you are responsible. Please consult your college catalog.

The Handbook also includes sections on General Information and University Resources, with links to a wealth of useful information about DePaul. To see the full list of topics, click on one of these headings in the left-hand column.

[Undergraduate Student Handbook](#) ▢ [Undergraduate Student Handbook](#) ▢ [University Information](#) ▢ [About DePaul](#)

About DePaul

DePaul University was founded in 1898, by the Congregation of the Mission (or Vincentian) religious community, which follows the teachings of 17th century French priest St. Vincent de Paul. The university's mission emphasizes academic excellence, service to the community, access to education and respect for the individual.

DePaul University is the nation's largest Catholic institution of higher education and is the ninth largest private, not-for-profit university in the nation. Of the 10 largest private universities, all except DePaul are classified as "research extensive" universities, making DePaul the nation's largest university with a primary mission of teaching and service.

DePaul University uses the quarter system of class scheduling, offers more than 200 [undergraduate](#) and [graduate](#) programs of study. The five most popular undergraduate majors are: communications, psychology, accounting, political science and finance. The five most popular graduate majors are: computer science, elementary education, information systems, finance, and public service.

[Learn more](#)

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Information](#) □ [Admission](#)

Admission

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.

For information on application procedures, select the appropriate link below:

First-Year Student : You are under age 24 and have completed at least six semesters of high school.

Transfer Student: You are under age 24 and have completed college courses at a regionally accredited institution. For policies governing transfer credit, please see [Transfer Credit Regulations](#) .

Graduate Student: You have an undergraduate degree and are applying for a graduate degree program, or are taking graduate courses (non-degree or as a student-at-large).

Adult/Adult Transfer Student : You are age 24 or over and are interested in an undergraduate degree or non-credit course work.

International Student: You have been educated outside of the United States and will submit international educational credentials as part of your application, and/or you are or will be in F-1 or J-1 visa status. [Learn more.](#)

Online Learning Student: You are interested in DePaul's online learning programs.

Non-Degree Student : You are interested in taking undergraduate courses for credit that will transfer to another institution (this includes high school students), for graduate school preparation, or for career advancement.

Readmitted Student: You are a former DePaul student previously enrolled in an undergraduate degree program who has been absent from the university for three or more consecutive quarters (excluding summer sessions).

CDM Dual Admission: You are interested in admission to both a community college and DePaul's College of Computing and Digital Media simultaneously.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Information](#) □ [DePaul Campuses](#)

DePaul Campuses

At DePaul students may pursue undergraduate degree programs on six campuses: Lincoln Park, the Loop, Naperville, OHare, Oak Forest, and Rolling Meadows. 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 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, the College of Communication, and The Theatre School offer daytime and some evening programs leading to these undergraduate degrees:

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

The Loop Campus is located at 1 East Jackson Boulevard, between State, Jackson and Wabash. On this campus the College of Commerce, the College of Liberal Arts and Sciences, the College of Computing and Digital Media, and the School for New Learning offer day and evening programs leading to undergraduate degrees.

The College of Computing and Digital Media, the Kellstadt Graduate School of Business, the College of Liberal Arts and Sciences, the School of Education, and the School for New Learning offer some courses at a number of the following suburban sites:

The Naperville Campus is located at 150 W. Warrenville Road, Naperville, Illinois (at I-88 and Naperville Road).

The OHare Campus is located near OHare Airport at 3166 River Road, Des Plaines, Illinois (at the intersection of Devon Avenue and River Road).

The Rolling Meadows Campus is located at 2550 W. Golf Road in Rolling Meadows, Illinois.

The Oak Forest Campus is located at South Suburban Community Colleges University and College Center, 16333 South Kilbourn Avenue, Oak Forest, Illinois (at I-57 and 167th street).

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Information](#) □ [Schools and Colleges](#)

Schools and Colleges

There are nine schools and colleges :

College of Liberal Arts & Sciences

College of Commerce

College of Communication

College of Computing and Digital Media

College of Law

School for New Learning

School of Education

School of Music

The Theatre School

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Information](#) [Vincentian Character](#)

Vincentian Character

DePaul takes its name from Saint Vincent de Paul, a French priest who lived in the 17th century. The "Vincetian" religious community founded by St. Vincent established the university and endowed it with a distinctive spirit: to foster in higher education a deep respect for the God-given dignity of all persons, especially the materially, culturally, and spiritually deprived; and to instill in educated persons a dedication to the service of others. The people of DePaul University have retained this unique spirit as a highly valued heritage and vital influence in every succeeding generation of the university's development.

To learn more...

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Information](#) [University Officers](#)

University Officers

Rev. Dennis H. Holtschneider, C.M., Ed.D.
President

Rev. John T. Richardson, C.M., S.T.D.
Chancellor

Helmut P. Epp, Ph.D.
Provost

Robert L. Kozoman, C.P.A.
Executive Vice President

Rev. Edward R. Udovic, C.M., Ph.D.
Secretary of the University

Complete listing of officers .

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Information](#) [Accreditation and Honor Societies](#)

Accreditation and Honor Societies

Institutional Accreditation:

DePaul University is accredited by the The Higher Learning commission of the North central

Association of Colleges and Schools (NCA)

Programmatic/ Specialized Accreditation:

AACSB International -The Association to Advance Collegiate Schools of Business

ABA - The American Bar Association

ACS - The American Chemical Society

APA - The American Psychological Association

AALS- The Association of American Law Schools

NASM- The National Association of Schools of Music

NCATE - The National Council for Accreditation of Teacher Education

NLN- The National League for Nursing

NASPAA - The National Association of Schools of Public Affairs and Administration

DePaul University Is On The Approved List of

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

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Information](#) □ [Ten Learning Goals](#)

Ten Learning Goals

Graduates of DePaul University are expected to have accomplished the following learning goals:

1. M astery of content .
 2. A rticulate communication.
 3. C apacity to work toward accomplishing goals both independently and cooperatively.
 4. K nowledge of and respect for individuals and groups who are different from themselves.
 5. D evelopment of service-oriented, socially responsible value and e thical framework.
 6. C ritical and creative thinking.
 7. D evelopment of multiple literacies.
 8. A personal arts and literature aesthetic in formation.
 9. S elf-reflection/life skills.
 10. H istorical consciousness.
- For more details...

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Information](#) □ [Statement on Academic Advising](#)

Statement on Academic Advising

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

Students bear ultimate responsibility for decisions and actions that determine their 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 Calendar 2008-2009

**DEPAUL UNIVERSITY
THE 2008-2009 ACADEMIC CALENDAR**

Academic calendars for additional years are available on the Academic Affairs website .

AUTUMN QUARTER 2008

Monday	September 1	Labor Day - University Closed
Tuesday	September 2	Begin Immersion Week of Discover Chicago Program
Friday	September 5	TUITION DUE: AUTUMN QUARTER
		Annual Academic Convocation
Tuesday	September 9	New Student Service Day
Wednesday	September 10	BEGIN AQ2008 DAY & EVENING CLASSES
Tuesday	September 16	Last day to add classes to AQ2008 schedule
		<i>CDM online learning classes excluded</i>
Tuesday	September 23	Last day to drop classes with no penalty
		<i>CDM online learning classes excluded</i>
		Last day to select pass/fail option
		<i>CDM online learning classes excluded</i>
		Last day to add CDM online learning classes
Wednesday	September 24	Grades of "W" assigned for classes dropped on or after this day
		<i>CDM online learning classes excluded</i>
Tuesday	September 30	Last day to select auditor status
		Last day to drop CDM online learning classes with no penalty

		Last day to select pass/fail option for CDM online learning classes
Wednesday	October 1	Grades of "W" assigned for CDM online learning classes dropped on or after this day
Wednesday	October 8	Begin optional mid-term exam week
Tuesday	October 14	End optional mid-term exam week
Tuesday	October 28	Last day to withdraw from AQ2008 classes
Tuesday	November 18	End AQ2008 Day & Evening classes
Wednesday	November 19	Begin AQ2008 Day & Evening Final Exams
Monday	November 24	TUITION DUE: DECEMBER INTERSESSION
Tuesday	November 25	End AQ2008 Day & Evening Final Exams
		END AUTUMN QUARTER 2008
Thursday	November 27	Thanksgiving Holiday
Friday	November 28	Thanksgiving Holiday
Saturday	November 29	Thanksgiving Holiday
Sunday	November 30	Thanksgiving Holiday

DECEMBER 2008 QUARTER/GRADUATE INTERSESSION

Deadline dates for enrollment transactions based on 2-week quarter/intersession

Monday	December 1	Begin December Quarter/Graduate Intersession
		IN Grades issued Winter 2008 lapse to F
		R Grades (UGRD) issued Summer/Autumn 2007 lapse to F
Tuesday	December 2	Last day to add classes for Graduate Intersession
Wednesday	December 3	Last day to drop classes w/no penalty
		Last day to select pass/fail option
		Last day to select auditor status
Thursday	December 4	Grades of W assigned on or after this day for all classes dropped
		Autumn 2008 Grades Due
Friday	December 5	TUITION DUE: WINTER QUARTER 2009
Tuesday	December 9	Last day to withdraw from Intersession classes
Friday	December 19	End December Quarter/Graduate Intersession (some classes may end earlier)
Tuesday	December 23	St. Vincent de Paul Day-University Closed
Wednesday	December 24	Begin Holiday Break

WINTER QUARTER 2009

Saturday	January 3	BEGIN WQ2009 SATURDAY CLASSES
Monday	January 5	BEGIN WQ2009 DAY AND EVENING CLASSES
Sunday	January 11	Last day to add classes to WQ2009 schedule
		<i>CDM online learning classes excluded</i>
Sunday	January 18	Last day to drop classes with no penalty
		<i>CDM online learning classes excluded</i>
		Last day to select pass/fail option
		<i>CDM online learning classes excluded</i>
		Last day to add CDM online learning classes
Monday	January 19	Grades of "W" assigned for classes dropped on or after this day
		<i>CDM online learning classes excluded</i>
Sunday	January 25	Last day to select auditor status
		Last day to drop CDM online learning classes with no penalty

		Last day to select pass/fail option for CDM online learning classes
Monday	January 26	Grades of "W" assigned for CDM online learning classes dropped on or after this day
Sunday	February 1	DEADLINE: Application for June Commencement
Monday	February 2	Begin optional mid-term exam week
Friday	February 6	End optional mid-term exam week
Friday	February 20	Last day to withdraw from WQ2009 classes
Friday	March 13	TUITION DUE: SPRING QUARTER 2009
		End WQ Day & Evening Classes
Saturday	March 14	Final Exam for Saturday WQ2009
Monday	March 16	Begin WQ 2009 Day & Evening Final Exams
Friday	March 20	End WQ 2009 Day & Evening Final Exams
		END WINTER QUARTER 2009
Saturday	March 21	Begin Spring Break
Tuesday	March 24	IN Grades issued Spring and Summer 2008 lapse to F
		R Grades (UGRD) issued Winter 2008 lapse to F
Friday	March 27	End Spring Break
		GRADES DUE: WINTER 2009

SPRING QUARTER 2008

Saturday	March 28	BEGIN SQ2009 SATURDAY CLASSES
Monday	March 30	BEGIN SQ2009 DAY & EVENING CLASSES
Sunday	April 5	Last day to add classes to SQ2009 schedule
		<i>CDM online learning classes excluded</i>
Friday	April 10	Good Friday - University Closed
Saturday	April 11	Easter Holiday - University Closed
Sunday	April 12	Easter Holiday - University Closed
Monday	April 13	Last day to drop classes w/ith no penalty
		<i>CDM online learning classes excluded</i>
		Last day to select pass/fail option
		<i>CDM online learning classes excluded</i>
		Last day to add CDM online learning classes
Tuesday	April 14	Grades of "W" assigned for classes dropped on or after this day
		<i>CDM online learning classes excluded</i>
Monday	April 20	Last day to select auditor status
		Last day to drop CDM online learning classes with no penalty
		Last day to select pass/fail option for CDM online learning classes
Tuesday	April 21	Grades of "W" assigned for CDM online learning classes dropped on or after this day
Monday	April 27	Begin optional mid-term exam week
Friday	May 1	End optional mid-term exam week
Friday	May 15	Last day to withdraw from SQ2009 classes
Monday	May 25	Memorial Day (Observed) - University Closed
Friday	June 5	End SQ2009 Day & Evening Classes
Saturday	June 6	SQ2009 Saturday Final Exam
Monday	June 8	Begin SQ2009 Day & Evening Final Exams
Friday	June 12	End SQ2009 Day & Evening Final Exams
		END SPRING QUARTER 2009
		TUITION DUE: SUMMER I SESSION
		Baccalaureate Mass

		Graduation Weekend KickOff
Saturday	June 13	COMMENCEMENT
Sunday	June 14	COMMENCEMENT

SUMMER SESSION 2009

Monday	June 15	BEGIN SUMMER I 2009 CLASSES
Tuesday	June 16	Last day to add classes to SUI 2009 schedule
		<i>CDM online learning classes excluded</i>
		IN Grades issued Autumn 2008 lapse to F
		R Grades (UGRD) issued Spring 2008 lapse to F
Friday	June 19	Last day to drop SUI 2009 classes with no penalty
		<i>CDM online learning classes excluded</i>
		Last day to select pass/fail option
		GRADES DUE: SPRING 2009
Saturday	June 20	Grades of "W" assigned for Summer Session I classes dropped on or after this day
		<i>CDM online learning classes excluded</i>
Sunday	June 21	Last day to add CDM online Learning classes
Monday	June 22	Last day to select auditor status
Sunday	June 28	Last day to drop CDM online learning classes with no penalty
Monday	June 29	Grades of "W" assigned for Summer Session I CDM online classes dropped on or after this day
Friday	July 3	Independence Day (Observed) - University Closed
Tuesday	July 7	Last day to withdraw from SUI 2009 classes
Friday	July 17	END SUMMER I SESSION
		TUITION DUE: SUMMER II SESSION
Monday	July 20	BEGIN SUMMER II 2009 SESSION
Tuesday	July 21	Last day to add classes to SUII 2009 schedule
		<i>CDM online learning classes excluded</i>
Friday	July 24	Last day to drop classes with no penalty
		<i>CDM online learning classes excluded</i>
		Last day to select pass/fail option
		GRADES DUES: SUMMER I 2009
Saturday	July 25	Grades of "W" assigned for Summer Session II classes dropped on or after this day
		<i>CDM online learning classes excluded</i>
Sunday	July 26	Last day to add CDM online learning classes
Tuesday	July 28	Last day to select auditor status
Sunday	August 2	Last day to drop CDM online learning classes with no penalty
Monday	August 3	Grades of "W" assigned for Summer Session II CDM online classes dropped on or after this day
Tuesday	August 11	Last day to withdraw from SUII 2009 classes
Friday	August 21	END SUMMER II 2009 SESSION
Friday	August 28	GRADES DUE: SUMMER II 2009

SUMMER TERM 2008 (10-WEEK TERM)

Friday	June 12	TUITION DUE 2009 TERM
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Monday	June 15	BEGIN SUMMER 2009 TERM
Sunday	June 21	Last day to add classes to Summer 2009 Term
Sunday	June 28	Last day to drop classes with no penalty
		Last day to select pass/fail option
Monday	June 29	Grades of W assigned for classes dropped on or after this day
Thursday	July 2	Last day to select auditor status
Friday	July 3	Independence Day (Observed) - University Closed
Friday	July 31	Last day to withdraw from Summer Term classes
Friday	August 21	End Summer 2009 Term
Friday	August 28	GRADES DUE: SUMMER 2009

Undergraduate Student Handbook □ Undergraduate Student Handbook □ University Information □ Tuition and Fees

Tuition and Fees

Tuition and Fees

DePaul University provides a world-class, yet affordable, education. We believe the educational experience here enables students to enjoy the long-term benefits of investing in themselves -- and in their future.

DePaul seeks to manage its resources effectively in order to control the costs it charges students for programs and services. Recent tuition increases have been held to between 3 and 5 percent.

DePaul tuition rates are available on the Student Accounts website. Tuition policy information is available in the policy section of this handbook.

Undergraduate Division 2008/2009

Part-time, per hour (1-11 credit hours; and any hrs OVER 18 credit hrs)

Commerce, Communication, College of Computing and Digital Media, Education, and Liberal Arts and Sciences	\$460.00
School for New Learning	\$440.00
Music	\$640.00
Theatre	\$640.00

Full-time Annual Package Rate 12-18 credit hours (includes Fall, Winter and Spring terms)*

Commerce, Communication, College of Computing and Digital Media, Education, and Liberal Arts & Sciences	
Class entering Pre-2004 and 2004	\$23,115.00
Commerce and College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul pre-2004 and 2004	\$23,395.00
Class entering 2005	\$23,800.00
Commerce and College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2005	\$24,080.00
Class entering 2006	\$24,360.00
Commerce and College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2006	\$24,640.00
Class entering 2007	\$24,890.00
Commerce and College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2007	\$25,170.00

Class entering 2008	\$25,490.00
Commerce and College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2008	\$25,770.00
Music full-time	
Class entering 2005	\$24,400.00
Class entering 2006	\$25,645.00
Class entering 2007	\$27,030.00
Class entering 2008	\$28,625.00

Theatre full-time

Class entering 2005	\$24,700.00
Class entering 2006	\$25,960.00
Class entering 2007	\$27,260.00
Class entering 2008	\$28,625.00

*Credit hours over 18 are charged at the part-time rate

Rates are subject to change without prior notice.

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Financial Aid

All students who apply for financial aid must meet certain requirements in order to receive financial aid. You must be admitted to a degree or eligible certificate or graduate preparatory program and be enrolled in that program at least half-time. Classes audited or incomplete courses completed in addition to your program coursework are not considered as enrollment for financial aid purposes.

In addition to these enrollment requirements, you must also:

- be a U.S. citizen or eligible non-citizen;
- make academic progress in your course of study;
- not be in default on any federal loan or owe a repayment on any federal grant, and;
- comply with all federal regulations governing selective service registration and use of funds for educational purposes.

Additional information is available on the Financial Aid website .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Information](#) □ [Scholarships](#)

Scholarships

DePaul may award scholarships to newly entering students who exhibit academic excellence, artistic talent, strong leadership or service to their communities. Each year DePaul awards more than \$5 million in scholarships.

Veterans Assistance

Financial Aid handles the following VA educational benefit programs:

- The new "Montgomery" GI Bill for those who enlisted after July 1, 1985
- The Selected Reserve Educational Assistance Program (Chapter 106), part of the new GI Bill effective July 1, 1985
- The Dependents Educational Assistance Program (Chapter 35) for children of deceased or disabled veterans
- The Vocational Rehabilitation Program (Chapter 31) for disabled veterans approved by the VA for study at DePaul

Additional information is available through the Financial Aid website or the the Veterans Affairs website .

Undergraduate Academic Policies

General Information

This section of the handbook provides an alphabetical listing of all University policies, procedures, and regulations related to academics. As a student, you are responsible for adhering to the policies, procedures, and regulations included here, so please familiarize yourself with them. Some of these pages include links to more detailed information, so be sure to check all the links. In addition, consult your college or school catalog for information specific to your program.

Academic Integrity

Academic Integrity Policy

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 DePaul's 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, to the pursuit of knowledge, and to the transmission of ideas. All members of the university community share the responsibility for creating conditions that support 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. 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 also result in criminal or civil prosecution.

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Admission

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. For information on application procedures, select the appropriate link below:

First-Year Student : You are under age 24 and have completed at least six semesters of high school.

Transfer Student : You are under age 24 and have completed college courses at a regionally accredited institution. For policies governing transfer credit, please see Transfer Credit Regulations .

Graduate Student : You have an undergraduate degree and are applying for a graduate degree program, or are taking graduate courses (non-degree or as a student-at-large).

Adult/Adult Transfer Student : You are age 24 or over and are interested in an undergraduate degree or non-credit course work.

International Student: You have been educated outside of the United States and will submit international educational credentials as part of your application, and/or you are or will be in F-1 or J-1 visa status.

Online Learning Student: You are interested in DePaul's online distance learning programs.

Non-Degree Student : You are interested in taking undergraduate courses for credit that will transfer to another institution (this includes high school students), for graduate school preparation, or for career advancement.

Readmitted Student: You are a former DePaul student previously enrolled in an undergraduate degree program who has been absent from the university for three or more consecutive quarters (excluding summer sessions).

CDM Dual Admission: You are interested in admission to both a community college and DePaul's College of Computing and Digital Media simultaneously.

Admission, 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 a 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 the Academic Integrity Policy.

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Dean's List

Any undergraduate student is eligible for the deans list. Eligibility for the Dean's List will be determined by a grade point average of 3.500 for the academic term based on a minimum of 12 graded hours (8 hours for SNL students). Students who have received any grades of "IN," "M" or "R" for the term are not eligible for the Dean's list until these grades have been resolved, at which time the term grade point average will be computed.

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Dismissal/Readmission

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

A dismissed student with serious deficiency may be required to demonstrate acceptable academic achievement at another accredited college or university before re-admission is approved. Courses to be taken elsewhere must be approved by the College office and a grade of C or better must be earned in all such coursework.

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

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Double Majors

Double majors are permitted across colleges as well as within a college.

1. The following stipulations apply to all double majors.
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. The primary major also determines the basic

liberal studies requirements the student will follow.

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.

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Evaluation and Credit

COLLEGE CREDIT

One of the University's requirements for graduation with a bachelors 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 Student Records 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. Suite 9100, 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. Suite 9100, 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. Suite 9100, Chicago, IL 60604 prior to enrolling at DePaul.

TRANSFER CREDIT

Transfer credited completed prior to admission at DePaul or subsequent transfer coursework approved by the students advisor should be sent to sent to the Office of Admission, 1 East Jackson Blvd. Suite 9100, Chicago, IL 60604. Transfer grades do not calculate into the DePaul grade point average.

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Evaluation and Credit/Limitations

CREDIT LIMITATIONS

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. For additional information on types of transfer work accepted is available under Transfer Credit Regulations .

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 WRD 101, 102 and 200 courses are intended to build a students skills in college-level reading, or mathematics. A maximum of 12 hours (depending upon the college or school enrolled) of WRC and WRD 101, 102 and 200 courses may be applied toward the degree as University electives. Students who take more than their maximum of these 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 these 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 DePaul Central at 312-362-8610.

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FERPA/Student Privacy

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 Student Records Office. 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.

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Forgiveness Policy

A student on probation or dismissed for academic reasons who has fewer than 49 earned quarter hours (or in SNL 13 or fewer graded competencies) is eligible for the Forgiveness Policy. Such a student, if the petition is accepted by the Dean of the College,

- a.) is not eligible for readmission until a full year has elapsed,
- b.) must complete 18 or more quarter hours of credit in course work approved by the college office at a different institution,
- c.) must complete all coursework with a grade of "C" or better, with a combined GPA of 3.0 or above.

If readmission is approved, the following academic policy applies:

- (1) the previous grade point average will revert to zero, and
- (2) the previous DePaul credits attempted and earned will be identified as forgiven grades.

If a student chooses to repeat a course for which a grade was forgiven, all forgiven grades for that course will be counted as previous attempts. The original grade earned in a course must be a "C-" or above for the credit to be applied to major requirements or WRD 103 or WRD 104.

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

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

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Grades

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.

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 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.)

W Student initiated withdrawal from course. Automatically recorded when the student's withdrawal is processed after the deadline to withdraw without penalty.

WA Administrative withdrawal.

WN Withdrawal due to non-attendance.

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. Undergraduate "R" grades not changed within one year will be reduced to the grade of F.

RG Permanent grade assigned to a degree recipient who chooses not to resolve a grade of "R" awarded during the last two terms prior to graduation. The grade of "RG" (Research, Graduated) is final, and cannot be changed or lapsed to "F" once the degree is posted

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.

Grades, Challenges to

A. General Policies on Grading

1. Grades are determined solely on the basis of the academic performance of each

student according to pre-established criteria determined by the course instructor and consistent with university, college and departmental policies.

2. Grade determination is the prerogative of the instructor subject to the constraint that any successfully challenged grade will be changed through faculty action.
3. The criteria for evaluating academic performance are to be consistent with a course's goals and objectives, which have been approved by the appropriate academic authority before the course is scheduled. On the first day of class of each course the instructor is to explain in writing to the students the criteria for evaluating as well as the methods for grading student performance (examinations, papers, reports, etc.).
4. The instructor in each course shall decide what criteria and methods for evaluating students are to be applied in the specific course. These decisions of the instructor, however, must be compatible with any policies previously accepted by the faculty of a department or college with respect to particular courses, especially courses offered in sequence where the qualifications of a student to begin an advanced course depend upon performance in a previous course.

The methods of conducting a course are determined by the instructor within limitations set by the classification of a course as lecture-discussion, seminar, laboratory, etc. An instructor may vary the teaching methodology to meet particular circumstances of a course (type or number of students enrolled, concentrated calendar as in summer sessions, etc.) or the instructor's own desires to innovate or experiment with different approaches.

Any method selected must be compatible with the predetermined goals and objectives of the course. While teaching methodology may change after the course has begun, grading methodology may be changed only with the consent of a majority of students in the course, taking into consideration hardships imposed upon students opposed to the change.

5. The actual evaluation and grading of academic performance is subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments - a justifiable margin of difference can exist between the evaluations made by two or more professional persons of the same academic performance.
6. Students are entitled to compare their work in the course with the criteria applied in deciding the final grade for the course. Accordingly, the course instructor is required either to return major papers and examinations to students or to make such available for students until the end of the following term.

Spring Quarter materials are to be available until the end of the Autumn Quarter. For pedagogic reasons, an instructor is expected to review with the student the relative success of the student's accomplishments. The instructor is not expected to debate the grading.

7. A student may object to a grade for one or more of the following reasons:
 1. The methods or criteria for evaluating academic performance, made explicit by the instructor at the beginning of the course, usually in a course syllabus or as subsequently modified with the majority consent of the students, were not actually applied in determining the grade.
 2. The grade was determined or influenced by criteria other than those explained by the instructor or by criteria not relevant to academic performance.
 3. The instructor applied predetermined criteria unfairly, which may include but not be limited to the following items:
 1. The instructor's evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers.
 2. Predetermined criteria were not explained at the beginning of the quarter or semester.

B. Policies Regarding Grade Challenge

1. All Grade Challenge Review Boards must follow the procedures listed below.
2. A challenge to a grade will be reviewed and decided by tenured faculty unless the college or school has an insufficient number of tenured faculty to staff a Review Board.
3. The student who challenges a grade bears the full burden of proof that there are sufficient grounds for changing a grade.

4. Only the final grade of a course and its means of determination may be challenged.

C. Procedures for Establishing Grade Challenge Review Boards

1. At the beginning of each academic year, the Committee on Committees will recommend to the Faculty Council, the faculty members and alternates for one Review Board for each of the following colleges: Commerce, Education, Law, Music, School for New Learning and Theatre.

It will recommend three boards for Liberal Arts and Sciences covering the following areas: Humanities, Behavioral and Social Sciences, and Natural Sciences and Mathematics. The Faculty Council will make all appointments to Review Boards. The dean of a college may request the establishment of additional Review Boards.

2. Each Review Board will consist of three faculty members and two alternate faculty members and one student. Faculty members may not serve on challenges in which they are involved. Involvement includes assignment of the grade in question and/or attendance or participation in the class. In either of these cases, one of the alternates will be asked to serve.
3. The student representative on the Review Boards in Commerce, CTI, Education, Law, Music, School for New Learning, and Theatre will be the elected Senator from the college or school. In cases where this Senator is involved in the claim; i.e., had registered for, attended or participated in the class, the director of academics for the appropriate campus will serve as an alternate.

In the case of Liberal Arts and Sciences, the elected Senator will serve on one Review Board, the director of academics for the Lincoln Park Campus on another, and the vice president for that campus on the third. The President of the Student Government Association will make these assignments. In cases where the student is involved, one of the students appointed to the other review boards in Liberal Arts and Sciences will serve as an alternate.

4. The Review Board will select its own chair and vice chair (to serve in the absence of the chair). The Chair of the Review Board receives all requests for hearing from the dean or chair of the affected department, sets the calendar, notifies all board members and involved parties of the dates and times of the hearings and informs students by written notice of the recommendations of the board. The chair is responsible for adherence to the Procedures for Filing a Grade Challenge.
5. The boards will serve until the beginning of the Autumn Quarter of the academic year.
6. A quorum of the Review Board consists of three members of the board.
7. Challenges will be upheld by a vote of three or more of the four member board. All members are voting members.
8. The members of the Review Board are expected to disqualify themselves should a conflict of interest arise.

D. Procedures for Filing a Grade Challenge

In order to provide a forum for the fair resolution of academic disputes involving individual students and appropriateness of course grades, the following procedures have been developed and will be applied to all cases involving DePaul University students.

1. A student who is considering a grade challenge must discuss the grade with the instructor before the end of the following regular term. (Spring and Summer Quarter challenges must be made before the end of the Autumn Quarter.) The instructor is expected to explain the reason for the grade to the student.

Only if the instructor is not at the university during the following regular term after the grade was issued, may the student proceed to challenge the grade without meeting

with the instructor. The instructor may recommend to the dean of the college a change in the grade that is questioned.

This should be done only in unusual circumstances. A written explanation for the grade change should accompany the change of grade card, which must be submitted by the instructor to the dean.

2. If that attempt fails, the student may continue his or her challenge by submitting a written request for a hearing to the office of dean of the college or school in which the course was offered within the term following the award of the disputed grade.

Since the following burden of proof rests upon the student, it is important that the student include a clear and coherent statement (typed) with the reason for the appeal, together with any supporting documents the student may wish to include.

Students may request that copies of supporting documents in possession of the faculty members be forwarded to the chair of the Review Board. All challenges will be thoroughly and fairly reviewed.

3. The dean of the college or school shall forward a copy of the request to the chair of the Review Board, the involved faculty person and the student. This must be signed and dated by the dean or chair of the affected department.
4. Once filed, the formal challenge is automatically forwarded through all stages of the appeal process unless the Review Board determines it to be groundless or frivolous. Additionally, the student has the option to discontinue the appeal at any stage by submitting a letter stating such to the instructor and chair of the Review Board.

Both the student and instructor will be informed in writing of all committee recommendations and decisions as well as any new written information bearing on the case. Only the instructor and/or the Review Board are empowered to change a grade.

5. The Review Board chair will send a copy of the grade appeal request and relevant materials received with it to the instructor involved. The instructor will return the materials with a written response within two weeks unless circumstances warrant an extension.

The chair is responsible for monitoring the time period. A copy of the instructor's response will be forwarded to the student who has filed the challenge. If the instructor does not respond within the time period, the committee will conclude its deliberations and vote on the challenge.

6. The Review Board may, at its discretion, seek oral clarification of the written responses from the student and faculty member. If it requests this further clarification, the Review Board must meet with both the student and faculty member separately if the student requests.
7. The Review Board shall evaluate the challenge and vote to approve or deny. Decisions of the Review Board arrived at by secret ballot are to be determined by a majority vote.

Such action must be taken within two months of the date of filing. (If the grade appeal is not passed along its designated route within the times specified, the student should notify the dean of the school or college who will determine the reason for the delay.)

8. The Review Board is to reach one of the three following decisions:
 1. Challenge affirmed and settled by consent: i.e., the Review Board conducting the review devises a conciliation mutually acceptable to the student and the instructor who gave the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade card to the dean.
 2. Challenge affirmed and the Review Board may submit a change of grade card to the dean of the college or school in which the course was taught.

In determining the student's final grade, the Review Board will take into account all evidence of the student's academic performance in the course under challenge as well as the implications for the student's grade of the instructor's actions in the case in question.

3. Challenge denied; original grade stands.
9. The decision reached by the Review Board is to be communicated by the chair of the Review Board in writing directly to the dean of the college or school, the instructor, and the student. The explanation for the decision will also be communicated.
10. Decisions by the Review Board are final and binding on all parties. The board's decision does not require the approval of the dean of the college or school, or the chair of the affected department.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Grades, Incomplete Expiration Policy](#)

Grades, Incomplete Expiration Policy

Undergraduate and graduate students have two quarters to complete an incomplete. 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. In the case of the Law School incompletes must be completed by the end of the semester following the one in which the incomplete was assigned. 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. This policy applies to undergraduate, graduate and professional programs. NOTE: In the case of a student who has applied for graduation and who has been approved for an Incomplete in his or her final term, the grade must be submitted by the faculty member within the four week grace period before final degree certification. It is up to the faculty member to determine when the work must be completed in order to meet this deadline.

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Grades, Pass/Fail

Under the pass/fail option a student who has at least Sophomore standing and 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. Written permission to use the pass/fail option must be obtained from the student's academic advisor or from his or her college or school office prior to the beginning of the third week of the quarter. For courses of four weeks or less in duration, approval must be obtained before the second class meeting of the course. The option is limited to no more than one course in any one department.

The pass/fail option may not be used for the following categories of courses:

- courses taken to meet Liberal Studies requirements;
- courses taken to meet requirements of a student's major, minor, or allied field.
- developmental courses, including those offered through the Writing, Reading, and Computation program and WRD 101 and WRD 102.

If the course is passed, the credit hours earned are entered on the student's 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.

For SNL students, competencies awarded for prior learning or in the Lifelong Learning Domain 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 the students record; the grade is not included in computing the grade point average. If the course is failed, the F grade is recorded on the record and the credit hours attempted are included in computing the grade point average.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Grades, Repeating Classes](#)

Grades, Repeating Classes

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. 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.

Note: No lower than a "C" grade is acceptable in a students major providing the overall GPA in the major is 2.0.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Graduation, Commencement Ceremony](#)

Graduation, Commencement Ceremony

The Universitys 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.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Graduation, Degree Conferral Policy](#)

Graduation, Degree Conferral Policy

Final certification of degrees is completed by Student Records thirty days after the conferral date.

In dual degree programs authorized by the colleges, the degrees will be conferred

simultaneously.

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 student's GPA will be restarted. The one exception to this rule involves Masters students whose DePaul Masters Degree is accepted to meet DePaul's PhD requirements either in the same or a new field. In this instance the GPA in the PhD program will include the GPA from the DePaul Masters Degree. Students combining a Masters degree with a Bachelors degree in an approved DePaul 4 + 1 program will restart their GPA at the beginning of their graduate career.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [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.
3. The student must have satisfied all the regulations of the individual college or school granting the degree.
4. The student must have earned grades of C- or better in all major, minor and allied field classes. Please note that the cumulative grade point average in each of these areas must be greater than or equal to 2.000.
5. The student must have completed the residency requirement, i.e., he or she must have completed the following work at DePaul University: the final 60 quarter hours of credit; one-half of the credit earned in the major area of concentration; one-half of the credit earned in the minor if applicable; all courses in the senior year. Exemptions to the residency requirement may be made by the Dean in individual cases.
6. 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 must complete the online degree conferral application in Campus Connection by the designated deadline date.
Autumn degree conferral: October 1
Winter degree conferral: January 15
Spring degree conferral: February 1
Summer degree conferral: July 15

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.

Graduation with Honors

Graduation with honor at DePaul University is calculated on the basis of credit attempted at DePaul only. Transfer students must complete a minimum of 60 graded DePaul credits (excluding pass/no pass hours) to be eligible for graduation with an honors status.

A student who earns a cumulative DePaul University grade point average (GPA) of at least 3.850 will be graduated summa cum laude.

A student who earns a cumulative DePaul GPA of at least 3.700 but no higher than 3.849 will be graduated magna cum laude.

A student who earns a cumulative DePaul GPA of at least 3.500 grade but no higher than 3.699 will be graduated cum laude.

Honors status for the degree will be computed on the basis of all course work attempted at DePaul.

For academic honors conferred by individual colleges, schools, or departments, consult the appropriate versions of the Catalog.

Immunization, Proof of

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 Student Records website for additional information.

Minors

In order to earn a minor, a student must:

- Earn at least a grade of "C-" in each minor course and a GPA of no less than 2.0 for all courses in the minor.
- Earn at least a cumulative GPA of 2.0 for all courses applied to the minor.
- Earn a letter grade. The pass / fail option may not be selected for courses in the minor.
- Meet the following residency requirement: no more than 50% of the requirement of a minor may be fulfilled by transfer credits, AP credit, IB credit or CLEP credit.

A student may not earn a minor in the major program. Courses required to fulfill a minor are

determined by the unit in which the minor resides.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Undergraduate Academic Policies □ Placement Testing

Placement Testing

Undergraduate students are required to complete the online placement tests in Math, Writing, and Modern Languages prior to registering for orientation or attending an initial advising session (this does not apply to SNL students) 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 Student Records website.

Students are required to complete their placement tests before they are allowed to register for orientation.

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 48 hours (exactly two 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 Admissions Office. To activate a modern language test, email dpcl@depaul.edu. Please include your name, student ID number and the modern language test you wish to take.

NOTE: Non-degree, SNL and graduate students must request permission from the Student Records office at dpcl@depaul.edu to activate a placement test required as a prerequisite.

If you have any questions about testing, please contact dpcl@depaul.edu. For additional information on placement tests, visit the Office of Student Records website.

Probation

Any student who fails to maintain a 2.000 (C) cumulative grade point average is on academic probation. A student is removed from academic probation when the cumulative grade point average reaches the required minimum of 2.000(C). Ordinarily the student will not be permitted to be on academic probation for longer than two consecutive quarters. Academic disciplinary action including dismissal from the university may be taken by the dean of student's home college or school in accordance with the degree of the student's academic deficiency.

Registration

Students are responsible for planning their own programs and for completing course sequences and degree requirements. In planning each quarters course of studies, students should remember that required courses take precedence over elective courses, and that some advanced courses have pre-requisites that must be completed first. 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.

GENERAL REGULATIONS

1. Students register for, and withdraw from, classes via the course registration function in CampusConnection, DePaul's online web portal.
2. Students will receive credit only for courses taken in a section for which the student has been duly registered.
3. Changes to registration (courses dropped or added) must be initiated by the student in Campus Connection. It is the student's responsibility to verify that the transaction has been processed.
4. Should a student's name not appear on the class roster, it is the student's responsibility, not the faculty members, to resolve the problem. The student is advised to contact their college or school office to verify enrollment status.
5. 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 unusual changes in registration, provisions for late registration, and special registration (e.g., independent studies, internships, etc).
6. 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.
7. Students status at the university will be changed from active to discontinued if:
 - There is no enrollment in the term of admittance.
 - There is no registration activity for three consecutive quarters - excluding summers - in which case these students must seek readmission;
 - 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.)

8. Students who have been "discontinued," must be readmitted through the Office of Admission in order to continue their studies.

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.

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 or her dean before enrolling in an extension course.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Registration, Student Enrollment Classifications](#)

Registration, Student Enrollment Classifications

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 Status

A 12 quarter hour course load is required for undergraduate students to maintain full-time status for purposes of financial aid.

Half-time Student Status

A 6-11 quarter hour course load is considered half-time.

Self-service Enrollment Certificates are available through Campus Connection.

Requirement Term

A student's liberal studies program requirements will be those in place electronically at the time of the student's first enrollment term in the University. A student's major requirements will be those in place electronically in the term in which a student officially declares his/her major. Students who transfer between colleges (ICT) after entering DePaul will be held to the Liberal Studies Program requirements in place for the college into which they transferred at the time of the student's first enrollment term in the University.

Students who apply for readmission will be subject to the Liberal Studies Program and major requirements in place in the first enrollment term after readmission.

Students retain their current prerogative to fulfill requirements of any revision to both the Liberal Studies Program and major that is approved while their studies are in progress.

*Program Requirements for Dual Admission Students will be those in place at the time of the student's first enrollment in the dual admission program at the partner institution.

Second Bachelor's Degree

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

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

Transcripts

The Office of Student Records processes official transcript requests for DePaul University. Official transcripts can be requested on-line through Campus Connection. 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.

Transfer Credit, Regulations

Transfer Credit Conversion

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.

Types of Transfer Credit Accepted by DePaul University

The following statements describe DePaul's transfer credit policies:

1. DePaul will accept for transfer credit baccalaureate-level courses completed at baccalaureate granting, US institutions fully accredited by one of the regional accrediting bodies of the Association of Schools and Colleges. DePaul will also accept transfer credit from tertiary level international institutions that are formally recognized by their countrys ministry of education or its equivalent.
2. DePaul will accept for transfer credit college-level courses that are earned in Associate of Arts and Associate of Science degree programs at 2-year institutions fully accredited by one of the regional accrediting bodies of the Association of Schools and Colleges.
3. Course credit earned at 2-year accredited institutions in other degree programs, such as the Associate of Applied Sciences or Associate of Fine Arts degrees, will be reviewed for transfer credit on a course-by-course basis. When necessary, students will be expected to provide bulletin descriptions and course syllabi to facilitate the review process.
4. In general, courses presented for transfer from 2-year, regionally accredited institutions that are earned in a certificate or professional training capacity are not eligible for transfer credit. Examples of these programs include, but are not limited to: air conditioning, automotive technology, culinary arts, travel management, paralegal studies, fashion design, child care, electronics, and medical office assistant.
5. Developmental courses (for example, pre-college level courses in math or writing), whether from 2-year institutions or baccalaureate granting institutions, are not accepted for transfer credit.
6. Only courses with a grade of C- or higher will apply to the students major.
7. Students transferring the equivalent of WRD 103 and/or WRD 104 must have received grades of C- or better in these courses in order to fulfill the Liberal Studies requirement.
8. If a student has attempted a course more than once, only the most recent grade will be used for credit review. All other attempts will be considered repeats and will transfer no credit. Transfer courses will be identified as repeats if they meet the following criteria:
 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 meeting the same objectives.
9. Credit by examination is acceptable, in some areas. See the Credit By Examination policy for details.
10. 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.*
11. Any credit earned as part of ones military service through a regionally accredited institution will be reviewed on a course by course basis.
12. Transferrable courses taken more than ten years prior to DePaul admission will earn open-elective credit. However, due to rapid changes in some areas of study, such

courses may not be applicable to the major or minor, subject to a review of course content by a faculty academic advisor or by a staff academic advisor in consult with faculty when deemed appropriate. 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. (See Supplemental Transfer Credit Form.)

Students may appeal to a Transfer Credit Review Board for one additional review of particular courses not accepted for transfer credit. Students who make such a request must be prepared to supply official course descriptions and course syllabi. The review of all transfer credit is subject to limitations in accordance with the educational policies of DePaul University.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Transfer Credit, Illinois Articulation Initiative \(IAI\)](#)

Transfer Credit, Illinois Articulation Initiative (IAI)

DePaul University participates in the General Education Core Curriculum of the Illinois Articulation Initiative (IAI) **only** (DePaul does not participate in Phase Two, the Major Phase).

Completion of the General Education Core Curriculum at any participating college or university in Illinois ensures transferring students that most of the general education requirements at DePaul have been satisfied. Students who have completed the IAI should consult with their academic advisor in their college prior to registering for classes. Students who have completed the IAI will still have to meet the following mission-specific requirements: DePauls Experiential Learning and Senior Year Capstone Courses, and a total of four Liberal Studies electives. All students must complete a total of two philosophy and two religion courses approved for Liberal Studies credit; if the student's prior coursework does not include those courses, then the four Liberal Studies electives must fulfill the philosophy and religion requirement first.

Students not successfully completing the IAI General Education Core Curriculum will have their transfer courses reviewed on a course-by-course basis. Courses that may be accepted as part of a students major must be completed with a grade of C- or better. Students with Advanced Placement or CLEP credit must have official score reports sent directly to the Transfer Credit Center for review. This agreement is in effect for students who entered an associate or baccalaureate degree-granting institution as first time freshmen in the summer of 1998 and thereafter.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Tuition Policy](#)

Tuition 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 2007/2008 are as follows for undergraduate and graduate students:

Fall Quarter.....	August 31, 2007
Graduate December Intersession..	November 29, 2007
Undergraduate December Session	November 30, 2007
Winter Quarter.....	November 30, 2007
Spring Quarter.....	March 14, 2008
Summer I	June 13, 2008

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 may contact the above referenced office for information if you have questions about your tuition charges.

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

Withdrawal

Withdrawal from classes:

Students must withdraw from classes through the registration function in CampusConnection. Students unable to use the web registration system should contact their home school/college office, whether by email, 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.

When the withdrawal occurs, the tuition charge for courses during a 10-week quarter will be reduced according to the following schedule, in accord with the tuition package (for full-time students):

Up to 20% or 2 weeks of a ten week term100% 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. Students in university housing are advised to contact Housing to discuss the consequences of withdrawal impacting eligibility to maintain residence.

Withdrawal from the University:

^ In most cases, students wishing to withdraw from the university during a term must fill out the on-line form via CampusConnection . 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 Student Records.

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 fill out the on-line withdrawal form via CampusConnection.
- Military leaves are variable in length depending on a students deployment orders.
- Personal and medical leaves of absence are for at most one year and non-renewable during the students career.
- Upon return from any kind of leave of absence, students should meet with an academic advisor to discuss resuming their studies.

Graduation Separation :

- Students must have completed all requirements by the last day of term for which they apply for degree conferral.
- Typically, students will receive their diplomas 8-10 weeks after the date of degree conferral.
- The universitys 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:

At times, for medical and serious personal reasons, students are unable to withdraw from classes by the stated deadlines. Decision-making for late withdrawals and additions resides primarily in the college or school 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.

Code of Student Responsibility (updates available Sept 2008)

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility \(updates available Sept 2008\)](#)

General Information

Any community of more than 18,500 people needs rules. The DePaul Code of Student Responsibility isn't a list of things you can do wrong, it's a code designed to protect your rights ... and those of all DePaul students.

Please note: This is the Code for the 2007-2008 academic year. Updates for the 2008-2009 will be available September 2008.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility \(updates available Sept 2008\)](#) □ [Introduction to the Code/Policies](#)

Introduction to the Code/Policies

A student by voluntarily joining the university community agrees to abide by the standards that have been instituted by DePaul University. Students are responsible for being familiar with all of the policies and procedures included in the Code of Student Responsibility. The Code of Student Responsibility was developed by the Student Affairs Office to give formal recognition to the rights and responsibilities of students at DePaul University and is based on the following principles:

1. The intrinsic value of the person stands above other values. The personal rights and dignity of individuals are to be held inviolate. They take precedence over any academic goal set forth by the university.
2. The student is respected as a responsible person. He or she is, therefore, encouraged to make informed decisions with respect to his or her own education and to be involved in university decisions to the fullest extent possible.
3. The university is by definition a corporation. Just as the individual student has his or her own personal rights, so the university, as a corporate person, has an obligation to exercise its rights and privileges in conformity with the laws and procedures governing its actions.
4. DePaul University recognizes that freedom to teach and freedom to learn depend upon opportunities and conditions in the classroom, on the campus and in the larger community. The responsibility to secure and respect general conditions conducive to learning is shared by all members of the academic community. Freedom is meaningless unless responsibility is also present.

The above rights can be exercised effectively and without fear only if they are incorporated into policies and regulations that are as precise and informative as possible, and only if there are adequate procedures to settle disputes that arise in their regard.

The Code of Student Responsibility protects students' rights by making explicit all disciplinary procedures so that no student may be disciplined except in strict adherence to proscribed policies.

As an academic and religious institution, DePaul has a vested interest in both the safety and well-being of the members of its campus community. As a result of the high caliber of men and women DePaul University attracts, the Code of Student Responsibility reflects the emphasis on responsibility in both the academic and nonacademic areas of university life. It is the intent of the code to provide the necessary guidelines to support and advance the educational and religious aims of the university without unduly restricting or diminishing the university experience.

The code outlines the minimum acceptable level of conduct expected of every student at DePaul. The policies and procedures outlined are those that students, faculty and administrators at the university have designed to further the educational and religious aims of the institution and to assist all students in the pursuit of their educational, personal and social development.

A student by voluntarily joining the university community assumes the responsibility for abiding by the standards that have been instituted by DePaul.

The Vice President for Student Affairs, or his/her designee, maintains exclusive authority for imposing sanctions for behaviors that violate the Code of Student Responsibility. The Vice President is also responsible for interpreting and/or implementing university procedures or policies to address issues that are not specifically covered by the various parts of this code.

University personnel charged with enforcement of the code will at all times endeavor to adhere to the intent of fundamental fairness so that each student's concern is addressed in an impartial and consistent manner.

The University may exercise jurisdiction for an offense committed off-campus when:

1. The victim of such offense is a member of the campus community (student, faculty or staff); if the perpetrator of such offense is a student; or
2. The offense occurred at a college sponsored or sanctioned event; or
3. The accused student used his or her status as a member of the University community to assist in the commission of the offense (student ID card to pass a bad check); or
4. The offense seriously impairs the pursuit of the University's objectives.

The university's adjudication of any violation of this code may proceed independently of any action taken by state, federal or municipal agencies.

The university reserves the right to refer incidents of misconduct to civil or criminal authorities.

This code is designed to protect the rights of all members of the university community so they can prosper academically, socially and personally. In order for this code to work effectively, however, students must take responsibility for confronting behaviors exhibited by their peers that negatively impact their experiences and violate established standards of behavior. It is imperative that students work in partnership with university faculty and staff members to protect the rights that have been afforded them.

DePaul University reserves the right to change policies or procedures maintained herein at any time during a student's enrollment period provided such changes are announced throughout the university community via official bulletin boards, office publications or student newspaper, or DePaul Web-based technology.

Students and student organizations are advised to read this code carefully so all are aware of the policies which guide the university in its dealings with them.

Although no list is exhaustive, the university has attempted in the following pages to accurately represent its nonacademic expectations. Students should contact their college office for specific information on the policies used to govern academic expectations at the university.

Student Rights

1. The university shall be open to all students who qualify under its admission standards, regardless of race, religion, national origin, age, disability, marital status, sexual orientation or gender. All students have equal right of access to the public facilities and services of the university, in accordance with university policies.
2. Students have the right to their own ideas, beliefs and political associations. Students have the right to ask questions and express their opinions without affecting their academic evaluations, as long as such do not interfere with the normal operations of their classes or infringe on the rights of other students in their classes. Instructors shall evaluate students' performances without prejudice.
3. A student has the right to a hearing within the established university procedures, in all matters that can result in the imposition of sanctions for misconduct. Usually, a student's status within the university will not be permanently altered until final outcome of any judicial action. However, the university reserves the right to take actions to reasonably ensure safety and security, including removing and/or suspending a student from the university pending final determination of any judicial action.
4. A student duly admitted to and registered at the university has the right to receive a clear and concise written statement concerning academic and nonacademic regulations and commitments made by the university prior to or on initial registration for classes. A student also has the right to be advised of any changes in such matters.
5. 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. For additional information, please consult the Academic Policy, FERPA/Student Privacy .

Alcohol

DePaul community members owe it to themselves and others to make educated decisions about their use or distribution of alcohol. The university respects and adheres to state laws governing the sale, use, possession and transportation of alcohol. Such laws are strictly enforced by DePaul. Violators are subject to University disciplinary action and criminal prosecution, including fines and imprisonment. The following regulations govern alcohol use on university premises:

1. The State of Illinois prohibits the sale, use or possession of all forms of alcoholic beverages by persons under 21 years of age.

2. All casual possession or consumption of alcohol in designated common or nonreserved areas on university premises is prohibited by any person regardless of age.
3. For specific policies regarding alcoholic beverages in the residence halls, please see the Residence Education Handbook.
4. Consumption of alcohol which results in behavior that infringes on the rights of others in the community may be considered a violation of the University alcohol policy.
5. Alcoholic beverages will not be served at student-sponsored or student organization-sponsored events on university premises without written authorization from the Associate Vice President for Student Affairs. Notification of such authorization will be sent to the student organization itself, the organization's moderator/advisor, the building director and the Public Safety Office.

This authorization will detail the provisions for maintaining control of the consumption of alcoholic beverages at the event. In making the final determination for authorization, the Associate Vice President for Student Affairs or his/her designee will consider the following points:

1. control measures (i.e., security, presence of university representative, method of age identification and monitoring of the event, etc.);
2. the type of event;
3. estimated attendance and percentage of those under 21 years of age;
4. adherence to area/building procedures;
5. the presence of food and nonalcoholic beverages in a prominent place;
6. the publicity for the event not advertising the availability of alcohol; and
7. the possible requirement of a special events permit or other license to dispense alcoholic beverages.

When student organizations sponsor off-campus events at which alcoholic beverages are sold and/or offered for consumption, the organization and its officers shall be solely responsible for the conduct of such affairs in accord with civil law and university policies, including this alcohol policy.

Institutional Policies

Civil or Criminal Law

Damage to Personal or Private Property

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Guest Responsibility and Visitation

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Smoking

Theft, Misappropriation, Misrepresentation or Unauthorized Sale or Use

Travel

Unauthorized Entry or Exit from University Facilities

University Graphics

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Anti-Discriminatory Harassment

Anti-Discriminatory Harassment

DePaul University has a long standing commitment to diversity of its faculty, staff and student body. As a university with a strong Catholic, Vincentian and urban heritage, this commitment is particularly integral to our mission. DePaul University is committed to preserving an environment that respects the personal rights and dignity of each member of its community

The Anti-Discriminatory Harassment Policy and Procedures provides the overall philosophy and specific approaches for addressing discrimination and harassment issues. It serves to augment other university-wide policies and is in accordance with federal, state, and local laws and regulations.

It is the policy of DePaul University that no person shall be the object of discrimination on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability,

military status, or other status protected by local, state, or federal law in its employment or its education settings.

For complaints related to sex, gender and/or sexual orientation please refer to the Sexual Harassment Policy Office, which has responsibility for monitoring and the resolutions of those complaints. The complete Sexual Harassment Policy and Procedures can be found at: <http://policies.depaul.edu/policy/policy.aspx?pid=119>

Academic Freedom

DePaul University values the free and open exchange of ideas within an academic community. Often ideas and viewpoints can challenge our assumptions, beliefs or perspectives that are intrinsic to learning and may sometimes prove disturbing or offensive. DePaul University is committed to the principles of academic freedom and inquiry; however, discrimination and harassment as identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Policy

DePaul University will not tolerate the harassment of and/or discrimination against any person or group of individuals on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other status protected by local, state, or federal law in its employment or its education settings. DePaul University reserves the right to take actions as are consistent with its policies and procedures to deal with individuals found to have engaged in unlawful harassment and/or discrimination in violation of this policy.

Unlawful harassment includes any behavior (verbal, written, or physical) that abuses, assails, intimidates, demeans or victimizes or has the effect of creating a hostile environment for any person based on any of the above protected characteristics. Depending on the specific circumstances and impact on the workplace or academic environment, examples of unlawful harassment include verbal abuse, offensive innuendo, derogatory comments, or the open display of offensive objects or pictures concerning a person's race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other protected status.

Examples of unlawful discrimination include treating an employee or student differently in the terms and conditions of his or her employment or education or making decisions about a person's employment, compensation, or education based upon his or her race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other protected status.

No person, including parties and witnesses, exercising his or her rights and/or responsibilities under the Anti-Discriminatory Harassment Policy and Procedures shall be subject to retaliation or threat of retaliation in any form. Retaliation includes, but is not limited to, those actions directed against an individual on the basis of or in reaction to the exercise of rights accorded and/or defined by this policy which affect a person's employment, advancement, scholarship, performance, habitation, and/or property. Claims of retaliation will be investigated and, if substantiated, constitute a separate violation of this policy. Any acts of retaliation will be subject to appropriate disciplinary action, including but not limited to reprimand, change in work assignment, loss of privileges, mandatory training, suspension, and/or termination.

DePaul University takes complaints of discrimination and harassment seriously. Individuals who knowingly make false allegations under this policy may be subject to disciplinary action, including but not limited to reprimand, suspension, and/or termination.

Procedures

The Senior Executive for Institutional Diversity or his/her designee (the "Office of Diversity") is responsible for receiving, processing, and resolving complaints of discrimination and/or harassment. Complaints related to sex, gender and/or sexual orientation should be directed to the Sexual Harassment Policy Office as outlined in Section II. Policy Statement.

Any member of the University (as outlined in Section I. Scope) may file a complaint with the Office of Diversity against any member of the University community. All members of the University who serve in a supervisory capacity, such as deans, managers, and chairs, are responsible for relaying all complaints of discrimination or harassment to the Office of Diversity. Any student may also file a complaint as long as it concerns the actions of a university employee. Student complaints about actions of other students are handled by the Associate Vice President of Student Advocacy and Community Relations.

The University strongly recommends complainants to file a complaint within 120 (one hundred and twenty) days of the challenged conduct, to the extent practicable. The complainant should receive an acknowledgement of receipt from the Office of Diversity within 10 business days. If this does not occur, then that person should directly contact the Office of Diversity to confirm receipt of original complaint.

When the University receives a complaint of discrimination and/or harassment it will promptly investigate the allegation in a fair and expeditious manner. Every complaint is based on its own facts and circumstances, which can impact the course of the University's investigation. The following is an outline of the procedure generally followed once a complaint has been brought to the attention of the University.

Filing a Complaint

- Contact the Office of Institutional Diversity:
55 East Jackson Suite 403
Chicago, Illinois
312-362-6872
- The complaint can be submitted orally or in a written statement.

Processing a Complaint

In processing a complaint, the Office of Diversity will:

- Acknowledge a receipt of the complaint in writing.
- Conduct a preliminary assessment of allegations.
- May conduct a preliminary evaluation to determine whether the alleged conduct, if substantiated, could constitute a violation of any University policy, including this Anti-Discriminatory Harassment Policy.
- If the Office of Diversity concludes that the alleged actions may constitute a policy violation, it will designate an investigator and assign the case for a prompt and impartial fact-finding investigation of the complaint. The Office of Diversity will provide the name of the investigator to the complainant and the investigator will contact the complainant.

Fact Finding

The specific fact-finding steps may vary depending on the facts and circumstances of the complaint. Generally speaking, the designated investigator will:

- Inform the complainant and respondent of the start of the investigation.
- Initiate a formal fact-finding investigation of the complaint.
- Collect and review relevant documentation.
- Interview complainant, respondent, and witnesses to the reported event or events.
- Provide respondent with ample opportunity to respond to the complaint.

At any time in the process, the complaint may be resolved voluntarily prior to the completion of the investigation when there is agreement among the complainant, the respondent, and the Office of Diversity that the issue has been addressed to the satisfaction of all parties and the investigation should be closed without further action.

Confidentiality

The University is committed to balancing the interests of all parties involved in discrimination and harassment complaints and will attempt to keep the name of the complainant confidential and to respect the rights of the individual against whom the complaint was made. Nonetheless, the University recognizes that there are certain situations that may require disclosures of information. Further, when credible information received

through an investigation shows that there may be violations of other University policies, the appropriate officials will be notified.

Resolution of Complaint

The Office of Diversity is charged with the responsibility of investigating complaints of discrimination, communicating its findings, and making recommendations for corrective actions. Upon completion of the investigation, the investigator shall report his or her findings to the Office of Diversity. If the Office of Diversity, following the investigation, determines that the Anti-Discriminatory harassment Policy has been violated, it will, together with appropriate University officials, recommend appropriate corrective action, up to and including discharge/expulsion, commensurate with the severity of the infraction. University officials who may have input in determining the appropriate corrective action include but are not limited to, the supervisors or department heads of the complainant and the respondent, the Vice President of Human Resources, and the Office of the General Counsel.

The Office of Diversity will provide written notification to the complainant, the individual against whom the complaint was made, and the appropriate University officials of the finding, as deemed appropriate. Where a remedy is determined to be appropriate, the investigator will inform the individual against whom the complaint was made of the recommended steps that will be taken to remedy the situation.

Supervisors, department heads, and other administrators and managers have the responsibility for implementing those recommendations. The Office of Diversity may advise in the implementation process and will monitor the actions taken as a result of the findings and recommendations. To the extent that the Office of Diversity concludes that other University policies may have been violated by the reported conduct, the appropriate University official(s) will be notified and applicable procedures set forth in the DePaul Student Handbook, the DePaul Human Resources Employee Handbook, the DePaul Faculty Handbook, or relevant collective bargaining agreements will apply.

The files of complaints will be maintained in the Office of Diversity. Documents and information relating to the complaint and investigation will not be kept in relevant personnel or academic records; except that any discipline or sanction imposed as a result of a policy violation will be documented in the disciplined individual's personnel or academic record in accordance with applicable University procedures.

Sexual Harassment Policy

Introduction

DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff, faculty and other members of the university's community, free of discrimination and all forms of sexual and gender harassment, which diminish the dignity or impede the academic freedom of any member of the university community. In accordance with DePaul's Vincentian values, its role as an educational institution, and both federal and state law, the university condemns any form of sexual [or gender] harassment [or assault] and is committed to taking action to prevent and eliminate all forms of them, including coercive sexual behavior. These types of harassment also may constitute unethical conduct. Any staff member, faculty member, or student found to have engaged in such conduct is subject to disciplinary action, up to and including discharge and/or expulsion.

Further, the university condemns any acts in violation of this policy involving any third parties, including visitors, guests and agents, representatives and employees of suppliers or contractors, and will take violations of this policy by such parties into consideration in the awarding of contracts and the future conduct of business. Sexual and gender harassment are not only repugnant to the DePaul community and a violation of this policy, but may be criminal offenses according to Illinois or federal law. Members of the university's community who have been found in violation of statutes related to sexual harassment and/or assault may be subject to additional university disciplinary action. (For more information on sexual assault, see the University Sexual Offense Policy and Procedures and the university's annual Safety and Security Information Report.)

Policy

Definition

1. Sexual harassment includes, but is not limited to, any unwelcome sexual advances, direct or indirect, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - submission to or rejection of such conduct is made or is threatened to be made, either explicitly or implicitly, a term of condition of instruction, employment or participation in other university activity;
 - submission to or rejection of such conduct by an individual is used or is threatened to be used as a basis for evaluation in making academic or employment decisions affecting that individual; or
 - such conduct has the intent, purpose or can reasonably be expected to have the effect of interfering with an individual's academic or professional performance or advancement, or creating an intimidating, hostile or offensive educational, living or working environment.
2. The university's Sexual Harassment Policy and Procedures also apply to gender harassment. Gender harassment includes verbal or physical harassment which is based on the person's gender but which is not sexual in nature.
3. It may be a violation of this policy for an administrative, faculty or staff member of the university to offer or request sexual favors, make sexual advances or engage in sexual conduct, consensual or otherwise, while the other individual involved is enrolled in the faculty member's class or is working under the supervision of, or subject to evaluation by, the administrative person, faculty or staff member. In such circumstances, consent may not be considered a defense against a charge of sexual harassment in any proceeding conducted under the university's Sexual Harassment Policy. The determination of what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs.

Consensual Relationships

Amorous relationships that might be appropriate in other circumstances present serious difficulties within the university community. Relationships between individuals in inherently unequal positions (such as teacher and student, supervisor and employee) may undermine the real or perceived integrity of the supervision and evaluation process, as well as affect the trust inherent in the educational environment. Consensual romantic or sexual relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint when the relationship gives undue access or advantage to, restricts opportunities of, or creates a hostile and unacceptable environment for one of the parties to the relationship, or for others.

Glossary

In addition to "Sexual Harassment" and "Gender Harassment," which have been defined, this policy uses the following terms:

Complaint: An assertion that a named individual(s) has violated this policy.

Complainant: Any individual(s) making a complaint.

Student: Any person who is enrolled in the university, either on a full or part-time basis.

Faculty: All members of the university community who teach on a full or part-time basis at any campus or other facility.

Staff: All employees of the university community, including support personnel, counselors, university ministers, coaches, resident advisors, graduate students, teaching fellows, tutors and undergraduate course assistants.

Supervisor: Any member of the university community having authority to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees or having the authority to recommend such actions.

Examples of Sexual/Gender Harassment

A. Examples of behavior which may constitute sexual harassment include, but are not limited to, the following:

- unwelcome verbal or physical advances of a sexual nature;

- requests or subtle pressure, overt or implied, for sexual favors; abusive or threatening behavior directed at a person;
- remarks, jokes, comments or observations of a sexual nature which demean or offend individuals on the basis of their sex, provided, however, that such expressions will not be considered sexual harassment if uttered for a valid academic purpose;
- gestures or other nonverbal behavior of a sexual nature provided, however, that such expressions will not be considered sexual harassment if based upon a valid academic purpose; and
- display or distribution of offensive materials of a sexual nature, provided however, that such expressions will not be considered sexual harassment if used for a valid academic purpose.

B. Examples of gender harassment may include, but are not limited to, the following:

- Language or physical conduct which demeans another person because of his/her gender;
- Abusive or threatening behavior directed at a person on the basis of his/her gender.

C. Sexual and gender harassment may occur regardless of sexual orientation.

D. Sexual and gender harassment under this policy may be communicated in a variety of ways including, but not limited to, oral pronouncements, notes, letters, faxes, electronic messages, and displays on public workstations.

Sexual Harassment Complaint Procedure

A. Introduction

The following procedures are designed to provide flexibility in reporting for the person complaining of the harassment, while balancing the interests of the accused party and the university's need to obtain the information necessary to resolve these harassment issues in its community.

If you have any questions regarding the policy or procedures, please contact the office of the Executive Vice President for Academic Affairs, the Associate Vice President for Advocacy and Community Relations, the Vice President for Human Resources or the Director, Sexual Harassment Policy Office.

B. Reporting and Resolution

All incidents of sexual harassment or gender harassment should be reported by the complainant to either a person in a supervisory capacity or the Director, Sexual Harassment Policy Office. The reporting of a sexual or gender harassment incident constitutes a complaint. In addition, all members of the community who serve in a supervisory capacity, such as deans, managers, and chairs are responsible for reporting all complaints of sexual harassment to the Director. Complaints will be treated with discretion and will be promptly and thoroughly investigated. The Director may ask the complainant to put the complaint into writing.

Sexual or Gender Harassment can be a grievous action, having serious and far-reaching effects on the lives and careers of individuals. False complaints, that is, allegations made knowing that they are not true, can have similar impact. Intentionally false charges are grounds for discipline, up to and including discharge and/or expulsion. Disciplinary proceedings shall follow applicable procedures as set forth in the DePaul Student Handbook, the DePaul Human Resources Employee Handbook, the DePaul Faculty Handbook, or in relevant collective bargaining agreements.

Further information on sexual or gender harassment, including copies of educational materials and a listing of educational programs, may be found in the

office of the Executive Vice President for Academic Affairs, the Office of the Associate Vice President for Advocacy and Community Relations and the Department of Human Resources.

* If a student under the age of 18 reports an incident of sexual harassment to any faculty or staff member, that faculty or staff member is obligated to report the incident to the Director.

C. Confidentiality

DePaul University is committed to balancing the interests of all parties involved in sexual and gender harassment complaints and will attempt to keep the name of the complainant confidential and to respect the rights of the accused harasser. However, the university recognizes that there are certain situations which may require disclosure of information. Further, when credible information received through an investigation shows that there may be violations of other university policies, then the appropriate officials will be notified.

D. The Director, Sexual Harassment Policy Office

The President shall appoint a Director who shall be responsible for resolving all reported complaints of sexual and gender harassment in the university community by working with the appropriate university officials. The Director shall report directly to the Executive Vice President of Academic Affairs regarding these harassment matters. The telephone number of the Director is listed in the university telephone directory. In addition to resolving complaints, the Director shall be responsible for coordinating a university-wide education program on sexual harassment and monitoring compliance with the Sexual Harassment Policy.

E. Investigation Process

The Director, Sexual Harassment Policy Office shall be informed of all reported complaints of sexual or gender harassment. In cases where the person complaining of the harassment (the complainant) and the person complained about (the respondent) are both students, the Associate Vice President for Advocacy and Community Relations, in consultation with the Director, will assume primary responsibility for overseeing the investigation process. In all other cases, the Director shall assume primary responsibility for overseeing the investigation process. The Director shall consult with the Associate Vice President for Advocacy and Community Relations if the complainant or the respondent is a student or with the Vice President for Human Resources if the complainant or the respondent is a staff member.

The university recognizes that many issues relating to sexual and gender harassment are resolved through discussions with and advice from the Director. For example, the complainant may decide to deal with the situation directly by speaking to the respondent, or the complainant may request that another member of the university community, to be chosen by the Director in consultation with the complainant, speak with the respondent. As another example, the complainant and respondent may choose to meet and resolve the matter with the help of the Director.

A complaint may be resolved when there is agreement among the complainant, the respondent and the Director. This resolution may include, but is not limited to: an apology by the respondent; a commitment by the respondent not to repeat the offending behavior and/or to take steps to achieve that goal by, for example, seeking counseling; or, acceptance that no further action is warranted.

F. Further Investigation

The Director, Sexual Harassment Policy Office will conduct further investigations if the complaint is not resolved in the above manner.

When a student is accused of sexual or gender harassment, the nonacademic disciplinary procedures set forth in the Code of Student Responsibility shall apply.

The Director will promptly inform the respondent of the identity of the person who will conduct the investigation and the respondent will be provided with ample opportunity to respond to the complaint. Every reasonable attempt shall be made to resolve all harassment complaints in a timely manner. The investigation will be conducted with discretion; only individuals who may have substantial information directly relevant to the complaint will be interviewed as witnesses. Only university employees who have a need to know the circumstances surrounding the complaint, i.e., those involved in the investigation and resolution of the complaint, will be informed.

If the complaint is found to have no merit or if the facts cannot be established, the complainant and the respondent will be informed, no further action will be taken, and nothing will be placed in the respondent's file.

If, after a full and fair investigation, the Director, together with the appropriate university officials, determines that a member of the university community violated the Sexual Harassment Policy, appropriate action will be recommended, including but not limited to:

1. reprimand;
2. disciplinary sanctions;
3. termination or expulsion; or
4. training/ education.

No recommendation for action will be made without providing the respondent with an opportunity to respond to all complaints raised against him/her. The respondent will receive timely written notification of the recommendation. Applicable procedures set forth in the DePaul Student Handbook, the DePaul Human Resources Employee Handbook, the DePaul Faculty Handbook or in relevant collective bargaining agreements will apply.

The Director shall keep a separate record of each investigation.

G. Retaliation

No person, including parties and witnesses, exercising his or her rights and/or responsibilities under the Sexual Harassment Policy and Procedures shall be subject to retaliation or threat of retaliation in any form. Retaliation shall include, but is not limited to, those actions directed against an individual on the basis of or in reaction to the exercise of rights accorded and/or defined by this policy which affect a person's employment, advancement, scholarship, performance, habitation, and/or property.

A finding of retaliation or a threat of retaliation shall constitute a separate violation of this policy, subject to separate or consolidated disciplinary procedures, and is not dependent upon a finding of a violation of any other section of the policy. Complaints of retaliation shall be made to the Director, Sexual Harassment Policy Office.

How to File Harassment Complaints

Students

Students who have harassment complaints of any kind (including sexual harassment) against other students should file them with the Associate Vice President for Advocacy and Community Relations, Division of Student Affairs. Students should file sexual harassment complaints against faculty or staff with the Director of the Sexual Harassment Policy Office, and all other harassment or discrimination complaints against faculty or staff with the Office of Institutional Diversity.

Faculty and Staff

All faculty and staff who have sexual harassment or discrimination complaints should file them with the Director of the Sexual Harassment Policy Office or someone in a supervisory capacity. Faculty and staff should file all other harassment or discrimination complaints with the Office of Institutional

Diversity.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Civil or Criminal Law

Civil or Criminal Law

Any student who violates any state, federal or municipal law shall be subject to disciplinary action for said offense(s) up to and involving suspension and expulsion. The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Computing Services

Computing Services

All computer users must practice ethical behavior in their computing activities. Computing activities may only be used for lawful purposes. Abuse of computer privileges is considered a serious matter. The computing resources are provided for use by staff, faculty and students who are currently enrolled in courses approved or designated as requiring such resources. The privileges of use by a student are not transferable to any individual or organization. The theft or abuse of computer time or facilities is no different from the theft or abuse of other university property, and violators of privileges will be subject to university disciplinary action. Theft or abuse includes, but is not limited to:

1. unauthorized entry into a file to either read or change information;
2. unauthorized transfer of files;
3. unauthorized entry into a network;
4. authorized and unauthorized use of another's computer account;
5. use of the computer to interfere with the work of another student or faculty or staff member;
6. use of the computer facilities to send obscene or abusive messages;
7. use of computer facilities for frivolous activities during times of high demand; and
8. use of computer facilities or services for outside employment or individual profit.

Other prohibited behavior includes but is not limited to:

1. students are to conduct themselves in a professional manner and accomplish tasks as expeditiously as possible;
2. for reasons of security, the university reserves the right to review programs and files contained in its computing resources. Computer services allocated to individuals through their user numbers should be respected by all as private and valuable property

for academic pursuits;

3. users are responsible for their own usernames and security of their passwords;
4. use of the computing privilege to interfere with normal operations of the university's computing systems or of any other system accessible through the university's systems is prohibited and is subject to criminal and civil action as well as university disciplinary action;
5. unauthorized transmission, distribution, or storage of any material in violation of any applicable law, or regulation including material protected by copyright, trademark, trade secret or other intellectual property right;
6. transmission, distribution or storage of any material that is obscene or defamatory constitutes an illegal threat or violates export laws.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#) [Damage to Personal or Private Property](#)

Damage to Personal or Private Property

A student shall take no action while on property owned or controlled by the university that damages, or tends to damage, personal or private property not his or her own without the consent of the owner or person legally responsible for such property.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#) [Demonstrations](#)

Demonstrations

Orderly and peaceful demonstrations on the campus are permitted. However, the university has the obligation to ensure the safety of individuals, the protection of property and the continuity of the educational process. When picketing or other forms of peaceful protest take place outside university buildings, the university insists on the right of free passage for all through the areas where members of the university community have a right to be. When such demonstrations take place inside university buildings, the university insists on orderliness, free passage to all rooms, lack of excessive noise, and no interference with classes, libraries, offices, assemblies or normal administrative functions. Students participating in off-campus demonstrations will be subject to university discipline for reasons stated above as well as for the deliberate misrepresentation of the position of the university, outrageous abuse of the name of the university or participation in demonstrations adjacent to the campus that disrupt university functions.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#) [Disciplinary Process Compliance](#)

Disciplinary Process Compliance

A student who fails to agree to a disciplinary hearing or abide by a disciplinary sanction, takes action to influence or coerce testimony in a disciplinary hearing, or takes action that disrupts, or impairs an investigation or hearing may be found in violation of failure to comply with the disciplinary process. Any student who knowingly provides false information in a hearing may also be found in violation of this or other parts of the code.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Disorderly, Violent, Intimidating or Dangerous Behavior to Self or Others

Disorderly, Violent, Intimidating or Dangerous Behavior to Self or Others

Students are not to engage in behavior that threatens, harms or causes to place in harm themselves or other persons, or to exhibit behavior that is illegal, destructive, lewd, indecent, obscene or disorderly. The types of conduct that this regulation is designed to cover include, but are not limited to, the following examples:

1. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting harm upon any person; taking reckless action that results in harm to any person; taking any action that creates a substantial risk or harm to any person; or threatening by any means of transmission the use of force to harm or injure any person.
2. Disrupting the peace, impeding classes, causing emotional harm, and/or endangering the safety, health or life of any person on campus through actions or words.
3. Obstructing fire escape routes such as hallways or stairwells.
4. Committing acts of an indecent or lewd nature.
5. Climbing or scaling the exterior of any university building or facility.
6. Production of sound through amplification or other means (including voices) that unreasonably disturbs or disrupts the peace of others or violates university standards.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Emergency Regulations

Emergency Regulations

The specific emergency regulations and evacuation procedures for university buildings must be obeyed at all times to ensure the safety of all.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ False Information

False Information

Students are not to provide false information in any form to university officials. Students are not to knowingly misuse, misrepresent or falsify any university record, I.D. card, form, computer resource or procedure.

Students who assist by any means the providing of false information as described in this expectation will be considered in violation. Students are not to take any action (verbal, written, or behavior), based on known incorrect data, with direct intent to be hurtful or harmful to the university.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#) [False Report of an Emergency](#)

False Report of an Emergency

The intentional false reporting of a bomb, fire, attack or other emergency on any university-owned or -controlled property is strictly prohibited.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#) [Financial Obligations](#)

Financial Obligations

Students are expected to promptly pay all university bills, accounts and other related financial obligations when due. If for good reason a student cannot pay such obligations on time, he/she is responsible for contacting the department or the individual concerned in order to arrange an extension. Failure to meet university financial obligations and deadlines generally results in the suspension of registration and the withholding of credits and grades.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#) [Firearms, Dangerous Weapons, Explosives or Fireworks](#)

Firearms, Dangerous Weapons, Explosives or Fireworks

Possession or use, or assisting in the possession or use, of any of the following items, including but not limited to, firearms, knives, clubs, ammunition, explosive devices, flammable liquids or other weapons on university-owned or -controlled property, is strictly prohibited by various local, state and/or federal laws and university policy.

Students in possession of dangerous weapons or materials will be subject to immediate suspension and may face prosecution by civil authorities. Students are not to possess or explode any type of fireworks on university-owned or -controlled property unless authorized in accordance with city ordinances and in writing by the appropriate university officer.

Gambling

In accordance with applicable Illinois and federal gambling laws, DePaul University prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance on University premises, including but not limited to University Housing and/or University-sponsored functions including sporting events. In addition, students shall not knowingly provide information to assist any individual involved in any gambling activities.

Guest Responsibility and Visitation

Students and student organizations are responsible for the behavior of their guests while they are on property owned or controlled by the university or in attendance at its sponsored events. The host students or student organizations assume full responsibility for their guests' compliance with all proscribed university policies and procedures, including those specific to building hours and residence hall visitation.

Hazing

The hazing of students at DePaul University is strictly prohibited. Hazing is defined in accordance with all applicable local, state, and/or federal laws and includes any action taken or situation created to produce mental or physical discomfort, embarrassment, ridicule or endangerment of a student or group of students. Such activities include, but are not limited to: use/abuse of alcohol, paddling in any form, creation of excess fatigue, physical and psychological shocks, treasure hunts, scavenger hunts, road trips or other similar activity, wearing of public apparel that is conspicuous and normally not in good taste, and morally degrading or humiliating games and activities.

Illegal Use or Possession of Controlled Substances

Students may not illegally use, sell, possess or distribute any state or federally controlled drug or substance on university-owned or -controlled property. The university reserves the right to take any action deemed necessary to protect the university's interests and the safety of its students in cases involving the use, sale, possession or distribution of controlled drugs.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) (updates available Sept 2008) □ [Information Display](#)

Information Display

Students and external university groups are not to post, affix or otherwise attach writing or any printed materials (i.e., posters, signs, handouts, brochures, handbills, pamphlets, etc.) on university property without proper authorization. All information displayed and distributed must be in accordance with the university policies. Further information on university policies regarding Information Display and Distribution may be obtained from the Office of Student Life, the DePaul Center Student Union Information Desk or the Residence Education Office.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) (updates available Sept 2008) □ [Parking Regulations](#)

Parking Regulations

All vehicles using the university parking lots on the Lincoln Park Campus must display a valid university decal. Students must adhere to all state and municipal vehicular laws as well as all parking regulations as published by the Parking Services Office, including the prohibition from parking in areas designated for use by faculty, staff, administration or disabled individuals.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) (updates available Sept 2008) □ [Reasonable Directives from a University Official or Office](#)

Reasonable Directives from a University Official or Office

Students are not to disregard reasonable directives, either verbal or written, issued by a university official or office, or obstruct an official in the carrying out of his/her assigned duties or responsibilities. Failure to follow reasonable directives may result in sanctions including suspension and/or involuntary withdrawal from the university.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) (updates available Sept 2008) □ [Residential Living](#)

Residential Living

Students are responsible for knowing and not violating university procedures and policies, including those that govern all residence hall facilities they enter. (See the Residence Education Handbook and the "Housing Application and Guidelines" brochure for further information.)

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) (updates available Sept 2008) □ [Safety Equipment](#)

Safety Equipment

The unauthorized alteration, misuse or tampering with of any equipment or device intended for use in preserving or protecting the safety of members of the university community, including but not limited to keys, exit signs, fire extinguishers, fire alarms, fire boxes, standpipes, first aid equipment or emergency telephones, is prohibited.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) (updates available Sept 2008) □ [Selling and Solicitation](#)

Selling and Solicitation

Solicitation using university buildings, equipment, services or grounds is prohibited without the expressed written sponsorship of a university office or student organization. No student is to permit his or her residence hall room to be used for any commercial purpose. University-wide solicitations need the authorization of the President. All student- and university-sponsored charitable solicitations must be coordinated with and approved by the University Ministry Department.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) (updates available Sept 2008) □ [Sexual Offense](#)

Sexual Offense

DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. It is important that all students are aware of and protect their right in the University community. In accordance with DePaul's Catholic and Vincentian values and its role as an educational institution, the university condemns any form of sexual offense. Further, the university is dedicated to providing both prevention programming and referral services for all members of its community. This document is generally intended to set forth the various programs, procedures and disciplinary actions regarding sexual offenses. Furthermore, it specifically sets forth the procedures that are encouraged to be considered by a person who may have experienced a sexual offense.

DePaul University, through its Security Department and in concurrence with the Clery Act and the Campus Awareness Security Act of 1990, will uniformly and consistently report all criminal sexual offenses occurring on campus and reported to DePaul to the proper municipal

authority.

Definition

A sex offense is defined by the National Incident-Based Reporting System, published by the FBI, as either:

Forcible: Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent; or

Non-forcible: Unlawful, non-forcible sexual intercourse

Sexual assault is any unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger, that occurs without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to do so.

Sexual assault includes but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault.

Additional offenses may include cases of coercion, harassment, or intimidation.

If you are a person who has experienced or thinks they have experienced a sexual offense

If you are a person who has experienced or thinks they have experienced a sexual offense, DePaul University is committed to offering a secure and supportive environment in which to consider all the options that are available to you including (but not limited to) medical attention and evaluation, obtaining information, support and counseling, and/or reporting. It should be noted that some of these options offer confidentiality while other services are required by law to report the sexual offense. A person, who has experienced a sexual offense, whether rape or another unwanted sexual contact, is urged to make a report to the Public Safety Office (Lincoln Park campus 773/325-777, Loop campus 312/362-8400) or Dean of Students Office (77/325-7290). Please note that the Public Safety Office is open 24 hours a day, 7 days a week. When a report is received all internal and external options will be reviewed with the individual including contacting the Chicago Police, community sexual assault agencies and DePaul University Counseling Services. A person who has experienced or thinks they have experienced a sexual offense is encouraged to report such an incident to the Chicago Police. In addition, persons will be encouraged to file a report with Public Safety and/or the Dean of Student office. A report allows the individual to access the full range of disciplinary options at DePaul University regardless of what legal proceedings the individual might choose.

1. Medical Treatment

A person who has experienced a sexual offense is urged to seek an appropriate medical evaluation as promptly as possible. Medical treatment may include treatment of injuries endured during the event, treatment of STDs, the implementation of a full examination for the collection of physical evidence should a person later decide to pursue a criminal prosecution and/or civil action. In addition, medical treatment will provide the individual with additional support service information. Medical treatment is generally considered confidential.

Local Contacts:

Sage Medical Group
1150 West Fullerton, 2nd Floor
Chicago, IL 60614
773/549-7757

Lincoln Park Hospital
550 West Webster Avenue
Chicago, IL 60614
773/883-2000

Rape Victim Advocates
228 South Wabash, Suite 240
Chicago, IL 60604
312/663-6303
www.rapevictimadvocates.org

2. Information, Support and Counseling

Whether or not one makes a report, a person who has experienced a sexual offense is encouraged to obtain information, support and counseling. Counselors, who offer confidential counseling, are available both on and off campus 24 hours a day. These counselors can help a person decide what steps the individual wants to take, such as seeking medical attention, preserving evidence, reporting to authorities and regaining a sense of safety and control. Resources are available on campus and off campus include the following:

Please note that by dialing Public Safety at 773/325-7777, you can access any University office listed below 24 hours a day, 7 days a week.

University Counseling Services, Lincoln Park Campus
Centennial Hall
2345 North Sheffield Avenue, 3rd Floor
773/325-7779
CONFIDENTIAL

University Counseling Services, Loop Campus
DePaul Center
1 East Jackson Boulevard, 1101
CONFIDENTIAL

Rape Victim Advocates
228 South Wabash Avenue, Suite 240
Chicago, IL 60604
Specifically provides medical advocacy and other forms of advocacy.
www.rapevictimadvocates.org

Public Safety
Centennial Hall
2345 North Sheffield Avenue, 3rd Floor
773/325-7777

Dean of Students Office
Student Center
2250 North Sheffield Avenue, 307
773/325-7290

DePaul Center, 11007
312/362-8054

For a person who has experienced a sexual offense support might also come from a friend, a faculty member, a staff member, a Resident Advisor, or other office such as University Ministry (773/325-7902), or the Women's Center (773/325-7558). Additional community resources are available at any of the offices listed above. GETTING SUPPORT IS ESSENTIAL.

3. Filing a Report of a Sexual Offense

A person who has experienced a sexual offense is encouraged to make a report.

This report serves as a means of documenting the incident and allows for immediate response by the Public Safety Office, the Dean of Students Office and/or the Chicago Police. Please note that these offices are available 24 hours a day, 7 days a week. A person who has experienced a sexual offense is encouraged to report such an incident to the Chicago Police. To make a report please contact:

Public Safety
Centennial Building, 3rd Floor
773/325-7777

Dean of Students Office
Student Center 307
773/325-7290

DePaul Center 11007
312/362-8054

The University Judicial process that would be followed once a report is filed is outlined in pages 41-56. This process is completely separate from any criminal or civil actions that individual who has been assaulted might pursue. Possible outcomes of violations of the sexual offense policy may include termination and/or dismissal. The Student Handbook includes the procedures, as well as a list of some of the penalties and sanctions that may be imposed upon the conclusion of a disciplinary proceeding involving a sexual assault.

Any special accommodations that might be necessary including changing of classes, moving residence halls, arranging for escorts, etc., are handled by the Dean of Students Office.

4. Crime Victim's Compensation Law

Under the Crime Victim's Compensation Law, a person who has experienced a sexual offense may be eligible for support services and medical reimbursement if he/she reports the crime within 72 hours and fully cooperates with law enforcement.

Review of Procedures if a Sexual Assault Occurs:

1. Person is encouraged to get to a safe place.
2. Person is advised to seek medical treatment and preserve all evidence for proof of criminal act.
3. Person is recommended to seek support, information and counseling.
4. Person is encouraged to consider filing a report.

Educational Programs

1. In cooperation with Chicago police authorities, the university provides rape awareness, education and prevention/proactive presentations each year to members of the university community, including students.
2. Residence Education coordinates and provides special sexual offense prevention programs to resident students.
3. The Student Affairs Division and the Public Safety Office coordinates and provides crime awareness programs aimed at

incoming freshmen, transfer and commuter students.

4. Brochures dealing with acquaintance rape and other sexual offenses are available through Student Affairs, Residence Education, Women's Center, and the Public Safety Office.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Smoking

Smoking

DePaul University is committed to creating a healthy and productive environment for its students, faculty and staff. While it is not the intent of the university to take issue with the smoking preference of individuals, the university recognizes the increasing weight of evidence that smoking is detrimental not only to the smoker, but also to nearby nonsmokers. In addition, smoking may constitute a fire hazard, placing life and property at risk.

The university maintains a smoke-free environment. Smoking is prohibited within all university buildings.

This smoke-free policy covers all areas within university-owned or -operated buildings and floors, including:

- Cafeterias
- Elevators
- The DePaul Center 11th floor deck
- Private Offices
- General office space
- Lounges
- Lobbies
- Classrooms
- Hallways
- Restrooms
- The theatre
- Stairwells
- Waiting rooms
- Libraries
- Laboratories
- Athletic facilities
- Etc.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Theft, Misappropriation, Misrepresentation or Unauthorized Sale or Use

Theft, Misappropriation, Misrepresentation or Unauthorized Sale or Use

Students are to refrain from the unauthorized occupancy, use, possession or removal from a designated area, of property belonging to the university, its community members, guests or vendors. Services provided to or by members or guests of the university may not be used or obtained unless authorized in advance by the appropriate agent. This includes the misuse or unauthorized use of university telephones, computer services, electronic communications or facilities. Also, students may not represent themselves as having the authority to enter into contracts or agreements that affect DePaul University in any way.

Only officers of DePaul, or their specific designees, are empowered to sign contracts that bind the university. Students are not to take any action (verbal, written, or behavior), based on known incorrect data, with direct intent to be hurtful or harmful to the university.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) (updates available Sept 2008) [Travel](#)

Travel

DePaul University does not accept responsibility for, nor does insurance coverage extend to, any travel program not authorized by the university. The use of the name DePaul University in connection with other than an authorized travel program is strictly prohibited. Travel guidelines for student organizations are available from the Student Life Department.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) (updates available Sept 2008) [Unauthorized Entry or Exit from University Facilities](#)

Unauthorized Entry or Exit from University Facilities

Forcible or unauthorized entry into any building, structure, facility, room or container (file cabinet, desk drawer, etc.) on the premises of university-owned or -controlled property is prohibited. Improper use of designated exits is also prohibited.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) (updates available Sept 2008) [University Graphics](#)

University Graphics

Students or student organizations are not to obtain products for general distribution that carry any representation of "DePaul University" or the graphics representing the university's registered trademarks or logos without approval in advance from the Office of the General Counsel. All merchandise for promotional use and/or retail sale that displays the university's registered marks must be purchased from a licensee of DePaul University.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) (updates available Sept 2008) [Institutional Policies](#)

Institutional Policies

Political Campaign Activities

DePaul University, consistent with its educational mission, supports and promotes

participation in the political process on the part of its students, faculty and staff. Participation and voting in the civil elections are among the highest responsibilities of good citizenship. The Higher Education Act of 1998 specifically mandates institutions that receive federal aid to promote voter registration.

All colleges and universities, however, are limited in the extent to which they, as institutions may participate in campaign activities. DePaul is subject to limitations on political activity as a nonprofit, tax exempt organization. An organization exempt from under Section 501(c) 3 may undertake no activity whatsoever on behalf of or in opposition to any candidate for public office whether such office be federal, state or local. This is an absolute prohibition. DePaul University, in order to protect its tax-exempt status as a 501(c) 3 organization, may not "participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office." Penalties for improper political campaign activity can include loss of tax exempt status, substantial taxes on DePaul University (and on managers who knowingly violate the law), and federal or state government audits or investigations.

Activities of or Attributable to DePaul University

A. Examples of Permitted Activities

1. Curricular activities aimed at educating students with respect to the political process, and addressing, during a political campaign, usual and customary permissible public policy education.
2. Voter education activities, if linked to DePaul's educational purpose.
3. Non partisan voter registration
4. Conducting DePaul-sponsored public forums to which all legally qualified candidates (or, if impractical, at least all candidates who meet certain objective criteria) for public office (or for the nomination of a particular party) are invited and given equal access and opportunity to speak. The format and content of the forum must be presented in a neutral manner.
5. Supplying a hyperlink to the Web pages of all candidates (or, if impractical, at least all candidates who meet certain objective criteria).
6. Circulating unbiased questionnaires to all candidates (or, if impractical, at least all candidates who meet certain objective criteria) and tabulating results.
7. Conducting training programs designed to increase public understanding of the electoral process.
8. Conducting public opinion polls with respect to issues, rather than candidates, provided that the questions are framed to be fair and neutral, accepted polling techniques are used, and the questions do not directly or indirectly concern records or positions of particular candidates or parties. With respect to such activities of faculty, the limitations should be addressed with due regard for academic freedom.

B. Examples of Prohibited Activities

The University or anyone acting on behalf of the University is prohibited from:

1. Posting or distributing posters, campaign signs, fliers, etc., for political candidates on campus.
2. Endorsing by or on behalf of the university, expressly or by implication, a candidate for public office whether such office be federal, state or local.
3. Making official comments on specific actions, statements, or positions taken by candidates (except issues pertinent to its tax free purpose).
4. Reimbursing university employees for campaign contributions.
5. Fundraising for a candidate for public office on university premises.
6. Conducting "voter education" activities, if confined to a narrow range of issues or biased in favor of a particular candidate or party.
7. Conducting voter registration activities that are similarly biased.
8. Coordinating voter education activities with campaign events.
9. Sponsoring events to advance the candidacy of particular candidates.
10. Providing to a candidate, campaign, political party, political action committee (PAC) or the like mailing lists, use of office space, computers, telephones, fax machines, photocopiers, or other DePaul supplies or facilities.
11. Publishing ratings of candidates, where it could be viewed as reflecting views of DePaul.

12. Promoting action (e.g., voting) with respect to issues that have become highly identified as dividing lines between candidates.
13. Use of message boards and forums on DePaul's Web site to support particular candidates if the statements of the provider of the information can be reasonably attributed to DePaul (a disclaimer that states that the opinions are neither the opinion of the University nor sanctioned by the university is recommended in those public discussion areas where the information could reasonably be attributed to the university).

Activities of Students of Depaul University

A. Examples of Permitted Activities

1. A student newspaper that is financially supported by the university may engage in partisan editorial activities, given the student newspaper provides a disclaimer that the editorial views do not reflect those of the university.
2. Student organizations recognized by Student Life may use DePaul facilities for partisan political purposes, provided the organizations pay any normal charge for use of facilities, if any. It must be made clear that views presented by the organizations do not reflect those of the university.
3. DePaul student radio station may provide access to airtime to political candidates, provided it is offered on an equal basis to all candidates and it is made clear that the views presented do not reflect those of the university.
4. Students may wear political reference paraphernalia.
5. Students may post campaign signs, fliers, etc., for political candidates in their personal rooms, only if such material is not posted for public viewing (i.e., not placed in a window facing out).

B. Examples of Prohibited Activities

1. Student organizations are prohibited from providing to any individual or group in support of a candidate, campaign, political party, political action committee (PAC), or the like, university developed or provided mailing lists, use of Depaul letterhead, office space, computers, telephones, fax machines, photocopiers, or other DePaul supplies or facilities.
2. Soliciting of students on campus to work in a campaign unless sponsored by a recognized student organization. Student organizations are prohibited from providing to any individual or group in support of a candidate, campaign, political party, political action committee (PAC), or the like, University developed or provided mailing lists, use of DePaul letterhead, office space, computers, telephones, fax machines, photocopiers, or other DePaul supplies or facilities.

Emergency Contacts

In an emergency situation, the university reserves the right to contact a student's parent, legal guardian, spouse and/or the person designated as the emergency contact on the university registration/admission forms.

HIV/AIDS Guidelines

DePaul University asserts that "the intrinsic values of the human person stand above other values. The personal rights and dignity of individuals are held to be inviolate." In an effort to maintain these principles, guidelines have been established regarding the rights of students, faculty and staff who are HIV-infected or have AIDS. The DePaul University guidelines are available throughout the University at the libraries, college offices, Student Affairs Office and the University Counseling Center and on the University Policies and Procedures website.

Involuntary Withdrawal

Involuntary withdrawal from the university or its residence halls, on an interim or permanent basis, may be imposed when a student exhibits behavior not attributable to voluntary conduct subject to disciplinary action under this code. The Dean of Students may withdraw

any student from the university or its residence halls. The Director of Residence Life may only withdraw resident students from their campus living accommodations. Such an involuntary withdrawal may be undertaken if a student is:

1. unable to effectively pursue his or her academic work;
2. unreasonably disruptive to the normal educational processes and orderly operation of the university;
3. endangering or threatening to endanger him/herself including but not limited too behavior related to alcohol or other substance abuse; or
4. displaying behaviors that endanger or threaten to endanger other members of the university community.

If a withdrawn student succeeds in correcting the impairment that originally led to the need for withdrawal, he/she may petition the Dean of Students or Director of Residence Life to be returned to good standing. Students will be given specific conditions for petitioning to return. The university reserves the right to request that a student provide sufficient documentation, at the student's expense, to support his/her petition that he/she is ready to return to the university.

Space

All student requests for space on campus will be made to the appropriate reservations unit. These requests are to be made in writing. The person(s) and/or organizations making the request will assume full responsibility for any abuse of property and actions of participants.

Speakers Policy

DePaul University encourages its recognized student organizations to sponsor guest speakers whose presentation will contribute to the role of the university as a forum for intellectual discussion, debate, investigation and/or artistic expression. Through this forum, speakers bring to the university an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues.

It should be understood that providing a forum in no way implies university approval or endorsement of the views expressed by the sponsored speaker. This statement must be included in all publications and advertising of the event.

Student Organizations

The university supports and encourages student organizations in a variety of areas including scholarly, ethnic, honorary, university-sponsored, Greek and special interest. The university recognizes the value and contribution that student organizations make in a student's total college experience and education.

DePaul's Recognition Policy and Procedures is a formal system used to maintain the quality and high standards of our current organizations. Recognition as a student organization accords certain rights and responsibilities. These rights and responsibilities are defined in the recognition policy along with the requirements for new student organization recognition, renewal of recognition status for current organizations and loss of recognition of current student organizations. It is each student organization's responsibility to become familiar with this policy as it applies to all organizations. This policy may be obtained from the Office of Student Life.

University-sponsored organizations will have an advisor appointed by the university. All other organizations will select their own faculty or staff advisor with the approval of the Office of Student Life. Any off-campus action of any recognized student organization is the sole responsibility of the student organization and its officers. In compliance with the reporting requirements of the Clery Act and Campus Security Act, an officer of the organization must file a report of any off-campus crimes (as defined by the act) with the Dean of Students Office within 24 hours of said offense.

Student Organizations are expected to adhere to all applicable institutional regulations. The university reserves the right to determine the appropriate time, place, content and manner for conducting activities, and posting and distribution of materials on any of its campuses.

Consequently, the university may deny or restrict the activities of student organizations. Student organizations are expected to exercise good judgment in planning and promoting their activities. Failure to do so may result in disciplinary action being initiated against the organization; consequently, policies, procedures and sanctions set forth within the Student Code of Conduct apply to student organizations collectively as well as to individual students. The Office of Student Life will work in conjunction with the Dean of Students in any disciplinary action

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Student Rights Within the Disciplinary Process

Student Rights Within the Disciplinary Process

If a student is referred to the formal disciplinary process, he/she is entitled to the following rights as a guarantee of fundamental fairness:

1. An opportunity for a hearing in order to answer charges of alleged misconduct.
2. A written statement of the alleged violations in sufficient enough detail to enable the student to prepare a defense. This statement will be available at least three class days prior to the hearing and should include information on the hearing date, time and location.
3. The right to be accompanied by an advisor of the student's choice. Advisors cannot be students who are involved in the same disciplinary matter being reviewed and must be a current member of the DePaul community (faculty, staff, or student).
4. A statement of the possible sanctions that may be imposed.
5. The choice to have the case heard by an administrative hearing officer or a judicial board. However, the university reserves the right to refer any case to the university judicial board. (See the "Judicial Boards" section of this code for more information.)
6. The right to present witnesses on one's behalf or to question witnesses' statements, whether presented verbally or in writing.
7. The right to have the adjudication procedures explained and to ask for clarification of any policies or proceedings prior to beginning the disciplinary hearing process.
8. The right to have reasonable access to file information specific to one's case.
9. The right to a separate hearing when a single incident gives rise to charges against more than one student.
10. The right to speak on one's own behalf.
11. The right to disqualify a member of any judicial board for justifiable reason.
12. The right to have proceedings and documentation kept confidential. All hearings, proceedings and case information are considered closed and confidential except to those who have a direct and vested interest in them. (See the "Disciplinary Records" section of this code for more information.)
13. The right to a written decision from the adjudicatory agent within five class days of

completion of the last hearing.

14. The right to appeal on prescribed grounds.

A student's status will not usually be altered until the final outcome of a disciplinary hearing is reached. However, the university reserves the right to take immediate action to reasonably ensure safety and security, including removing or suspending a student from the university or residence halls on an interim basis pending final determination of any disciplinary action.

In addition to the rights outlined above, the university will comply with the Clery Act.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ University Rights Within the Disciplinary Process

University Rights Within the Disciplinary Process

The Dean of Students or his/her designee reserves the right to:

1. Contact, in an emergency situation, a student's parent(s), legal guardian, spouse and/or the person designated as the emergency contact on Campus Connect.
2. Refer any case involving a violation of criminal or civil law to the proper law enforcement agency.
3. Pursue disciplinary action against a student on behalf of the university based on reliable information from a member of the DePaul community indicating that a violation of this code has taken place.
4. The University may exercise jurisdiction for an offense committed off-campus. Additionally, the University may exercise jurisdiction for an offense committed off campus (including on-line communities) when:
 1. the victim of such offense is a member of the campus community (student, staff, faculty); the perpetrator of such offense is a student or
 2. the offense occurred at a college-sponsored or sanctioned event; or
 3. the accused student used his or her status as a member of the University community to assist in the commission of the offense, for example student ID card to pass a bad check; or
 4. the offense seriously impairs the pursuit of the university's objectives.
5. Suspend a student on an interim basis upon findings that the continued presence of the accused does any of the following:
 1. constitutes a threat to the safety or well-being of the accused, any other member of the university community, or any invited guest;
 2. risks destruction of property; or
 3. risks disruption of classroom or other campus activities.

A final determination of the charges against any student summarily suspended on an interim basis shall be made through appropriate hearing procedures within 10 class days of such suspension. During this time the accused shall forfeit those university rights and privileges as the Dean of Students or his/her designee feels are appropriate. Should it be found that the student did not commit the act(s) for which he/she was

suspended, the suspension shall be revoked and the student reinstated immediately.

6. Share the outcome of a disciplinary hearing with those members of the university community who are deemed appropriate, including the reporting victim, and have an educational need to know in accordance with the Student Right-to-Know Act.
7. Take any other action he/she deems appropriate to protect the health, safety and security of community members.

Disciplinary Procedures - Extraordinary

In order to protect the safety and well-being of its community, the university reserves the right to immediately impose sanctions upon a student when it, in its sole discretion, feels there is sufficient risk to people, self or property.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Student Disciplinary Action

Student Disciplinary Action

Mediation

Every attempt should be made to resolve conflicts without formal disciplinary action. This informal resolution can hopefully be accomplished by students critically examining their behaviors and making the adjustments necessary to become a positive influence in the university community. To assist in the informal resolution of conflicts, a formal Mediation Services program exists through the Dean of Students Office designed to allow students to resolve conflicts with the assistance of a neutral third party. Mediation is always an alternative available for students seeking to resolve conflicts yet does not replace a formal disciplinary process. The university reserves the right to refer a case to a University Mediation Process.

Student Disciplinary Action

Should disciplinary action against a student become necessary because of a violation of a part of this code, it may be initiated by any of the following members of the DePaul community:

1. a DePaul student, through the Dean of Students Office or Department of Residential Education, who feels he/she has been adversely affected by another student's actions;
2. a faculty member who has reasonable cause to believe a violation of the Code of Student Responsibility has occurred; or
3. administrative staff members, advisors of student organizations, or student residence hall staff members who have reasonable cause to believe a violation of the Code of Student Responsibility has occurred.

Complaints against student members of the university shall be made in writing by the complainant to the Dean of Students Office or Department of Residential Education.

Any student who violates these regulations and/or laws may be subject to disciplinary action for said offense(s) by the university in addition to any civil or criminal proceedings that may be brought. The university, in its sole discretion, may await the conclusion of any civil or criminal action associated with a complaint before proceeding with its disciplinary procedures.

The university's disciplinary process is designed to be educational, not legal, in nature.

Students should not draw parallel interpretations between the Code of Student Responsibility and criminal or civil law.

All written notices regarding disciplinary action will be delivered to the referred student personally or via the postal service or via email. It is a student's responsibility to ensure that his/her information in the university system (including address, phone number and email) is current.

Disciplinary Review Process

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Disciplinary Review Process

Disciplinary Review Process

Initial Disciplinary Action

Upon formal complaint that an alleged violation of the code has been committed by an individual student, group of students or student organization, the Dean of Students or his/her designee shall investigate the matter.

If the university's investigative agent determines that there is not reasonable cause to believe that the allegation has occurred the investigation shall promptly cease and no record of the complaint shall be retained in the student's disciplinary file.

If the investigative agent determines there is reasonable cause to believe that a violation of policy has occurred, he/she shall notify the student of the charges and give the referred student the option of choosing (1) an Administrative Hearing Process, or (2) a Judicial Board Hearing Process. (See the "Administrative Hearing Process" and "Judicial Board Hearing Process" sections of this code for more information.) If during the investigative process the referred student acknowledges a violation has occurred, the process will immediately move to the sanction process. (See "Sanctions" section of this code for more information). The investigative agent will take reasonable measures to ensure that the investigation is completed within 10 class days of the date of written complaint that a violation of policy has occurred. However, the university reserves the right to extend this time limit, in its sole discretion, in order to ensure a proper investigation of all relevant material.

Because a student's prior record of conduct will be used as a basis for more stringent disciplinary action, the hearing agent will review all sanctioned violations in the student's file before assigning any disciplinary sanction(s). Any previously imposed sanctions may provide additional justification that more strict action on behalf of the university is necessary to ensure that the student understands the full impact his/her pattern of behavior is having on the DePaul community.

Failure of a student to agree to or appear at his/her selected hearing, or to otherwise disrupt the normal hearing process, shall in itself constitute a violation of the Code of Student Responsibility.

If a student fails to appear at his/her selected hearing, the hearing agent may render a decision based solely on the written documentation and/or complainant's testimony available at the time without the benefit of information from the referred student.

In order to ensure the necessary review of all facts, the hearing agent may request investigative meeting(s) with the alleged violator, complainant and/or witnesses prior to the actual disciplinary hearing. These meetings are intended to provide information pertinent to the incident under review and are not designed to render a binding decision.

If, after the Administrative Hearing or Judicial Board Hearing has taken place, there is sufficient evidence that a violation has occurred, the hearing agent may impose the

appropriate sanction(s), when deemed necessary and appropriate. (See the "Sanctions" section of this code for more information).

It should be noted that public rules of evidence and discovery do not apply to the university's disciplinary process. Students should be cautioned not to draw parallels between criminal or civil law and university procedures.

All imposed sanctions shall become effective at the completion of the hearing unless otherwise stipulated. Sanctions will be confirmed in writing to the referred student by the hearing agent within five class days of completion of the disciplinary hearing. Appeals of imposed sanctions are allowed on proscribed grounds.

University Review Process

If an incident involves individuals from outside the DePaul University community and results in the allegation of a violation of the Code of Student Responsibility, the Dean of Students Office will conduct a University Review Process. The review will allow for the collection of information pertinent to the incident and a decision will be made whether a university violation has occurred. If it is found that a university violation has occurred the review may result in the imposition of university sanctions. The review process will follow the stated procedures for an Administrative Hearing Process. This internal university review will proceed independently from any civil or criminal action.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Disciplinary Hearings

Disciplinary Hearings

A referred student who has been documented for disciplinary action has the choice of having his/her case heard by an administrative hearing officer or a judicial board. All processes will use the standard of "whether it is more likely than not that the alleged violation(s) has/have occurred" as a basis for conducting any disciplinary hearing and imposing any sanctions. Before choosing a hearing process, however, the referred student will have the opportunity to receive the following information from the Dean of Students Office or Department of Residential Education staff:

1. an explanation of the expectation(s) of this code for which the student has been referred for disciplinary action;
2. an opportunity to receive a copy of the incident report(s) that document the alleged misconduct;
3. an explanation of the hearing options available to the student and how each one proceeds;
4. an opportunity to ask questions about the disciplinary process;
5. the opportunity to choose who should hear the case (administrative hearing officer or judicial board) - however, the university reserves the right to refer any case to the university judicial board; and
6. instructions on how to go about scheduling the actual hearing with the chosen hearing agent.

If the referred student chooses not to have the hearing process explained and/or fails to select a hearing agent, the case will automatically be turned over to the administrative hearing officer under whose jurisdiction the incident occurred. The officer will then use the information available at the time to make a decision about the case. Any sanctions imposed

as a result of this decision will be binding.

Administrative Hearing Process

The hearing officer will take reasonable steps to ensure that within five class days of a referred student choosing an Administrative Hearing, the student is notified of his/her need to schedule the disciplinary hearing. A mutually convenient hearing time will be decided upon. The actual hearing will proceed as follows:

1. The incident report(s) will be reviewed by the hearing officer.
2. The hearing officer and student will discuss the alleged violation(s) that occurred.
3. The student will have an opportunity to give a statement about the incident, including an admission or denial of the alleged violations.
4. The student will be allowed to bring witnesses in one at a time to give statements and be questioned by the hearing officer. A witness must be a current member of the university community (student, staff or faculty) and can only be present in the hearing room during his/her own testimony. (See Witnesses for more information.)
5. The hearing officer and student will discuss the incident and all statements pertinent to it.
6. After the hearing officer has examined all of the evidence and heard from all witnesses, the hearing officer will determine that (a) the student is not in violation of the expectations of the code outlined; (b) the student is in violation of the expectations of the code outlined or; (c) further investigation is needed.
7. If the hearing officer finds the student in violation, he/she will determine the appropriate sanctions, notify the student of the results in writing within five class days, and place the case information in the student's disciplinary file.

The hearing officer will hold as many meetings as necessary to ensure a fair disposition of the case. If a student fails to make or keep a hearing appointment, the hearing officer will decide the case based on the information available at the time. Any imposed sanctions will be binding. The hearing officer chosen by the referred student reserves the right to refer a case to the Residence Hall Judicial Board or Dean of Students Office.

Hearings may be audiotaped only by the university for appeal purposes only. The tapes are the sole property of the university and are destroyed if no appeal is made. Only if an appeal is granted may the alleged victim or referred student listen to the tape(s). The review of the tapes may only take place in the presence of the hearing officer.

Judicial Board Hearing Process

The hearing office will take reasonable steps to ensure that within five class days of a referred student choosing a Judicial Board hearing, the student will be notified of the following:

1. The nature of the alleged violation(s) made against the student.
2. The names of the judicial board members, including a statement forbidding contact on this matter between the student and the board members.
3. A copy of the judicial board hearing procedures.
4. The time, date and location of the hearing.

The referred student has the right to show cause to the judicial board moderator as to why any member should be removed because of possible prejudice. If a student wishes to have a board member removed, he/she must notify the board's moderator in writing at least 48

hours prior to the hearing time. Any member of the board has an obligation to disqualify him/herself if he/she has any personal interest in the case.

Reasonable efforts will be made to have the first meeting of the board within 7 class days after notification of the hearing has been given to the referred student. At the discretion of the board, more than one meeting may be necessary before a final determination of the case is made.

The actual hearing will proceed as follows:

1. The chairperson convenes and presides over the hearing only if the appropriate quorum is present. (See the "Judicial Boards" section of this code for further information.) He/she is also charged with maintaining orderly discussion throughout the hearing, generally limiting testimony to a maximum of three hours and ensuring that there is equal time for both the complainant and referred student to present their evidence.
2. The chairperson acknowledges the advisors. Both the referred student and complainant may have one advisor. (See Advisors for further information.)
3. The chairperson confirms that the referred student understands his/her rights.
4. The chairperson reads into the record the university's opening statement and all statements of alleged violation(s).
5. All incident reports will be read into the record by the chairperson or judicial board advisor.
6. The complainant makes a statement or, in cases where the university is bringing the action, the judicial board advisor presents the university's case.
7. The referred student makes an opening statement, including an admission or denial of the charges.
8. Witnesses and/or evidence are presented. Witnesses will be represented one at a time and must be current members of the university community (current student, staff or faculty). A witness can only be present in the hearing room during his/her own testimony. (See the "Witnesses" section of this code for further information.)
9. Members of the board, the advisor to the board, the person being charged and the complainant may cross-examine any witness. All questions must be addressed to the chairperson. The chairperson may rule any question out of order.
10. Written testimony from witnesses unable to be at the hearing may be accepted but its validity will be ruled on by the chairperson.
11. The board may recall any witness it wishes to question further.
12. Members of the judicial board will ask questions to the complainant and the referred student. At this time the complainant and the referred student may also question each other. All questions must be directed to the chair of the panel. The chairperson may rule any question out of order.
13. After all witnesses, evidence and testimony have been presented, the chairperson will ask each side if there is any additional information pertaining to the case that has not been heard or submitted in writing.
14. Closing statements of no longer than five minutes may be made by the referred student and complainant.
15. At this point, all are dismissed except for the chairperson, board members and the judicial board advisor. The board determines if (a) the student is not in violation of the expectation(s) of the code outlined or (b) the student is in violation of the expectation(s) of the code outlined. If the referred student is to be found in violation of the expectation(s) of the code outlined, the board shall determine what sanction(s)

should be imposed. (See the "Disciplinary Sanctions" section of this code). A simple majority vote by the board members will determine all outcomes.

16. When deliberations have been completed, the chairperson invites the referred student back into the hearing room and announces the board's decision. Any sanctions imposed by the board become effective immediately unless otherwise stipulated. Reasonable efforts will be made to ensure that written confirmation of the board's decision will be sent by mail or personal delivery to the referred student within five days of the Judicial Board's final determination. If the student is found in violation of the expectation(s) of the code, all appropriate hearing materials will be placed in his/her disciplinary file.

If a referred student fails to attend the scheduled judicial board hearing, the board will decide the case based on the information available to it at the time. Any imposed sanctions will be effective immediately.

Judicial board hearings may be audiotaped only by the university for appeal purposes only. All tapes are the sole property of the university and are destroyed if no appeal is made. Only if an appeal is granted may the alleged victim or referred student listen to the tape(s). The review of the tapes must take place in the presence of the hearing officer or his/her designee.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Disciplinary Sanctions

Disciplinary Sanctions

The disciplinary process is an educational one by which the university strives to instill in its students an understanding that they are responsible for their actions.

When a student fails to uphold the responsibilities outlined in the Code of Student Responsibility, the university has an obligation to help him/her come to a deeper understanding of how his/her behavior impacts the campus environment.

There are several reasons for imposing disciplinary sanctions:

1. to redirect a student's or organization's behavior toward a standard more acceptable for members of the university community;
2. to protect the university community from possible harm or injury;
3. to require restitution for university property that is lost, stolen or damaged; and
4. to give support for financial redress to a victim for loss, harm or destruction of his/her personal property.

The Vice President for Student Affairs or his/her designee may impose one of the following sanctions on a student, group of students or student organization for violation(s) of the Code of Student Responsibility:

1. **Disciplinary Reprimand:** A disciplinary reprimand may be given to a student whose conduct violates an expectation of this code. Such a reprimand does not necessarily restrict the student in any way but does signify that he/she is being given the opportunity to conduct him/herself in a more appropriate manner and that any further violation will result in additional disciplinary sanctions.

A written record of the reprimand will be placed in the student's disciplinary file.

2. **University Censure:** Censure indicates to the student that further violations will

result in more serious consequences. University censure usually is given for a specified period of time not to exceed one year. This level of sanction may include restriction of activities and/or ineligibility to receive financial assistance from a university source.

3. **Disciplinary Probation:** Disciplinary probation is a written statement to the student indicating that his/her behavior is of such a nature as to jeopardize continued enrollment at the university. Disciplinary probation can be for a specified period of time or for as long as the student is enrolled.

Any behavioral infraction of this code during the probationary period may cause the student to be removed from the university. This form of probation is generally imposed for repeated violations of policy or for serious behavioral infractions.

4. **Suspension:** A suspended student must carry out a total and immediate separation from the university for a required period of time. Conditions for readmission shall be stated in writing by the adjudicatory agent. A sanction of suspension shall remain a part of the student's permanent university record, regardless of whether or not he/she is successfully readmitted.

At the end of the suspension period, the student will be allowed to re-enroll unless it is proven that he/she has violated additional expectations of the Code of Student Responsibility.

5. **Dismissal:** Dismissal constitutes a permanent and immediate separation from the university. The imposition of this sanction shall become part of the student's university record and is a permanent bar to his or her readmission to DePaul University. Any of the above sanctions may be combined with one or more of the following actions in order to more fully address all issues involved in a disciplinary case:

6. **Restitution or Assessment:** A student who damages university property may be required to pay actual repair or replacement costs. Failure to pay may result in withholding of the student's records and additional disciplinary sanctions.
7. **Fines:** A student may be required to pay a monetary fee for violating an expectation of the code if other sanctions are not appropriate. Fines will be added to a student's university account.
8. **Educational Projects:** An educational project designed to assist the student in better understanding the overall impact of his/her behavioral infraction(s) may be imposed. 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 violations(s) and do not cause humiliation or degradation to the student.
9. **Restriction:** Restrictions upon a student's privileges may be imposed for a set period of time. These restrictions may include, but are not limited to, denial of the right to represent the university in any way, access to facilities or individuals, parking privileges, and/or participation in co-curricular activities.
10. **Residence Hall Probation:** Residence hall probation is a written statement to the resident student indicating that his/her behavior is of such a nature as to jeopardize continued on-campus living privileges. This probation can be for a specified period of time or for as long as the resident lives on campus.

Any behavioral infraction of this code during the probationary period may cause the resident to be removed from university housing. This form of probation is generally imposed for repeated violations of residential living policies or for more serious behavioral infractions.

11. **Removal From Residence Halls:** A student may be removed from his or her living space on campus by the Dean of Students or Director of Residential Education or their designees for repeated minor infractions or for major violations of university policy.

The student shall be notified in writing of the terms of the removal.

A removed resident shall usually have no more than 24 hours to vacate his/her room. Room and board fees will be refunded according to established refund policies. Once removed, the student will be prohibited from entering any residence hall for any reason without written permission from the Director of Residential Education or his/her designee.

The Vice President for Student Affairs, Dean of Students and the University Judicial Board may impose any sanction listed above. The Director of Residential Education may impose any sanction except suspension or dismissal from the university. Residence Directors, other directors within the Residential Education Office, and the Residence Hall Council judicial board may impose any sanction except university disciplinary probation, removal from the residence halls, or suspension or dismissal from the university.

Any sanction imposed by an adjudicatory agent of the university is effective immediately upon completion of the disciplinary hearing unless otherwise stipulated.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility (updates available Sept 2008) □ Disciplinary Appeal Procedures

Disciplinary Appeal Procedures

A student sanctioned by a university hearing agent (Residence Director, Residence Hall Council or University Judicial Board, or Dean of Students) for a violation of the Code of Student Responsibility may ask for an appeal to the University Appeal Board or appropriate administrative office. The reason for an appeal is to guarantee that the student has been dealt with fairly and in accord with established university policies and procedures.

A disciplined student may only appeal the initial decision on the following grounds:

1. proof that a substantial procedural error occurred that unreasonably impaired the referred student's ability to achieve a fair decision and made the process or the final decision fundamentally unfair;
2. new evidence of substantive nature, impossible for the hearing agent to have heard at the time of the hearing, has been discovered and it would be fundamentally unfair for the hearing agent to not consider the evidence; or
3. the initial sanction(s) are fundamentally unfair or inappropriate.

The disciplined student must submit a written request for appeal to the Dean of Students within five class days of being notified of the initial decision. The Dean of Students may decide whether the sanctions imposed by the initial hearing agent should be suspended pending the outcome of the appeal. Students should understand, however, that sanctions are considered in effect once the initial hearing is completed, regardless of whether an appeal is planned.

The appropriateness of the appeal request shall be determined by the Dean of Students or appropriate administrative office depending on case, who shall read the appeal request, review the initial hearing process and determine if an appeal will be granted based on one of the three criteria listed above. In the event the initial hearing officer was the Dean of Students, the Vice President for Student Affairs shall make the determination on the appropriateness of the appeal request.

If the Dean of Students determines that no appeal will be granted, the sanctions imposed on the disciplined student during the initial hearing shall remain in effect. The case will then be considered closed. The decision of the Dean of Students on the appropriateness of an appeal request is final.

If the Dean of Students determines that there are legitimate grounds for appeal, he/she shall convene a University Appeal Board. The appeal board is composed of three members, one each representing faculty, staff and student constituencies. The board's chair will be appointed by the Dean of Students. Appeal board members will be drawn from the University Judicial Board's pool. No member who sat on the initial judicial board will serve on the appeal board. The appeal board will review all available information pertaining to the original hearing. The referred student will be afforded an opportunity to make a statement to the board.

Once the board has completed its review and heard from the referred student, it will decide if:

1. a completely new hearing should be afforded the student;
2. a new hearing is not needed but a review of a fundamental fairness or new evidence issue is necessary because of its impact on the initial decision; or
3. the original decision is correct but the sanctions imposed on the student must be reviewed.

The student will be notified at least five class days prior to the appeal hearing if he/she or any witness is needed in attendance at the board's review. If a new hearing is granted, the appeal board shall serve as the review agent. A separate hearing date may be decided upon or the review may continue immediately following the decision to rehear the case. The decision on how to proceed shall be made by the board's chair.

If rehearing the case is necessary, the appeal board shall follow the guidelines established for the University Judicial Board as outlined in this handbook.

After all the appropriate review has taken place, the appeal board has three options available to it in deciding the case:

1. leave the sanctions as originally decided;
2. alter but not increase the original sanctions; or
3. remove all sanctions and dismiss the case entirely.

Reasonable efforts will be made to notify the referred student of the appeal board's decision is sent by mail or personal delivery to the student within five class days of completion of the hearing. The decision of the appeal board is final. All written records of the appeal are kept in the student's disciplinary file. Appeal hearings may be audiotaped. All tapes are the sole property of the university and may be destroyed five days following an appeal hearing.

Aspects of the Disciplinary Process

Advisors

It is a student's right to bring one advisor who is a current DePaul community member (faculty, staff or student) to a disciplinary meeting or hearing. This right applies to the student being referred for disciplinary action as well as the one bringing the charges, if appropriate. All advisors will be approved by the hearing officer or judicial board moderator prior to the hearing.

The role of the advisor is to act as a support person for the student by conferring quietly with

him/her during the adjudicatory process. The advisor is not to directly address the adjudicatory agent(s) or anyone else present at a meeting or hearing.

Disciplinary Records

Records of disciplinary cases that result in sanctions shall be kept in a referred student's disciplinary file located in either the Dean of Students or Residential Education Office.

Except in cases involving suspension or dismissal from the university, student disciplinary records are destroyed one year after graduation or two years after withdrawal in good standing.

Students who are dismissed from the university will have a notation describing such action placed permanently on their transcripts.

The university will not release disciplinary records to non-DePaul personnel unless directed to do so in writing by the student or a civil authority pursuant to a validly issued subpoena or other appropriate court order.

Judicial Boards

Two types of judicial boards are used to hear alleged violations of this code:

1. **Residence Hall Judicial Board:** The Residence Hall Judicial Board pool is comprised of the following:

1. a minimum of 5 residents appointed by the Residence Hall Council Judicial Board chairperson for a term of one academic year;
2. a minimum of 5 resident/community advisors who are appointed by the Residence Hall Council Judicial Board chairperson for a term of one academic year; and
3. the judicial board chairperson, who is appointed by the Residence Hall Council Senate for a term of one year.

A quorum of two residents, one resident advisor and the chairperson must be present to hear a case. Quorum may be waived by the referred student. All vote on the final outcome.

The judicial board is moderated and trained by the Assistant Director of Residential Education, who must be present at all hearings unless a designee is assigned. The moderator has no voting role in the outcome of any case.

2. **University Judicial Board:** The University Judicial Board pool is comprised of the following:

1. six current students with at least sophomore status nominated by the Student Government Association for an appointment of one year;
2. six faculty members nominated by the Faculty Council for an appointment of one year; and
3. six staff members nominated by the Staff Council for an appointment of one year.

A quorum of three members (one from each constituency) is required to hear a case. This quorum shall be chosen by the Dean of Students prior to the hearing of a case. The chairperson shall be decided upon at the time of the hearing. The University Judicial Board is moderated and trained by the Dean of Students, who must be present at all hearings unless a designee is assigned. The moderator has no voting role in the outcome of any case.

Jurisdiction

Who actually investigates and hears an alleged violation of the Code of Student

Responsibility is dependent on three factors:

1. the seriousness of the alleged violation;
2. the pattern of behavior of the alleged violator; and
3. where the incident occurred.

The University may exercise jurisdiction for all offenses committed on campus. Additionally, the University may exercise jurisdiction on an offense committed off-campus (including on-line communities) when:

1. the victim and/or accused student of such offense is a member of the campus community (student, faculty or staff); or
2. the offense occurred at a college sponsored or sanctioned event; or
3. the accused student used his or her status as a member of the University community to assist in the commission of the offense (student ID card to pass a bad check); or
4. the offense seriously impairs the pursuit of the University's objectives.

Serious incidents of misconduct will be investigated by the Dean of Students Office. Less serious incidents that occur in or near the residence halls will usually be investigated by the Residence Director of the building in or near where the violation occurred. The Dean of Students Office reserves the right to determine who shall investigate any incident of misconduct.

Because of the serious nature of the complaints, all incidents involving issues of sexual assault, intimidation shall be handled by the Dean of Students Office. All cases involving activities at off-campus sites shall also be handled by the Dean of Students Office. In cases of harassment both sexual harassment or those forms that would fit under the university Anti-Discriminatory Harassment policy, where a student is the respondent, all cases will be handled by the Associate Vice President for Student Advocacy.

In cases where jurisdiction is not clearly established, the Dean of Students shall make the final decision on who the appropriate hearing agent shall be. Once a jurisdictional decision has been made, jurisdiction cannot be changed unless the hearing agent assigned to the case excuses him/herself for justifiable cause or the Dean of Students Office otherwise determines that the current jurisdiction is fundamentally unfair.

Witnesses

Students involved on either side of a disciplinary case, as complainants or referred students, may bring witnesses to hearings to support their statements. All witnesses must be current members of the DePaul community (faculty, staff or students). Appearance of witnesses at the appropriate time, date and location of any hearing is the responsibility of the involved students.

Witnesses on either side of a case will present their information individually. No other witness will be allowed in the hearing room. The university recognizes it cannot compel any student to present him/herself as a witness against his/her will, however, all students are encouraged to comply with the university disciplinary process.

Information that does not directly bear upon the circumstances of the case or duplicates all or part of testimony already presented may not be allowed. The adjudicatory agent will warn all witnesses that giving false information in the hearing will be considered a violation of this code of student responsibility and will result in disciplinary action.

Academic Integrity Disciplinary Procedures

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.

Additional information is available in the Academic Policy section of this handbook.

Drug Free Schools and Community Act

DePaul University complies with the requirements of the Drug Free Schools and Communities Act. The university shall review this policy on a biennial basis to determine its effectiveness and to ensure that the standards of conduct and disciplinary sanctions have been consistently enforced.

Standards of Conduct

The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by DePaul University. Under no circumstance will the university tolerate unlawful possession, use, distribution, sale or manufacture of controlled substances or the unlawful use of alcohol on campus or at university-sponsored activities.

Disciplinary Sanctions

Students who violate these Standards of Conduct will be subject to disciplinary action up to and including expulsion, in accordance with the Disciplinary Review Process. A disciplinary sanction for violating this policy may include the completion of an appropriate rehabilitation program.

Programs for Students Requiring Assistance

Any DePaul student who has a drug or alcohol problem may call upon the university for assistance. Anyone needing help should contact University Counseling Services. University Counseling Services can provide a confidential referral to a drug or alcohol treatment program.

Health Risks

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability and premature death. Information on the effects of drugs and alcohol is available in the Student Life Office, University Counseling Services, the Ray Meyer Fitness Center and Sage Medical/DePaul Health Services.

Legal Sanctions

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of

alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines. Property used in connection with illegal drugs may be confiscated. Federal student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

Clery Act

DePaul University complies with its reporting obligations pursuant to the Clery Act. Any information regarding Clery Act reports and reporting can be obtained at Public Safety.

Information Regarding Registered Sex Offenders

If you would like information regarding registered sex offenders enrolled or employed at DePaul University, please contact the Director of Public Safety

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#) [Grade Challenges](#)

Grade Challenges

Within specified guidelines, students have the right to challenge their final course grade. For information on those guidelines and the procedure to follow, please see the Grade Challenge section of this handbook.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility \(updates available Sept 2008\)](#)

University Resources

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Resources](#)

This section provides information on an array of university resources, all designed to help you make the most of your experience at DePaul. We encourage you to read through this whole section when you arrive at DePaul, and then refer back to individual pages for information on specific resources as you need them.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Resources](#) [Adult and Suburban Student Services](#)

Adult and Suburban Student Services

The Office of Adult Student Affairs, as part of Student Advocacy and Community Relations, works to help ensure that the quality of the adult student experience at DePaul University is of the highest caliber. The Office's primary objective is to provide programs and services, which aid in the adult students' transition to university life. These services and programs are designed and implemented in keeping with the unique mission of DePaul University and the Division of Student Affairs.

Serving as the advocate for adult students, the office assesses adult student needs both individually and collectively and provides them with referrals, connections, and guidance.

[Learn more...](#)

[College Offices](#)

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Resources](#) [Career Center](#)

Career Center

The DePaul Career Center creates connections to the world of work, providing comprehensive, centralized employment and career services for members of the DePaul University community.

Career Center staff offer a wealth of career services including personal career advising, networking events and job fairs, an ongoing workshop series to help students and alumni build career skills, mentoring and connections, internship and co-op opportunities, and access to hundreds of job openings. Through these activities, the Career Center provides students, alumni, and employers with opportunities to connect with each other.

[Learn more...](#)

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Resources](#) [College Offices](#)

College Offices

If you have questions about your degree requirements, current credits, degree conferral, probation status, or other issues related to making progress toward your degree, contact your college office. Click on the appropriate link below for specific contact information.

[College Offices](#)

[College of Commerce](#)

[College of Communication](#)

[College of Computing and Digital Media](#)

[School of Education](#)

College of Liberal Arts and Sciences

School of Music

School for New Learning

Theatre School

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Resources](#) □ [Dean of Students Office](#)

Dean of Students Office

As the primary ombudsperson for students at the university, the Dean of Students Office can be an invaluable resource, advocate and support in identifying resources and services for students.

The office helps students in navigating the university, particularly during difficult situations, as in personal and/or family crises, medical and/or personal leaves of absence and implementation of the Code of Student Responsibility.

[Learn more...](#)

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Resources](#) □ [Financial Fitness](#)

Financial Fitness

DePaul's Financial Fitness Program can help you manage your costs from your first year to graduation and beyond. Free workshops and one-on-one advising sessions teach you how to take control of your money, instead of letting it control you.

[Learn more...](#)

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Resources](#) □ [Health Services](#)

Health Services

The DePaul Student Health Service is offered through SAGE medical group. If you live in a residence hall, you're automatically enrolled in DePaul Student Health Services.

Student Health Service is NOT health insurance; you may need additional coverage.

The DePaul University Student Health Insurance Plan has been developed especially for DePaul University students and their eligible dependents. The Student Health Insurance Plan with the Chickering Group is voluntary.

[Learn more...](#)

Housing Services

The Department of Housing Services provides facilities and services that create the premiere residential experience at DePaul University. Their staff works to create and support learning communities characterized by academic excellence and respect for human diversity. Through partnerships with students and others, this department strives to support the University's Catholic, Urban, and Vincentian heritage in a caring and responsible manner.

[Learn more...](#)

Libraries

The University Libraries provide information resources and services to students, faculty, and staff at all seven library locations: the John T. Richardson Library in Lincoln Park, the Loop Campus Library, the Vincent G. Rinn Law Library as well as the libraries at DePaul's Naperville, O'Hare, Rolling Meadows, and Oak Forest Suburban Campuses. Electronic access to journal articles, indexes, electronic books and other information resources in the humanities, business, social sciences, computer science and other sciences, is readily available both on campus and remotely. I-Share, the Libraries' online catalog and circulation system, allows users to locate and borrow books and other materials from DePaul and 70 other academic and research libraries in Illinois, including the University of Illinois. The University Libraries provide reference and research consultation services at each campus location and through the online "Ask a Librarian" email and chat reference services.

[Learn more...](#)

Office for Academic Advising Support

In conjunction with the College of LA&S, the Office for Academic Advising Support (OAAS) provides holistic academic advising and major exploration services to undeclared and exploratory undergraduate students. OAAS academic advisors introduce students to the many majors available at DePaul University, and they assist students in identifying their interests and goals and in exploring majors that coincide. OAAS academic advisors assist students in choosing courses that allow for major exploration, and they also discuss major declaration requirements with students. In addition to its advising services, OAAS also provides comprehensive advising support services and development to DePaul University faculty and staff advisors. The OAAS is located in DePaul's Lincoln Park Campus in SAC 192, and students may contact the office at (773) 325-4184 for appointments or general inquiries.

Office of Multicultural Student Affairs

The Office of Multicultural Student Affairs helps to ensure that marginalized group members including: African American, Latino/a, Asian American, and Native American students and their families have a positive DePaul experience. OMSA staff members advocate for students, emphasize cultural values, and provide academic support. The staff also collaborates closely with faculty and DePaul officials to help create a campus climate that is culturally affirming and where all DePaul University students are treated with dignity and respect.

[Learn more...](#)

Office of Students with Disabilities

The Office of Students with Disabilities (OSD) provides accommodations and support to students with disabilities that will enable them to fully participate in programs and services that are available at DePaul University.

In addition, the Office of Students with Disabilities encourages students with disabilities to independently manage their lives inside the university as well as in the community outside the University.

Finally, the Office of Students with Disabilities works with various departments within the university to ensure that no qualified student(s) with disabilities are denied the benefit of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids.

[Learn more...](#)

PLuS Program

The Productive Learning Strategies (PLuS) Program at DePaul University is a year-round comprehensive program designed to meet the needs of DePaul University students with specific learning disabilities and/or attention deficit disorders. PLuS served a total of 216 students during the 2005-2006 academic year and it has been providing services to DePaul University students with Learning Disabilities and/or Attention Deficit Disorders since the 1984-1985 academic year.

[Learn more...](#)

Student Affairs

The Division of Student Affairs offers programs and services that inspire students to explore their personal identities, their faith and values, and their role in a multicultural world. Programs are developed and conducted in conjunction with the DePaul community and guided by its mission and Catholic-Vincentian-Urban nature. In particular, Student Affairs partners with Academic Affairs and other areas of the university to engage students in diversity, social justice and community service initiatives.

[Learn more...](#)

Student Life

Embracing the core values of Vincentian education, DePaul University Student Life designs and delivers high quality programs and services to enhance the holistic development of students. Through advising, services, programs and resources, Student Life connects students with a vibrant and active campus community and helps student leaders achieve their goals.

[Learn more...](#)

Technology Resources

The following list introduces some of the technology resources that are available to students at DePaul. Click on a topic header to find additional information and forms within the IS site.

Additional links:

[Blackboard*](#)

[Campus Connection*](#)

[Computer Lab Availability \(in real time\)](#)

[Computer Labs](#)

[Course OnLine*](#)

[Distance Education](#)

[Help Desk*](#)

[Information Security](#)

Network Connections

Search Engine

Software (e-academy)

Student E-mail (information)

Student E-mail (login)*

Technology Services

Technology Training

Telephone Services

Wireless Network

*Requires user ID and password

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [University Resources](#) [University Center for Writing Based Learning](#)

University Center for Writing Based Learning

The University Center for Writing-based Learning offers consultation sessions about students writing. At both LPC and Loop locations, graduate and undergraduate peer consultants meet with DePaul students from across the university to stimulate a reflective, recursive writing process.

Learn more...

Frequently Asked Questions

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Frequently Asked Questions](#)

This section of the Undergraduate Student Handbook provides answers to a range of frequently asked questions.

If you are not sure where to begin, one of these four offices will be able to direct you to the answer you need:

DePaul Central (for all registration-related issues)

Your College Office (for information on your academic program)

The Dean of Students Office (for personal and non-academic matters)

Housing (if you live on-campus and have a question about your housing)

Registration and Related Activities

Degree Requirements, Academic Planning, and Support

Personal Support

DePauls College Offices

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Frequently Asked Questions](#) □ [Registration and Related Activities](#)

Registration and Related Activities

How do I? Here is a list of transactions that students often have questions about. Each one links to the instructions you need to carry out that task. Most of these tasks can be reviewed or completed using Campus Connection. If you have further questions, on Registration and Related Activities, contact DePaul Central , the office for helping you manage the financial aid, registration and payment processes.

- **Check Holds & To Dos** (Log onto Campus Connection and review)
- **Update personal information**
- **Update privacy settings**
- **Register** for classes
- **Add** classes
- **Drop** classes
- Request an **Enrollment Verification**
- **Review Financial Aid**
- **Accept/Decline Loans**
- **View my tuition bill** (Log onto Campus Connection and review)
- **Pay** my bill
- Provide proof of **immunization**
- Learn to **manage my finances**
- **Find a job on campus**
- Obtain a copy of my **transcript**
- Obtain **approval to take classes at other schools** while enrolled at DePaul: Contact your college office .
- **Withdraw** from the **current quarter** of classes: Drop all your classes .
- **Withdraw** from **more than the current quarter** of classes: Log onto Campus Connection and complete a Leave of Absence application.
- **Withdraw from DePaul** : Log onto Campus Connection and complete a Leave of Absence application. When asked about the length of the leave, choose the item that says, Withdraw from the university.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Frequently Asked Questions](#) □ [Degree Requirements, Academic Planning, and Support](#)

Degree Requirements, Academic Planning, and Support

How do I? Here are some FAQs about degree requirements, academic planning and academic support. Click on each one for the answer. If you have additional questions on these or related issues, make an appointment to see your academic advisor or contact your home College Office.

- **Find my academic advisor?** Log onto Campus Connection , click on "For Students," and

then "View My Advisors."

- **Choose a major** ? For help in choosing a major, contact the Office of Academic Advising Support , located in Schmitt Academic Center (SAC) Room 192. To make an appointment, call (773) 325-4184, or email advisingsupport@depaul.edu .
- **Find a career** and identify the major that will help me get there?
- **Declare a major** ? Contact your College Office.
- Learn what I still need to **graduate** ? Review your Degree Progress Report and make an appointment to see an advisor in your College Office.
- Find the **requirements for my major** ?
- Find my **Liberal Studies** requirements?
- Fulfill my **Junior Year Experiential Learning Requirement** ?
- **Switch** from one DePaul school or college to another?
- **Transfer credits** from other schools to DePaul? Arrange to have the transcript sent to DePaul's Office of Undergraduate Admission, 1 East Jackson, Chicago IL, 60604.
- **Obtain approval to take classes at other schools** while enrolled at DePaul? Before you take courses at another institution while you are enrolled at DePaul, make sure you obtain approval from your home college . Once you have completed the approved course at the other institution, arrange to have the transcript sent to DePaul's Office of Undergraduate Admission, 1 East Jackson, Chicago IL, 60604.
- **Apply to graduate** ?
- Learn more about **studying abroad** ?
- Participate in a **community-based service learning** course?
- Find an **internship** ?
- Find a **math tutor** ?
- Find a **writing tutor** ?
- Learn to **manage my finances so that I can pay for my education** ?

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Frequently Asked Questions](#) □ [Personal Support](#)

Personal Support

Here are some FAQs about how to get more personal or non-academic support while you are enrolled at DePaul. Click on each one for the answer. If you have additional questions, contact the Dean of Students Office .

- Who do I talk to about a **personal, medical, or family problem** that is interfering with my classes?
- How can I set up an appointment with a **personal counselor** ?
- Who can I talk to about a **disability** ?
- Where can I get help in addressing a **learning disability** ?
- Where do I go if I have experienced any form of **discrimination or harassment** from faculty, staff, or students? Please contact the Associate Vice President for Student Affairs. You can call (312) 362-5653 or email csummers@depaul.edu . You may also contact The Office of Institutional Diversity at (312) 362-6872 or email diversity@depaul.edu
- Where do I find information about **activities and student organizations** on campus?
- How can I learn to **manage my finances** ?
- How do I **find a job** on campus?

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Frequently Asked Questions](#) □ [DePauls College Offices](#)

DePauls College Offices

Here is the contact information for all of DePauls College Offices:

College of Liberal Arts & Sciences

LASAdvising@depaul.edu
773/325.7310

College of Communication

cmnadvising@depaul.edu
773/325.7585

College of Commerce

commerce@depaul.edu
312/362.5358

Kellstadt Graduate School of Business

kgsb@depaul.edu
312/362.8810

School of Education

EdAdvisor@depaul.edu
773/325.7740

School of Music

musicadvising@depaul.edu
773/325.4358

The Theatre School

dcorrin@depaul.edu
773/325.4786

School of Computer Science, Telecommunications, and Information Systems

ctiadvising@cti.depaul.edu
312/362.8633

School for New Learning

snl@depaul.edu
312/362.8001

College of Law

lschulz@depaul.edu
312/362.6829