

DEPAUL  
UNIVERSITY

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## **Course Catalog**

**Undergraduate Student Handbook**

**Summer/Autumn 2010-2011**

# Table of Contents

Table of Contents	2
Undergraduate Student Handbook	5
Effective Date for this Handbook	5
University Information	5
About This Handbook	5
About DePaul	5
Academic Advising, Statement on	6
Academic Calendar 2010-2011	7
Admission	10
DePaul Campuses	10
Schools and Colleges	11
Vincentian Character	12
University Officers	12
Board of Trustees	12
Accreditation and Honor Societies	15
Ten Learning Goals	16
Tuition and Fees	17
Financial Aid	18
Scholarships	19
Veterans Assistance	19
Undergraduate Academic Policies	19
General Information	19
Academic Integrity	20
Admission	20
Admission, Good Standing	20
Dean's List	21
Dismissal/Readmission	21
Double Majors	22
Evaluation and Credit	22
Evaluation and Credit/Limitations	23
FERPA/Annual Notification	24
Final Exams	25
Forgiveness Policy	25
Grades	26
Grades, Challenges to	28
Grades, Incomplete (IN) and Research (R) Expiration Policy	31
Grades, Pass/Fail	32
Grades, Repeating Classes	32
Graduation, Commencement Ceremony	33
Graduation, Degree Conferral Policy	33
Graduation Requirements	33
Graduation with Honors	34
Immunization, Proof of	35
Inter-College Transfer (ICT)	35
Minors	36
Placement Testing	36
Probation	37
Registration	37
Registration, Student Enrollment Classifications	38
Requirement Term	39
Second Bachelor's Degree	39
Transcripts	40
Transfer Credit, Regulations	40
Transfer Credit, Illinois Articulation Initiative (IAI)	42

Tuition Policy	42
Withdrawal Policy	43
Withdrawal, Tuition	44
<b>Code of Student Responsibility</b>	<b>45</b>
General Information	45
Student Rights	46
Notification of FERPA Rights	47
Introduction to the Code/Policies	47
Alcohol	49
Civil or Criminal Law	50
Damage to Personal or Private Property	50
Demonstrations	50
Disorderly, Violent, Intimidating or Dangerous Behavior to Self or Others	51
Emergency Regulations	51
False Information	51
False Report of an Emergency	52
Firearms, Dangerous Weapons, Explosives or Fireworks	52
Gambling	52
Guest Responsibility and Visitation	53
Hazing	53
Illegal Use or Possession of Controlled Substances	53
Information Display	54
Judicial Process Compliance	54
Reasonable Directives from a University Official or Office	54
Residential Living and Housing Services Policies and Procedures	55
Safety Equipment	55
Sexual Offense	55
Theft, Misappropriation, Misrepresentation or Unauthorized Sale or Use	59
Unauthorized Entry or Exit from University Facilities	59
UNIVERSITY POLICIES APPLICABLE TO STUDENTS	59
Acceptable Use Policy/Network Security	59
Anti-Discriminatory Harassment	60
Drug Free Workplace and Legal Drinking Age Compliance	60
Endorsements Policy	60
HIV/AIDS Guidelines	61
Political Campaign Activities Policy	62
Sales and Solicitation- Residence Halls	62
Sexual Harassment Policy	62
Smoking Policy	63
Space Reservations	63
OTHER IMPORTANT INFORMATION	63
Clery Act	64
Emergency Contacts	64
Drug Free Schools and Community Act	64
Information Regarding Registered Sex Offenders	65
Involuntary Withdrawal	65
Speakers Guidelines	67
Student Organizations	68
JUDICIAL REVIEW PROCESS	68
Student Rights Within the Judicial Review Process	68
University Rights Within the Judicial Process	69
Mediation	70
Other University Processes Including Residential Education	70
Judicial Records	71
Student Disciplinary Action	71
General Information about the Judicial Review Process	72
Administrative Hearing Process	74
Judicial Board Hearing Process	74
Judicial Sanctions	76

Judicial Appeal Procedures	78
Explanation of Important Aspects of the Judicial Review Process	79
<b>University Resources</b>	<b>81</b>
Adult and Suburban Student Services	81
Career Center	81
College Offices	82
Dean of Students Office	83
DePaul Central	83
Financial Fitness	83
Health Services	84
Housing Services	84
Libraries	84
Office for Academic Advising Support	85
Office of Multicultural Student Affairs	85
Office of Students with Disabilities	85
PLuS Program	86
Student Affairs	86
Student Life	86
Technology Resources	86
University Center for Writing Based Learning	87
<b>Frequently Asked Questions</b>	<b>87</b>
Registration and Related Activities	88
Degree Requirements, Academic Planning, and Support	88
Personal Support	89
DePauls College Offices	89

# Undergraduate Student Handbook

## Effective Date for this Handbook

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Effective Date for this Handbook](#)

### **UNDERGRADUATE UPDATE: APRIL 15, 2010**

The policies contained in this handbook are effective beginning Autumn 2010.

## University Information

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

### **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](#) [Academic Advising, Statement on](#)

## **Academic Advising, Statement on**

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 2010-2011

Academic calendars for additional years are available on the [Academic Affairs website](#).

Please note any student enrolled in an online learning class offered by the College of Computing and Digital Media (CDM): Online learning classes offered by CDM have different registration dates than the institutional registration dates. Please consult the AcademicAffairs calendar for these dates.

### AUTUMN QUARTER 2010

Monday	August 30	Begin Immersion Week of Discover Chicago Program
Thursday	September 2	Annual Academic Convocation
Friday	September 3	TUITION DUE: AUTUMN QUARTER
Monday	September 6	Labor Day - University Closed
Tuesday	September 7	New Student Service Day
Wednesday	September 8	BEGIN AUTUMN QUARTER 2010 ALL CLASSES
Tuesday	September 14	Last day to add classes to AQ 2010 schedule
Tuesday	September 21	Last day to drop classes with no penalty
		Last day to select pass/fail option
Wednesday	September 22	Grades of "W" assigned for classes dropped on or after this day
Tuesday	September 28	Last day to select auditor status
Wednesday	October 6	Begin optional mid-term exam week
Tuesday	October 12	End optional mid-term exam week
Tuesday	October 26	Last day to withdraw from AQ 2010 classes
Tuesday	November 16	End AQ2010 Day & Evening classes
Wednesday	November 17	Begin AQ2010 Day & Evening Final Exams
Monday	November 22	TUITION DUE: DECEMBER INTERSESSION
Tuesday	November 23	End AQ2010 Day & Evening Final Exams
		END AUTUMN QUARTER 2010
Thursday	November 25	Thanksgiving Holiday - University Closed
Friday	November 26	Thanksgiving Holiday - University Closed
Saturday	November 27	Thanksgiving Holiday - University Closed
Sunday	November 28	Thanksgiving Holiday - University Closed
Thursday	December 2	AUTUMN 2010 GRADES DUE
		IN Grades issued Winter 2010 lapse to F
		R Grades issued Autumn 2009 lapse to F

### DECEMBER 2010 QUARTER/GRADUATE INTERSESSION

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

Monday	November 29	Begin December Quarter/Graduate Intercession
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Tuesday	November 30	Last day to add classes for December Quarter/Graduate Intersession
Wednesday	December 1	Last day to drop classes w/no penalty
		Last day to select pass/fail option
		Last day to select auditor status
Thursday	December 2	Grades of W assigned on or after this day for all classes dropped
Friday	December 3	TUITION DUE: WINTER QUARTER 2011
Wednesday	December 8	Last day to withdraw from December Intersession classes
Friday	December 17	End December Quarter/Graduate Intersession (some classes may end earlier)
Thursday	December 23	St. Vincent de Paul Day-University Closed
Friday	December 24	Begin Holiday Break

### WINTER QUARTER 2011

Monday	January 3	BEGIN WQ2011 DAY AND EVENING CLASSES
Sunday	January 9	Last day to add classes to WQ2011 schedule
Sunday	January 16	Last day to drop classes with no penalty
Monday	January 17	Grades of "W" assigned for classes dropped on or after this day
		Last day to select pass/fail option
Monday	January 24	Last day to select auditor status
Monday	January 31	Begin optional mid-term exam week
Tuesday	February 1	DEADLINE: Application for June Commencement
Friday	February 4	End optional mid-term exam week
Friday	February 18	Last day to withdraw from WQ2011 classes
Friday	March 11	TUITION DUE: SPRING QUARTER 2011
		End WQ Day & Evening Classes
Saturday	March 12	Final Exam for Saturday WQ2011
Monday	March 14	Begin WQ 2011 Day & Evening Final Exams
Friday	March 18	End WQ 2011 Day & Evening Final Exams
		END WINTER QUARTER 2011
Saturday	March 19	Begin Spring Break
Friday	March 25	End Spring Break
		GRADES DUE: WINTER 2011
		IN Grades issued Spring and Summer 2010 lapse to F
		R Grades issued Winter 2010 lapse to F

### SPRING QUARTER 2011

Saturday	March 26	BEGIN SQ2011 SATURDAY CLASSES
Monday	March 28	BEGIN SQ2011 DAY & EVENING CLASSES
Sunday	April 3	Last day to add classes to SQ2011 schedule
Sunday	April 10	Last day to drop classes with no penalty
Monday	April 11	Grades of "W" assigned for classes dropped on or after this day
		Last day to select pass/fail option
Friday	April 15	Last day to select auditor status
Friday	April 22	Good Friday - University Closed
Saturday	April 23	Easter Holiday - University Closed
Sunday	April 24	Easter Holiday - University Closed
Monday	April 25	Begin optional mid-term exam week



Friday	April 29	End optional mid-term exam week
Friday	May 13	Last day to withdraw from SQ2011 classes
Monday	May 30	Memorial Day (Observed) - University Closed
Friday	June 3	End SQ2011 Day & Evening Classes
Saturday	June 4	SQ2011 Saturday Final Exam
Monday	June 6	Begin SQ2010 Day & Evening Final Exams
Friday	June 10	End SQ2010 Day & Evening Final Exams
		Baccalaureate Mass
		Graduation Weekend KickOff
		END SPRING QUARTER 2011
		TUITION DUE: SUMMER I SESSION
Saturday	June 11	COMMENCEMENT
Sunday	June 12	COMMENCEMENT
Friday	June 17	GRADES DUE: SPRING 2011
		IN Grades issued Autumn 2010 lapse to F
		R Grades issued Spring 2010 lapse to F

### SUMMER SESSIONS I and II 2011

Monday	June 13	BEGIN SUMMER I 2011 CLASSES
Tuesday	June 14	Last day to add classes to SUI 2011 schedule
Friday	June 17	Last day to drop SUI 2011 classes with no penalty
		Last day to select pass/fail option for SUI
		Last day to select auditor status for SUI
Saturday	June 18	Grades of "W" assigned for SUI 2011 classes dropped on or after this day
Friday	July 1	Last day to withdraw from SUI 2011 classes
Monday	July 4	Independence Day - University Closed
Friday	July 15	END SUMMER I SESSION
		TUITION DUE: SUMMER II SESSION
Monday	July 18	BEGIN SUMMER II 2011 SESSION
Tuesday	July 19	Last day to add classes to SUII 2011 schedule
Friday	July 22	Last day to drop SUII classes with no penalty
		Last day to select pass/fail option for SUII
		Last day to select auditor status for SUII
		GRADES DUE: SUMMER I 2011
Saturday	July 23	Grades of "W" assigned for SUII classes dropped on or after this day
Friday	August 5	Last day to withdraw from SUII 2011 classes
Friday	August 19	END SUMMER II 2011 SESSION
Friday	August 26	GRADES DUE: SUMMER II 2011

### SUMMER TERM 2011 (10-WEEK TERM)

Friday	June 10	TUITION DUE 2011 TERM
Monday	June 13	BEGIN SUMMER 2011 TERM
Sunday	June 19	Last day to add classes to Summer 2011 Term
Sunday	June 26	Last day to drop classes with no penalty
Monday	June 27	Grades of W assigned for classes dropped on or after this day
		Last day to select pass/fail option
Friday	July 2	Last day to select auditor status
Monday	July 4	Independence Day - University Closed
Friday	July 29	Last day to withdraw from Summer Term classes

Friday	August 19	End Summer 2011 Term
Friday	August 26	GRADES DUE: SUMMER 2011
		R Grades issued Summer 2010 lapse to F

[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, the College of Communication 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, the College of Communication 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 Commerce

College of Communication

College of Computing and Digital Media

School of Education

College of Law

College of Liberal Arts & Sciences

School of Music

School for New Learning

The Theatre School

## Vincentian Character

DePaul takes its name from Saint Vincent de Paul, a French priest who lived in the 17<sup>th</sup> century. The "Vincentian" 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...

## 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 .

## Board of Trustees

*Chair:* Ms. Mary A. Dempsey  
*Vice-Chair:* Mr. James M. Jenness

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Chairman, President & CEO  
Gold Coast Bank

Mr. Gerald A. Beeson  
Chief Operating Officer  
Citadel Investment Group LLC

Mr. William E. Bennett  
Retired, President & CEO  
First National Bank of Chicago

Rev. Richard Benson, C.M.  
Academic Dean  
St. Johns Seminary

Rev. Daniel P. Borlik, C.M.

Mr. John L. Brennan  
Head of Private Wealth Management  
William Blair & Company

Mr. Gery J. Chico  
Attorney at Law  
Chico & Nunes, P.C.

Mr. Frank M. Clark  
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ComEd

Dr. Curtis J. Crawford  
President and Chief Executive Officer  
XCEO, Inc.

Mr. Sebastian S Cualoping  
CEO & President  
AMPAC International

Dr. Connie R. Curran  
President  
Curran Associates

Mr. James L. Czech  
President  
The James L Czech Company LLC

Ms. Mary A. Dempsey  
Commissioner  
Chicago Public Library

Dr. Jonathan F. Fanton  
Franklin D. Roosevelt Visiting Fellow  
Hunter College

Ms. Sue L. Gin  
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Retired Chairman & CEO  
McDonald's Corporation

Mr. Arnold T. Grisham  
Partner  
Hodge Partners

Mr. Richard A. Hanson  
Principal  
Mesa Development LLC

Mr. Harry Harczak  
Former EVP  
CDW Computer Centers, Inc.

Mr. William E. Hay  
President  
William E. Hay & Co.

Rev. Perry Henry, C.M.  
Provincial Superior  
Western Province, Congregation of the Mission

Roberto R. Herencia  
President and CEO  
Midwest Banc Holdings, Inc.

Rev. Dennis Holtschneider, C.M., Ed.D.  
President  
DePaul University

Mr. James M. Jenness  
Chairman of the Board  
Kellogg Company

Mr. Jeffrey J Kroll  
Principal  
Law Offices of Jeffrey J. Kroll

Dr. Arthur Elliott Levine  
President  
The Woodrow Wilson National Fellowship Foundation

Rev. James J. Maher, C.M.  
Vice President for Student Affairs  
St. John's University

Rev. Robert P. Maloney, C.M.  
Project DREAM Coordinator  
Theological College

Ms. Carla Michelotti  
Executive VP/Chief Legal, Government, and Corporate Affairs Officer  
Leo Burnett Company, Inc

Mr. Patrick J. Moore  
Chairman and Chief Executive Officer  
Smurfit-Stone Container Corporation

Ms. Trish J. Parson  
Retired, Consultant to AmerInd  
FCBS, Inc

Mr. Peter Pesce  
Vice President, Human Resources  
A.T. Kearney, LLC

Mr. Roger L. Plummer  
President  
Plummer & Associates Consulting

Ms. Anne R. Pramaggiore  
President & Chief Operating Officer  
ComEd

Mr. George Ruff  
Senior Principal  
Trinity Hotel Investors LLC

Mr. Jim Ryan  
President, CEO, and Chairman of the Board  
W.W. Grainger, Inc.

Mr. Bertram L. Scott  
Executive Vice President and Chief Institutional Development and Sales Officer  
TIAA-CREF

Mr. John B. Simon  
Partner  
Jenner & Block

Mr. John C. Staley  
Retired Managing Partner  
Ernst & Young LLP

Mr. Daniel C Ustian  
Chairman, President & CEO  
Navistar International Corporation

Mrs. Joanne Velasquez  
Executive Vice President  
Azteca Foods Inc

Ms. Dia S. Weil  
Retired

[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

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

CSWE- Council of Social Work Education

### ***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 Theatre for Youth  
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 Council of Educational Opportunity Associations  
The Nonprofit Academic Centers Council

### ***Honor Societies***

Alpha Lambda Delta  
Beta Alpha Psi  
Beta Gamma Sigma  
Delta Mu Delta  
Delta Sigma Pi  
Gamma Theta Upsilon  
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 Sigma Alpha  
Psi Chi  
Sigma Delta Pi  
Sigma Pi Sigma  
Sigma Theta Tau  
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...

## 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 2010-2011

<b>Part-time, per hour (1-11 credit hours; and any hrs OVER 18 credit hrs)</b>	
Commerce, Communication, College of Computing and Digital Media, Education, and Liberal Arts and Sciences	\$490.00
School for New Learning	\$480.00
Music and Theatre	\$685.00

<b>Full-time Annual Package Rate 12-18 credit hours (includes Fall, Winter and Spring terms)*</b>	
<b>COMMERCE</b>	
Class entering pre-2006 and 2006	\$26,100.00
Commerce students who have Junior or Senior standing, who entered DePaul in 2006	\$26,405.00
Class entering 2007	\$26,660.00
Commerce students who have Junior or Senior standing, who entered DePaul in 2007	\$26,965.00
Class entering 2008	\$27,300.00
Commerce students who have Junior or Senior standing, who entered DePaul in 2008	\$27,605.00
Class entering 2009	\$27,700.00
Commerce students who have Junior or Senior standing, who entered DePaul in 2009	\$28,005.00
Class entering 2010	\$28,240.00
Commerce students who have Junior or Senior standing, who entered DePaul in 2010	\$28,545.00
<b>COLLEGE OF COMPUTING AND DIGITAL MEDIA</b>	
Class entering Pre-2006 and 2006	\$26,100.00
College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul pre-2006 and 2006	\$26,405.00
Class entering 2007	\$26,660.00
College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2007	\$26,965.00
Class entering 2008	\$27,300.00
College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2008	\$27,605.00
Class entering 2009	\$27,700.00
College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2009	\$28,005.00

Class entering 2010	\$28,240.00
College of Computing and Digital Media students who have Junior or Senior standing, who entered DePaul in 2010	\$28,545.00
<b>COMMUNICATION</b>	
Class entering Pre-2006 and 2006	\$26,100.00
Class entering 2007	\$26,660.00
Class entering 2008	\$27,300.00
Class entering 2009	\$27,700.00
Class entering 2010	\$28,240.00
<b>EDUCATION</b>	
Class entering Pre-2006 and 2006	\$26,100.00
Class entering 2007	\$26,660.00
Class entering 2008	\$27,300.00
Class entering 2009	\$27,700.00
Class entering 2010	\$28,240.00
<b>LIBERAL ARTS &amp; SCIENCES</b>	
Class entering Pre-2006 and 2006	\$26,100.00
Class entering 2007	\$26,660.00
Class entering 2008	\$27,300.00
Class entering 2009	\$27,700.00
Class entering 2010	\$28,240.00
<b>MUSIC, full-time</b>	
Class entering 2007	\$27,030.00
Class entering 2008	\$28,625.00
Class entering 2009	\$29,630.00
Class entering 2010	\$30,665.00
<b>THEATRE, full-time</b>	
Class entering 2007	\$27,260.00
Class entering 2008	\$28,625.00
Class entering 2009	\$29,630.00
Class entering 2010	\$30,665.00

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

Rates are subject to change without prior notice.

Students who are not admitted by the College of Computing and Digital Media (CDM) and enrolled in 300 level CDM courses may be subject to the tuition rate of the academic program in which they are admitted.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ University Information □ Financial Aid

## 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 \$9 million in scholarships.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Information](#) □ [Veterans Assistance](#)

## **Veterans Assistance**

Financial Aid handles the following VA educational benefit programs:

- The 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
- The Post 9/11 GI Bill (Chapter 33) for those who served after September 11, 2001

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

## **Undergraduate Academic Policies**

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [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 additional important information. 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.

## **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, see [University Information, Admission](#) .

## **Admission, Good Standing**

All students applying to DePaul University for undergraduate transfer and adult admission must be in good standing at the last college/university attended (good standing is determined

by ones eligibility to re-enroll at the last college/university attended.) In addition, all students are required to have a minimum 2.0 grade point average at the last institution attended and meet the minimum cumulative grade point average, as set by the specific DePaul University college or school.

A mandatory secondary review occurs for the following two cases.

- Prior academic integrity violations. Students on probation or suspended for reasons for academic integrity at a previous institution must have satisfied that institutions stipulations 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 must submit an explanation (see required explanation below) for review by a college-based Exceptions Committee who will render an admission decision. The committee may require additional information from the applicant and/or the dismissing institution.
- Prior conduct violations and felony convictions. Students on probation, suspended, or dismissed for conduct reasons at a previous institution and students convicted of a felony must submit an explanation (see required explanation below) for review by the Applicant Conduct Review Committee who will render an admission decision. The committee may require additional information from the applicant and/or the dismissing institution.

The required explanation for violations/convictions must include date of occurrence, summary of the incident, how you were held accountable (outcomes, sanctions, etc.), and any additional information you wish to provide.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Dean's List](#)

## **Dean's List**

Any undergraduate student is eligible for the dean's 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) not including the grades of PA, WA and W. Students who have received any grades of IN, M or R for the term are not eligible for the Dean's list until these grades have been resolved, at which time the term grade point average will be computed.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Dismissal/Readmission](#)

## **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 Admission 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.

## 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 that 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.

## Evaluation and Credit

### COLLEGE CREDIT

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

### CREDIT-BY-EXAMINATION

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

9000, 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 9000, 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 9000, 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 the Office of Admission, 1 East Jackson Blvd. Suite 9000, Chicago, IL 60604. Transfer grades do not calculate into the DePaul grade point average.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [Evaluation and Credit/Limitations](#)

### **Evaluation and 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**

MAT 094, 095 and WRD 101, 102, 108 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 these 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 should contact DePaul Central .

## **GRADUATE LEVEL COURSES**

### **Approved Bachelors/Masters programs:**

DePaul offers Bachelors/Masters degree programs which allow students to complete 3 graduate level courses while still an undergraduate student. See the current course catalog for a list of programs.

These three graduate level courses will count toward both the undergraduate and graduate degree programs. Students interested in pursuing this option should consult with the appropriate college or school.

### **Graduate coursework:**

In addition, undergraduate students may be granted permission to complete a graduate level course to fulfill undergraduate course requirements. Please note that except for students participating in an approved Bachelors/Masters program at DePaul, graduate courses taken while an undergraduate will not apply toward a graduate degree at DePaul.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [FERPA/Annual Notification](#)

## **FERPA/Annual Notification**

### **ANNUAL NOTIFICATION FOR DEPAUL STUDENTS:**

#### **YOUR FERPA RIGHTS**

We want to take this opportunity to give you a brief summary of your rights under The Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official has a need to know information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Release of student record information is generally not done at DePaul University without the expressed consent of the student. There are, however, some exceptions. For example, directory information includes the following, and may be released without the student's consent: name, address, e-mail, telephone number, date of birth, college of enrollment, year in school, major, enrollment status (including current enrollment, dates of attendance, full-



time/part-time, withdrawn), degrees, awards and honors received (e.g., Deans List recognition), participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including ID pictures), videos depicting and/or concerning University life, and previous educational institutions. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Please note that you have the right to withhold the release of directory information except to the extent that FERPA authorizes disclosure without consent ( see #3 above).

To withhold the release of directory information, you must log into Campus Connection, the student portal and under Student Privacy settings select and indicate your preference.

Please note two important details regarding placing a No Release on your record:

1. The University receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a No Release on your record will preclude release of such information, even to those people.

2. A No Release applies to all elements of directory information on your record. DePaul University does not apply a No Release differentially to the various directory information data elements.

For additional information, please consult the following websites:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and <http://sr.depaul.edu>

Questions concerning FERPA should be referred to DePaul Central ( [dpcl@depaul.edu](mailto:dpcl@depaul.edu) ).

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [Final Exams](#)

## **Final Exams**

During the regular academic year faculty are expected to include a final examination, final project or final exercise in all classes. In order to provide students with sufficient time to prepare, a final examination (or exercise) is expected to take place on the scheduled examination date and period as approved by the university. Final projects that are substituted for a final examination or exercise are expected to be due at the time of the scheduled examination date and period. Only under rare circumstances and with the permission of the dean of the college may this allocated period of time for the completion of course work be shortened.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [Forgiveness Policy](#)

## **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, minor and allied field requirements, WRD 103 and 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.

## Grades

Grades can be accessed online via Campus Connection. Grades can be viewed and printed using the Unofficial Transcript in the Student Center in Campus Connection. 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 a student's academic achievement 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.

Once a grade is assigned, university policy prohibits faculty from changing the grade without the permission of the college-based exceptions committee. Errors made in computation of the final grade (clerical error) and removal of an IN grade in accordance with university policy are exceptions to the grade change policy. **Faculty may not assign or accept additional graded material in order to improve a student's final grade.**

<b>A</b>	The instructor judged the student to have accomplished the stated objectives of the course in an EXCELLENT manner.
<b>B</b>	The instructor judged the student to have accomplished the stated objectives of the course in a VERY GOOD manner.
<b>C</b>	The instructor judged the student to have accomplished the stated objectives of the course in a SATISFACTORY manner.
<b>D</b>	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.)
<b>F</b>	The instructor judged the student NOT to have accomplished the stated objectives of the course.
<b>IN</b>	Temporary grade indicating that, following a request by the student, the instructor has given his or her permission for the student to receive an incomplete grade. In order to receive an IN grade, the student must have a) a satisfactory record in the work already completed for the course, b) encountered unusual or unforeseeable circumstances which prevent him/her from completing the course requirements by the end of the term, and c) applied to the instructor for permission to receive an IN. Please see the incomplete expiration policy for additional information.
<b>ING</b>	Permanent grade assigned to a degree recipient who chooses not to resolve a grade of "IN" awarded during the 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.

<b>PA</b>	Passing achievement in a pass/fail course. (Grades A through D represent passing performance.)
<b>W</b>	Withdrawal from the course initiated by the student after the Last Day to Drop With No Penalty and before the Withdrawal Deadline. The W grade is automatically recorded on the students transcript once it has been processed.
<b>WA</b>	Withdrawal from the course initiated by an advisor or administrator at the students request, usually outside of established deadlines. Administrative withdrawals may be granted under extraordinary circumstances and require documentation for support. See the Withdrawal Policy for more information. Students seeking an administrative withdrawal from one or more courses should contact DePaul Central.
<b>R</b>	Temporary grade indicating that the student is making satisfactory progress in a course that formally extends beyond the end of a term. Only designated courses are eligible for R grades. Please see the R grade expiration policy for additional information.
<b>RG</b>	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.
<b>FX</b>	Student stopped academic activity before the end of the sixth week (or the equivalent of the first 60%) of the term. The grade may be changed administratively to a grade of WA within the timeframe specified by the Withdrawal Policy deadlines (link to policy). Students are advised to contact DePaul Central to initiate the request to change the FX to a WA. If the FX is not changed to a WA, it will be factored into the students GPA in the same way an F would be.
<b>M</b>	Final grade not submitted by instructor.
<b>AU</b>	Auditor status; course does not earn credit.

### **QUALITY POINTS**

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

A	4 times the number of credit hours assigned to the course
A-	3.7 times the number of credit hours assigned to the course
B+	3.3 times the number of credit hours assigned to the course
B	3 times the number of credit hours assigned to the course
B-	2.7 times the number of credit hours assigned to the course
C+	2.3 times the number of credit hours assigned to the course
C	2 times the number of credit hours assigned to the course
C-	1.7 times the number of credit hours assigned to the course
D+	1.3 times the number of credit hours assigned to the course
D	1 times the number of credit hours assigned to the course
F, FX	No quality points awarded
AU, W, WA, IN, PA, R, ING, RG, M	Quality points not assigned

### **ILLUSTRATION**

GRADE	QUALITY POINTS PER CREDIT HOUR	CREDIT HOURS	QUALITY POINTS
A	4.0	4	16.0
A-	3.7	4	14.8
B+	3.3	4	13.2
B	3.0	4	12.0
B-	2.7	4	10.8
C+	2.3	4	9.2
C	2.0	4	8.0
C-	1.7	4	6.8
D+	1.3	4	5.2

D	1.0	4	4.0
F, FX	0.0	4	0.0
AU, W, WA, IN, PA, R, ING, RG, M	Quality Points not assigned		

## **GRADE POINT AVERAGE**

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

Undergraduate Student Handbook ▢ Undergraduate Student Handbook ▢ Undergraduate Academic Policies ▢ Grades, Challenges to

## **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, Computing and Digital Media, Communication, 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, Computing and Digital Media, Communication, 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.
2. If, after the discussion with the faculty member, the student still disputes the final grade, 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.
  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 (IN) and Research (R) Expiration Policy

## **Grades, Incomplete (IN) and Research (R) Expiration Policy**

### **Incomplete (IN) Grade**

Undergraduate and graduate students have at most 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, the incomplete will automatically convert to an F grade. 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.

A faculty member has the prerogative to assign a completion date earlier than the two quarter deadline (one semester deadline for the Law School) and this date will supersede the two quarter timeframe (one semester timeframe for the Law School) stated above.

Students must adhere to the incomplete grade request procedure of the academic unit offering the course for which they are requesting the incomplete grade.

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.

In the event that the original instructor is no longer available to grade the work, the Department Chair, where applicable, or the Associate Dean will identify the faculty member who will resolve the incomplete.

NOTE: Incomplete grades are not encouraged in the students final two terms of study. However the exceptional cases, where an incomplete is approved in his or her final term and for students with an incomplete grade in a course from the term immediately preceding their final term of study, may result in the denial of final degree certification for that term and the regular incomplete grade policy will then be enforced.

Students who have completed degree requirements, but have an IN grade that has not yet expired can elect to have the degree posted and the IN grade changed to a permanent incomplete, ING. This grade is permanent and cannot be changed in the future. The student can also elect to postpone degree conferral until the IN is resolved.

### **Research (R) Grade**

An R grade is given when a 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 term. R grades, with the exception of students completing a thesis or a dissertation research course, must be completed within one academic year of the posting of the R grade or it reverts to an F grade.

A faculty member has the prerogative to assign a completion date earlier than the one academic year deadline and this date will supersede the one academic year stated above.

Ordinarily no R grade may be changed after the grace period has expired. Instructors may not change R grades after the end of the grace period without the permission of a college-based Exceptions Committee.

In the event that the original instructor is no longer available to grade the work, the Department Chair, where applicable, or the Associate Dean will identify the faculty member

who will resolve the R grade.

Students who have completed degree requirements, but have an R grade that has not yet expired can elect to have the degree posted and the R grade changed to a permanent R grade. The RG (Research, Graduated) grade is permanent and cannot be changed in the future. The student can also elect to postpone degree conferral until the R is resolved.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Grades, Pass/Fail](#)

## **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 students 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 students major, minor, or allied field.
- developmental courses, such as MAT 094, MAT 095 and WRD 101, WRD 102, WRD 108 and WRD 200 .

If the course is passed, the credit hours earned are entered on the students record; the grade is not included in computing the students grade point average. If the course is failed, the F grade is recorded on the students record and the credit hours attempted are included in computing the students grade point average.

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. SNL students must notify faculty prior to the end of 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. For Lifelong Learning Domain courses that provide a grading option, students must notify faculty prior to the end of the second week of the course they are requesting that option.

[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 grade lower than a C is acceptable in a students major, minor or allied field. See graduation requirements for additional information.

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

## **Graduation, Commencement Ceremony**

### Commencement

The University's annual graduate and undergraduate commencement exercises are conducted in June. Traditionally the University hosts a baccalaureate mass to which all graduating students and their families are invited the Friday of graduation weekend.

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. BA students in the School for New Learning must have completed all 13 residency requirements; BA in Computing students must have completed all 15 residency requirements; BA in General Business students must have completed 29 residency requirements; and BA in Early Childhood Education students must have completed 29 residency requirements. 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 FERPA Privacy Settings before the end of their completion term.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Graduation with Honors](#)

## **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. Students who have been readmitted to DePaul under the Forgiveness Policy will be considered for graduation with honors based solely on the grade point average achieved after this readmission.

DePaul University's School for New Learning does not recognize graduation designations such as cum laude or magna cum laude (with honors, with high honors). The School for New Learning's curriculum includes many elements based on assessable learning from life experience, and this learning varies by individual student. Furthermore, experiential learning assessments apply towards competence credit, and are not assigned traditional grades.

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

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [Immunization, Proof of](#)

## **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.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [Inter-College Transfer \(ICT\)](#)

## **Inter-College Transfer (ICT)**

DePaul students with degree status who desire to transfer to another college within DePaul may request to Inter-College Transfer through Campus Connection.

At a minimum, the following general conditions must be met:

1. The student must be currently enrolled at DePaul or be absent from DePaul for no more than two consecutive quarters, excluding summer sessions, be in good academic standing and have a minimum 2.00 DePaul GPA.
2. The student must have earned a minimum of 12 quarter hours as a degree-seeking student at DePaul and those hours must be posted on the official DePaul transcript.

In addition to the above conditions, students desiring to transfer to The Theatre School or the School of Music must meet the audition or interview requirements of those schools.

## 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.

## 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](mailto: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](mailto:dpcl@depaul.edu) to activate a placement test required as a prerequisite.

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

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Probation](#)

## 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.

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

## 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, DePauls 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 students responsibility to verify that the transaction has been processed.
4. Should a students name not appear on the class roster, it is the students responsibility, not the faculty members, to resolve the problem. The student is advised to contact 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.

## **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.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [Requirement Term](#)

## **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.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Undergraduate Academic Policies](#) [Second Bachelor's Degree](#)

## **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 are met.
- b) A minimum of 60 quarter hours of credit beyond those applied to the first degree, and after the conferral of 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.

**Students may earn a second bachelor's degree at DePaul simultaneously with the first degree, provided that:**

- a) The second degree is different from the first (Bachelor of Arts and Bachelor of Science)
- b) All normal graduation requirements are met.
- c) A minimum of 252 quarter hours of credit are earned, of which 120 quarter hours are earned in residence at DePaul.
- d) At least one-half of the credits required by the second area of concentration are completed in residence at DePaul.

**Returning to DePaul for an additional major or minor:**

- a) After earning a Bachelor's degree from DePaul, a student may return to complete an additional major or minor. Students are bound by the major field, minor field and college requirements in place the readmission admit term.
- b) Students must fulfill all supplementary major and minor field requirements, including (but not limited to): allied field requirements, liberal studies requirements specific to the major, the major/minor field residency and grade requirements.
- c) Due to rapid changes in some areas of study, courses completed 10 or more years prior to the readmit date may no longer be applicable to the major or minor. Courses are subject to a review by a faculty academic advisor or by a staff academic advisor who consults with faculty.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Transcripts](#)

**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 students authorization.

Transcripts will be issued only after the student has fulfilled all financial obligations to the University.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Undergraduate Academic Policies](#) □ [Transfer Credit, Regulations](#)

**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:
  - The same course (as identified by course title and number) is taken more than once at the same institution;
  - 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. Credit for military training and education provided by the armed services will be considered in accordance with the recommendations of the American Council on Education (ACE). Service members may qualify for a maximum of 12 semester or 18 quarter hours of military transfer credit and must submit an official copy of their military record for evaluation. Students in the School for New Learning may qualify to apply the military transfer credit for additional degree requirements; should they subsequently transfer to another college within DePaul, the 18-quarter-hour limit will apply.
13. 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.
14. 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.

Please consult the Evaluation and Credit/Limitations section for additional information regarding limits to transfer credit.

## 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: DePaul's 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 student's major must be completed with a grade of C- or better. Students with Advanced Placement or CLEP credit must have official score reports sent directly to the 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.

## Tuition Policy

All tuition and fees are due at the time of registration. All charges must be paid in-full by the payment date.

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**.

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

## **Withdrawal Policy**

### **A. Withdrawal from a class:**

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

### **B. Withdrawal from all classes:**

#### 1. Withdrawal from the university:

In most cases, students wishing to withdraw from the university during a term must fill out an on-line form (whether from home or in the school/college office) and submit it to the student's home school/college. Students who are physically unable to contact the university may designate someone to act on their behalf.

The student's official withdrawal date will be the date the form is received by that office.

#### 2. Students who appear to be eligible to enroll but don't register.

A student's status at the university will be changed to "discontinued" if:

- There is no activity for three consecutive quarters (or for Law two semesters), excluding summers. In these cases 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.) In these cases, students must meet with a college academic advisor to get permission to register and or readmission.

### **C. Leave of Absence**

These come under three headings: personal, military, and medical. The Music and Theatre Schools already have leave of absence policies in place.

Any student wishing to take a leave of absence must complete a "Leave of Absence Application." Students may complete the online form from home, or by visiting their home school/college office.

- **Military:** Students called for military service should fill out an on-line "Military Leave Form." Upon their return, they will meet with an academic advisor to discuss resuming their studies.

- Non-military leaves of absence are for at most one year and non-renewable during the student's career.
- Military leaves are variable depending on their orders.

#### **D. Graduation Separation**

Students must have completed all requirements by the last day of term for which they apply for degree conferral.

In the normal course, students will receive their diplomas 8-10 weeks after the date of degree conferral.

The university's responsibility is to confer the degree and identify the student as "graduated" within 30 days of the end of the term in which they complete all the requirements for their degree.

#### **E. Late Withdrawals and Additions**

1. Decision-making for late withdrawals resides primarily in the Withdrawal Appeals Committee, chaired by the Dean of Students, for personal/medical issues; and in the School/College Offices for all other issues. 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.
2. Restrictions on requesting approval for late withdrawal
 

Requests for late withdrawals from one or more courses in a given quarter must be submitted to either the student's home School/College Office or the Withdrawal Appeals Committee by the following deadlines.

*For Undergraduate/Graduate:*

Autumn Quarter: Last day of the last final exam of the subsequent winter quarter.

Winter Quarter: Last day of the last final exam of the subsequent spring quarter.

Spring Quarter: The end of the second week of the subsequent autumn quarter.

Summer Terms: Last day of the last final exam of the subsequent autumn quarter.

*For the College of Law:*

Autumn Semester: Last day of the last final exam of the subsequent spring semester.

Spring Semester: The end of the second week of the subsequent autumn semester.

Summer Semester: Last day of the last final exam of the subsequent autumn semester.

During their college career, students may be allowed one medical/personal approved administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term.

#### **Withdrawal, Tuition**

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 authorized 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:

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

After 20% of the term.....0% refund

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

Even if you have tuition charges reduced, you will still be responsible for the non-refundable \$25 registration fee, the new student fee, and college office deposits.

Appeals to have charges waived must be done in writing, and can be sent to your college office. All appeals are reviewed individually, and students will be notified of the appeal decision.

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.

## Code of Student Responsibility

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility

### General Information

September, 2010

To the University Community,

The Dean of Students Office is committed to partnership in the educational mission of DePaul University. This mission is enhanced by a Code of Student Responsibility, which outlines expectations and standards of behavior for the student community. Any community of more than 20,000 people needs rules. As a registered DePaul University student, 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. Any student who feels that another student in the community has violated their rights is encouraged to use this Code and the Dean of Students Office as a resource.

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. In an institution of such size and complexity it is often difficult to know where to begin when a student is struggling or having difficulty navigating the University setting. This office can be of particular help in areas of personal and/or family crisis, or a medical/personal leave of absence. The office serves as principal liaison and resource for students and other divisions and departments within the University community.

It is our hope that you will make full use of the opportunities that are available for you at DePaul University. The Dean of Students Office is here to serve you with locations on both the Loop and Lincoln Park campuses.

Locations: Student Center 307 DePaul Center 11007  
Lincoln Park Campus Loop Campus  
773/325-7290 312/362-8066

In emergency situations, the office can also be reached 24 hours a day through our Public Safety Office at 773/325-7777.

Sincerely,  
Greg MacVarish  
Dean of Students

Endorsements Policy

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Student Rights](#)

## **Student Rights**

Any community of more than 20,000 people needs rules.

As a registered DePaul University student, 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.

### **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 upon initial registration for classes. A student also has the right to be advised of any changes in such matters.
5. Students have the right to join associations and are free to promote their common interests. This includes the right to become affiliated with any recognized student organization without discrimination or prejudice regarding race, color, ethnicity, religion, national origin, age, physical or mental disability, marital status, parental status, family relationship status, military status, sexual orientation, sex, gender, or other status protected by local, state, or federal law in its education settings, although fraternities and sororities are exempt from the restriction of discrimination due to gender.
6. Students have the right to participate in the governance of the University through the Student Government Association.
7. Under the guidelines established by the University, students have the right to edit and/or operate the student media.
8. In accord with University policy, for all classroom courses, a syllabus must be distributed

in written form beginning on the first day of class. The dean of the college is responsible for implementing the syllabus requirements.

9. Students shall be given the opportunity to be represented at all departmental meetings by at least one full-time student majoring in the appropriate discipline. The student representative shall be chosen annually in accordance with Student Government Association guidelines and shall be a full-time voting member. The student who accepts this responsibility has the moral obligation to attend these departmental meetings.

10. Students shall have the right to vote on search committees that choose academic deans. Membership on such committees shall be achieved through the auspices of the Student Government Association.

11. Students have the right to petition institutional authority for changes in either academic or nonacademic regulations.

12. Students have the right to regular academic advisement. Undergraduate and graduate students have the right to an assigned academic advisor who is available and informed to assist and advise in class selections, to meet academic requirements and career goals.

13. Students have the right of reasonable access to University administrators and faculty during specified office hours.

14. Undergraduate and graduate students (in all colleges but the College of Law) have the right to be informed formally of their academic standing in class by the midpoint of each quarter.

15. Students have the right of protection from University personnel engaging in unreasonable search or seizure unless:

a. there is probable cause that a violation of University policy is likely to occur, is presently occurring or has occurred;

b. there is an apparent emergency or danger to self or others;

c. in order to repair damage to University property;

d. students rights shall always remain subject to the searches of law enforcement officers who are performing their statutory duties in accordance with legally defined procedures governing search and seizure

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Notification of FERPA Rights](#)

## **Notification of FERPA Rights**

FERPA/Annual Notification

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [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 Student Affairs 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 right, 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 judicial procedures so that no student may be subject to judicial procedures 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, together with other applicable University policies, 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 DePaul community assumes the responsibility for abiding by the standards that have been instituted by DePaul. The Vice President for Student Affairs, or his/her designees, maintains exclusive authority for imposing sanctions for behaviors that violate the Code of Student Responsibility. The Vice President for Student Affairs, or his/her designee, is also responsible for interpreting and/or implementing additional 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 students concern is addressed in an impartial and consistent manner.

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

- A. The victim of such offense is a member of the campus community (student, faculty or staff); or
- B. The offense occurred at a college-sponsored or sanctioned event; or
- C. The 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

D. The offense affects the University.

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 updated in the online Undergraduate Handbook. Students and student organizations are advised to read this Code and any other relevant policies carefully so all are aware of the policies which guide the University in its dealings with them. Students should review the Academic Policies section of the Undergraduate Handbook or contact their college office for specific information on the policies used to govern academic expectations at the University.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Alcohol](#)

## **Alcohol**

DePaul community members owe it to themselves and others to make educated decisions about their use or distribution of alcohol. The State of Illinois prohibits the sale, use or possession of all forms of alcoholic beverages by persons under 21 years of age. Students are responsible for adhering to the university Drug Free Workplace & Legal Drinking Age Compliance policy.

Additionally, the following regulations govern alcohol use by students and student organizations:

1. All casual possession or consumption of alcohol by students in designated common or non-reserved areas on university premises is prohibited regardless of age.
2. For specific policies regarding alcoholic beverages in the residence halls, please see the Residence Education Handbook.
3. Consumption of alcohol which results in behavior that infringes on the rights of others in the community is prohibited.
4. Alcoholic beverages may not be served at student-sponsored or student organization-sponsored events without written authorization from the Associate Vice President for Student Advocacy and Community Affairs or his/her designee. Authorization will not be given to any student organization that is hosting an event at which students under 21 will, or could be, present. 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 Advocacy and Community Affairs or his/her designee will consider the following points:

- a. the presence of adequate control measures (e.g., hiring a professional bartender to serve alcohol, security, presence of university representative, method of age identification and monitoring of the event, etc.);
- b. the type of event;
- c. adherence to area/building procedures;
- d. the presence of food and nonalcoholic beverages in a prominent place; and
- e. the possible requirement of a special events permit or other license to dispense alcoholic

beverages.

Depending on the location and type of event, student organizations that are sponsoring events should also consult the Catering Services Exclusivity policy and Catering Donations policy.

Student organizations may not advertise the availability of alcohol in their event publicity.

When student organizations sponsor events at which alcoholic beverages are 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.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [Civil or Criminal Law](#)

## **Civil or Criminal Law**

### Civil or Criminal Law

Any student who violates any state, federal or municipal law shall be subject to judicial action for said offense(s) up to and including 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](#) [Damage to Personal or Private Property](#)

## **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](#) [Demonstrations](#)

## **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](#) □ [Disorderly, Violent, Intimidating or Dangerous Behavior to Self or Others](#)

## **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 physical harm upon any person; taking reckless action that results in physical harm to any person; taking any action that creates a substantial risk of physical harm to any person; or threatening by any means of transmission the use of force to physically harm or injure any person.
2. Disrupting the peace, impeding classes, causing significant 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](#) □ [Emergency Regulations](#)

## **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](#) □ [False Information](#)

## **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](#) □ [False Report of an Emergency](#)

## **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](#) □ [Firearms, Dangerous Weapons, Explosives or Fireworks](#)

## **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 criminal or civil sanctions. 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 approved in writing by the appropriate University officer.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Gambling](#)

## **Gambling**

### 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**

### 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**

### 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**

### 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.

## **Information Display**

### Information Display and Distribution

Students and external groups may not distribute 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 display and distribution 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.

## **Judicial Process Compliance**

### Judicial Process Compliance

A student who fails to agree to a judicial hearing or abide by a judicial sanction, takes action to influence or coerce testimony in a judicial hearing, or takes action that disrupts, or impairs an investigation or hearing may be found in violation of failure to comply with the judicial 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 of Student Responsibility or other applicable institutional policy.

## **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 judicial sanctions or, if appropriate, involuntary withdrawal from the University.

## **Residential Living and Housing Services Policies and Procedures**

### Residential Education and Housing Services Policies and Procedures

Students living in DePaul housing are responsible for abiding by all of the policies and procedures set forth by Residential Education and Housing Services. Failure to do so could result in consequence imposed by those departments, as well as in additional sanctions as a violation of the Code of Student Responsibility.

## **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.

## **Sexual Offense**

### Sexual Offense Policy

DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. In accordance with DePaul's Catholic and Vincentian values and its role as an educational institution, the university condemns any form of sexual violence. 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 outline university policies, procedures, disciplinary actions, programs, and prevention efforts regarding sexual violence.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, DePaul University is required to report certain sexual offenses occurring on or near campus to the proper municipal authority. The survivor has the choice of whether or not to file a report and/or to proceed with legal action. Students should consult the DePaul Crime Reporting policy for more information. This policy can be found on the University Secretary's website at <https://policies.depaul.edu/Default.aspx>.

### Sexual Offense 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 not-forcibly where the victim is incapable of giving consent; or

**Non-forcible: Unlawful, non-forcible sexual intercourse**

Sexual offenses include but are not limited to, forcible rape, forcible sodomy (oral or anal intercourse), sexual assault with an object, forcible fondling, incest, and statutory rape or threat of sexual assault.

At DePaul, a sexual offense 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.

If you wish to have more information as to laws in the State of Illinois, please contact the Office of Sexual Violence Support Services at 773-325-7295.

#### University Policy

Sexual offenses, as well as threats of sexual offenses and intimidation through threats of sexual offenses, are prohibited by DePaul University.

DePaul recognizes that there are many ways to perpetrate sexual violence. Incidents may occur through physical force, intimidation, manipulation and coercion. This may include the voluntary or involuntary use of drugs and/or alcohol that renders the survivor unable to give consent. Sexual offenses can occur within personal relationships, including those that are intimate, professional, familial, or friendly. Sexual offenses involving strangers constitutes only a small percentage of cases. It is important to remember that there is nothing a person can do to deserve or provoke a sexual offense.

If a student chooses to pursue the Judicial Review Process with respect to sexual violence, the University will ensure that the hearing officers are educated on sexual offenses before the process begins to ensure that the case is handled with sensitivity.

Upon request the Dean of Students office may accommodate changing classes, moving residence halls, and arranging for escorts.

#### Reporting Sexual Abuse & Sexual Assault

If you are a person who has experienced or thinks you have experienced a sexual offense, DePaul is committed to offering a secure and supportive environment in which to consider all available options. The Office of Sexual Violence Support Services is available for students to ask questions, discuss their experience, and request referrals. Referrals may include medical attention and evaluation; obtaining information; support and counseling; and reporting. It should be noted that the Office of Sexual Violence Support Services is also compelled to comply with laws that require the reporting of certain sexual offenses occurring on or near campus to the proper municipal authority.

A person who has been sexually offended is encouraged to make a report to the Public Safety Office (Lincoln Park campus 773/325-7777, Loop campus 312/362-8400) or Dean of Students Office (773/325-7290). 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. A report allows the individual access to the full range of judicial options at DePaul University, regardless of what criminal legal proceedings the individual pursues. 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. Unless otherwise required by law, the University will act in strict accordance with the wishes of the survivor regarding pursuit of these services.

#### Medical Treatment

A person who has experienced a sexual offense is encouraged to seek an appropriate medical evaluation as promptly as possible. Medical evaluation may include treatment of injuries endured during the event; treatment of STDs; and a full examination for the collection of physical evidence, should a person later decide to pursue a criminal prosecution and/or civil action. Additional resources may be available at time of treatment. As per Illinois law, emergency room medical treatment for sexual abuse or assault is confidential and is of no cost to the survivor.



If a survivor chooses to seek treatment, they may call Public Safety to be taken to the emergency room. At the emergency room, the survivor may request a Sexual Assault Nurse Examiner to conduct the examination. The survivor may also request that Rape Victim Advocates, a 24 hour advocacy group, be contacted. These services provide the survivor with support to ease their experience at the hospital. The police will be contacted upon arrival at the hospital, but the survivor may decline to file a report.

Local Contacts:

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

Illinois Masonic Hospital  
836 W Wellington Ave  
Chicago, IL 60657  
(773) 975-1600

Rape Victim Advocates  
180 North Michigan Avenue, Suite 600  
Chicago, IL 60604  
312/443-9603  
[www.rapevictimadvocates.org](http://www.rapevictimadvocates.org)

Information, Support and Counseling

Counseling is available for survivors whether or not a report is filed. Counseling provides a space for confidential disclosure, and is available both on and off campus 24 hours a day. Survivors may experience Rape Trauma Syndrome, with symptoms similar to those of Post Traumatic Stress Disorder. This condition may be serious and should be treated with respect and sensitivity. Sexual violence can affect all areas of a survivor's life and counseling can provide support to help navigate through issues that may arise.

\*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  
2250 North Sheffield Avenue, 3rd Floor  
773/325-7779  
CONFIDENTIAL

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

Office of Sexual Violence Support Services  
Student Center  
2250 North Sheffield Avenue, Suite 307  
773/325-7295

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

Dean of Students Office  
DePaul Center  
1 E. Jackson Boulevard, 11001  
312/362-8066

#### Off-Campus

Chicago Rape Crisis Hotline  
1-888-293-2080

Operates 24 hours a day, 7 days a week to provide immediate crisis counseling and referrals for survivors, significant others, and professionals.

#### Porchlight Counseling

847/328-6531 (office)

773/730-7077 (helpline)

Porchlight provides unlimited free counseling to college students at offices throughout Chicago.

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). Getting support can be essential to a survivors healing.

#### Crime Victim's Compensation Law

Under the Crime Victim's Compensation Law, a person who has been sexually abused or assaulted may be eligible for support services and medical reimbursement if the crime is reported within 7 days, or in some cases, even longer.

If a Sexual Assault Occurs, the survivor is encouraged to:

1. Find a safe place.
2. Seek medical treatment for possible physical injuries, transmission of STDs, and pregnancy.
3. To preserve evidence of the assault:
  - a. Avoid showering, bathing, changing clothes, washing hands, going to the toilet, or brushing teeth
  - b. If you do decide to change clothes, save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag.
  - c. Avoid disturbing anything in the area where the assault occurred.
4. File a report.
5. Seek support and counseling.

#### Educational Programs

1. The Office of Sexual Violence Support Services provides rape awareness, education and prevention/proactive presentations each year to members of the university community, including students, staff, and faculty.
2. The Office of Sexual Violence Support Services coordinates peer education programs for: sexual assault and pop culture; male roles in assault prevention; sexual assault and alcohol; sexual assault 101; and others upon request. These programs may be utilized by student organizations, residence halls, and classes.
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. Rape Aggression Defense (R.A.D.) classes are offered throughout the year for female students, faculty, and staff.
5. Brochures dealing with acquaintance rape and other sexual offenses are available through Student Affairs, Residence Education, Women's Center, and the Public Safety Office

## **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.

## **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.

## **UNIVERSITY POLICIES APPLICABLE TO STUDENTS**

Students must abide by all University policies applicable to them as students. Students should make themselves aware of all University policies. The policies listed below are some of the policies that are most relevant to the day to day lives of students. This list is not intended to exempt students from all other University policies applicable to students.

## **Acceptable Use Policy/Network Security**

## Acceptable Use Policy/Network Security

This Policy defines guidelines for acceptable use of computing resources within the University and explains various violations of acceptable use. This Policy is intended to promote a greater computer and network security posture for DePaul University.

For the entire policy please check the University Secretarys website at <http://policies.depaul.edu/> .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Anti-Discriminatory Harassment](#)

## **Anti-Discriminatory Harassment**

### Anti-Discriminatory Harassment Policy

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 the entire policy please check the University Secretarys website at <http://policies.depaul.edu/> .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Drug Free Workplace and Legal Drinking Age Compliance](#)

## **Drug Free Workplace and Legal Drinking Age Compliance**

Institutions receiving federal financial assistance are required to develop and distribute to faculty, staff, students, and others, a public statement certifying compliance with the *Drug Free Workplace Act* and the *Drug Free Schools and Communities Act* .

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

This policy states DePaul's commitment to maintain a drug free workplace and restrict the consumption of alcohol at university events, including classes, to persons 21 years or older.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Endorsements Policy](#)

## **Endorsements Policy**

DePaul's reputation and stature make it an attractive partner for many organizations and entities, but

some uses of DePaul's name by others may not always promote the purposes of the university. All members of the university and the institution as a whole benefit when its name is well used and suffer when it is ill used.

The university takes a legitimate interest in the use of its name and logos for at least three reasons:

The university and its members have a responsibility to ensure that any implied association with the university is accurate.

Attaching the DePaul name to an event, project or publication implies a close connection with the university, usually sponsorship or endorsement. For example, such forms as the "DePaul Project on..." or the "DePaul University Guide to..." should be used only when they refer to activities for which the university itself or one of its delegated authorities is accountable. Involvement by individual faculty, students or staff members is not, by itself, a sufficient basis to title an activity as "DePaul" sponsored. Rather the activity must be one for which the university takes institutional responsibility.

The university and its members have a responsibility to ensure that the activities with which it is accurately associated maintain standards consistent with its educational purposes.

In academic endeavors under the supervision and control of university departments, centers, institutes, or programs, adherence to these standards is assured through the normal processes of review. In other activities, relevant standards of quality and appropriateness should be established and maintained. Even some projects that satisfy the standards of quality may not appropriately use the university name (for example, partisan political activities or outside ventures carried on by individual faculty, students or staff members; see Faculty Handbook).

The university and its members have a responsibility to protect its assets by seeking a fair share of the economic value that the use of the DePaul name produces.

"DePaul University" has become a widely known and respected trademark. The commercial fruits of this fortunate reputation are largely attributable to the contributions of many generations of faculty, students and staff. Therefore they should be allocated for the benefit of the university as a whole.

Any use of the DePaul name that may depreciate its long-term value should be avoided.

In accord with these responsibilities, the following standards regulate the use of the DePaul name by schools, units and individuals within the university as well as their use by individuals and institutions outside the university, as authorized.

The use regulated by this policy refers to the identification, statement or display of DePaul's name in any way that may reasonably be interpreted as implying endorsement, approval or sponsorship by the university or one of its units. Nothing in this policy is intended to discourage fair use of DePaul's name to comment on activities of the university or any of its units.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [HIV/AIDS Guidelines](#)

## **HIV/AIDS Guidelines**

### 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.

For the entire policy please check the University Secretary's website at <http://policies.depaul.edu/>.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [Political Campaign](#)

## **Political Campaign Activities Policy**

### Political Campaign Activities Policy

This policy provides guidelines for DePaul University and its faculty, staff and students about political activities. DePaul, as an organization exempt from tax 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. For the entire policy please check the University Secretarys website at <http://policies.depaul.edu/> .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Sales and Solicitation- Residence Halls](#)

## **Sales and Solicitation- Residence Halls**

### Sales and Solicitation- Residence Halls

The use of any space in the residence halls/university apartment community for any commercial purpose except with the express written approval of the Department of Housing Services is prohibited. Solicitation by residents or any others without the explicit written approval of the Department of Housing Services is prohibited. The posting and/or distribution of any advertisement without stamped approval of the Residence Hall Council or the Department of Residential Education is prohibited.

For the entire policy please check the University Secretarys website at <http://policies.depaul.edu/> .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Sexual Harassment Policy](#)

## **Sexual Harassment Policy**

### Sexual Harassment Policy

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 information on sexual assault, see the University Sexual Offense Policy and Procedures and the University's annual Safety and Security Information Report.)

For the entire policy please check the University Secretarys website at <http://policies.depaul.edu/> .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Smoking Policy](#)

## **Smoking Policy**

### Smoking Policy

The purpose of this policy is to comply with the Clean Indoor Air Ordinance of the City of Chicago, which requires all employers to adopt a smoking policy, and to protect the health and safety of students, faculty, staff and the general public while on university property.

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

For the entire policy please check the University Secretarys website at <http://policies.depaul.edu/> .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Space Reservations](#)

## **Space Reservations**

### Space Reservations

This Policy establishes guidelines for reserving event space at DePaul University and associated rental costs.

For the entire policy please check the University Secretarys website at <http://policies.depaul.edu/> .

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ **OTHER IMPORTANT INFORMATION**

## **OTHER IMPORTANT INFORMATION**

This is important information regarding other University policies.

## **Clery Act**

### 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.

## **Emergency Contacts**

### Emergency Contacts

In an emergency situation, the University reserves the right to contact a student's parent, legal guardian, spouse, and/or other designated emergency contact.

## **Drug Free Schools and Community Act**

### 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 judicial sanctions have been consistently enforced. This review shall be documented in a report.

**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.

**Judicial Sanctions:** Students who violate these Standards of Conduct will be subject to judicial action up to and including expulsion, in accordance with the Judicial Review Process. A judicial 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 related 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 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.

Students should also consult the Drug Free Workplace & Legal Drinking Age Compliance Policy. This policy can be found on the University Secretarys website at <http://policies.depaul.edu/policy> .

Drug Free Workplace and Legal Drinking Age Compliance

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Information Regarding Registered Sex Offenders](#)

## **Information Regarding Registered Sex Offenders**

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 at 773/325-7762.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [Code of Student Responsibility](#) □ [Involuntary Withdrawal](#)

## **Involuntary Withdrawal**

Involuntary Withdrawal

DePaul University places the utmost priority on student welfare and community safety. When a student demonstrates conduct that violates DePaul's Code of Student Responsibility or other DePaul policies, that conduct will be addressed through the appropriate disciplinary processes. This Policy is not intended to be disciplinary in nature. Rather, this Policy outlines the criteria and procedures for when and how a student may be involuntarily withdrawn from the University for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the University. There may be situations in which both this Policy and the Code of Student Responsibility and/or other DePaul policies are applicable.

Criteria

A student may be involuntarily withdrawn from DePaul if the University determines, in accordance with the procedures listed below, that the student:

- (a) Demonstrates behavior that is unreasonably disruptive to the normal education processes and orderly operation of the University;
- (b) Demonstrates behavior that endangers him/herself, or that creates a direct threat that the

student may endanger him/herself, or;

(c) Demonstrates behavior that endangers others, or that creates a direct threat that the student may endanger others.

#### Determination

The involuntary withdrawal process begins when the Dean of Students receives a referral or other information regarding a student who appears to be demonstrating behavior consistent with one or more of the criteria listed above. If, after reviewing the information received, the Dean of Students determines that the student has demonstrated behavior consistent with one or more of the criteria for involuntary withdrawal from the University as stated above, the Dean of Students will inform the student of this determination. At the time of this communication, the Dean of Students will inform any student who is involuntarily withdrawn about the student's right to appeal the decision to the Associate Vice President for Student Advocacy & Community Affairs, and will explain to the student the conditions for returning to the DePaul community (see below).

Prior to proceeding with the involuntarily withdrawal process, the Dean of Students will always encourage the student to voluntarily withdraw.

#### Appeal

A student may appeal the Dean of Students' determination regarding involuntary withdrawal (or the designated conditions for readmission following an involuntary withdrawal) to the Associate Vice President for Student Advocacy & Community Affairs. A student has five (5) business days to request this appeal. Within five (5) business days of being received by the University, the Associate Vice President for Student Advocacy & Community Affairs shall review all the available information (i.e. all of the information made available to the Dean of Students and any additional information subsequently made available by the student), and shall, if deemed necessary by the Associate Vice President for Student Advocacy & Community Affairs, have the opportunity to ask the student additional questions.

After reviewing all the available information described above, the Associate Vice President for Student Advocacy & Community Affairs shall assess whether the student has or has not met the criteria for involuntary withdrawal from the University as stated above. The decision of the Associate Vice President for Student Advocacy & Community Affairs will promptly be communicated to the student in writing. This decision is final.

#### Interim Suspension Pending Appeal

A student who demonstrates behavior that creates an immediate direct threat to him/herself or others, or who demonstrates behavior that is immediately and significantly disruptive to the normal education processes and orderly operation of the University, may be suspended from the University on an interim basis pending an appeal.

All decisions regarding interim suspensions pending appeals will be made by the Dean of Students in consultation with the Associate Vice President for Student Advocacy & Community Affairs.

#### Effect of Involuntary Withdrawal

Students who have been involuntarily withdrawn from the University are generally not permitted to be on University premises or participate in University events. However, a student who has been involuntarily withdrawn or suspended on an interim basis pending an appeal may be on campus, with the permission of the Dean of Students or the Associate Vice President for Student Advocacy & Community Affairs, for the purposes of participating in the processes detailed in this Policy or as otherwise required and appropriate in the discretion of the Dean of Students or the Associate Vice President for Student Advocacy & Community Affairs.

Students are responsible for contacting appropriate University offices in order to ensure that their academic and financial affairs are in order (including any on-campus housing). All determinations as to the effect of an involuntary withdrawal in these areas will be made by the applicable offices in accordance with existing University policies.

## Returning to Campus Conditions for Readmission

A student who has satisfied the conditions for readmission outlined at the time of his or her involuntary withdrawal will be considered for readmission to the University.

Readmission conditions will be individually-tailored so as to be appropriate to each student but will always be premised on the notion that the student is no longer a direct threat to him/herself or others, and/or no longer demonstrates behavior that is disruptive to the normal educational processes and orderly operation of the University. Specific conditions for readmission might include:

(a) Appropriate documentation indicating that the student no longer demonstrates the behavior which led to the involuntary withdrawal;

(b) A treatment plan from a mental health professional or other appropriate care provider and/or verification from the provider that the student is complying with a treatment plan (or has been satisfactorily complying with a treatment plan for a designated length of time);

Students wishing to be readmitted must schedule a face-to-face meeting with the Dean of Students to discuss the student's compliance with, and appropriate documentation of, the designated conditions for readmission. All determinations as to whether the conditions for readmission have been satisfied will be made by the Dean of Students. These determinations are final.

Because conduct that gives rise to an involuntary withdrawal under this Policy might also result in sanctions in accordance with the Code of Student Responsibility, it is possible that a student who has met the designated conditions for readmission following an involuntary withdrawal might still not be eligible for re-enrollment at DePaul due to judicial sanctions (similarly, it is possible that a student who has satisfied all judicial sanctions might still not be eligible for re-enrollment at DePaul because of an inability to meet the designated conditions for readmission in accordance with this Policy).

The Vice President for Student Affairs or his/her designee may make such reasonable exceptions to this Policy and these procedures as circumstances may require for the welfare of the institution and/or the involved student(s), provided that fundamental elements of fairness and due process are observed.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [Speakers Guidelines](#)

## **Speakers Guidelines**

### Speakers Guidelines

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 DePaul 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**

### 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 students total college experience and education. DePauls 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 organizations 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 judicial 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 Office in any judicial action.

### Space Reservations

## **JUDICIAL REVIEW PROCESS**

### **Student Rights Within the Judicial Review Process**

#### Student Rights Within the Judicial Review Process

A student referred to the formal Judicial Review Process 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.
3. The right to be accompanied by an Advisor. (See Explanation of Important Aspects of the Judicial Review Process Advisors.)
4. A written statement of the possible sanctions that may be imposed.
5. The right to present approved Witnesses on ones behalf and, to the extent possible, to question Witnesses statements, whether presented verbally or in writing. (See Explanation of Important Aspects of the Judicial Review Process Witnesses.)
6. The right to have the Judicial Review Process explained and to ask for clarification of any policies or procedures.
7. The right to have reasonable access to information specific to ones case.
8. The right to a separate hearing when a single incident gives rise to charges against more than one student.
9. The right to speak on ones own behalf.
10. The right to disqualify a member of any Judicial Board for justifiable reason.
11. The right to have proceedings and documentation kept confidential. All hearings, proceedings and case information are considered confidential except to those who have a legitimate educational interest in them, or as permitted or required under FERPA, the Clery Act, or any other legal mandate.
12. The right to a written decision within five class days of completion of the last hearing.
13. The right to request an appeal on specific grounds.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility □ University Rights Within the Judicial Process

## **University Rights Within the Judicial Process**

### University Rights Within the Judicial Review Process

The University reserves the right to:

1. Refer any case involving a violation of criminal or civil law to the proper law enforcement agency.
2. Pursue judicial 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 the Code of Student Responsibility or other DePaul policy has taken place.
3. Exercise jurisdiction for an offense committed on-campus. Additionally, the University may exercise jurisdiction for an offense committed by a student off-campus (including on-line communities) when:
  - a. the victim of such offense is a member of the campus community (student, staff, faculty); or
  - b. the offense occurred at a college-sponsored or sanctioned event; or
  - c. the student used his or her status as a member of the University community to assist in the commission of the offense (for example, using a student ID card to pass a bad check); or

d. the offense affects the University.

(See Explanation of Important Aspects of the Judicial Review ProcessJurisdiction.)

4. Suspend or otherwise sanction a student on an interim basis in accordance with the procedures described below.

5. Share the outcomes of the judicial review process with those members of the University community who have a legitimate educational interest in them, or as permitted or required under FERPA, the Clery Act, or any other legal mandate.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [Mediation](#)

## **Mediation**

### Mediation

Every attempt should be made to resolve conflicts without formal judicial 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 may be an alternative available for students seeking to resolve conflicts yet does not replace the Judicial Review Process. The University reserves the right to refer a case to Mediation Services.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [Other University Processes Including Residential Education](#)

## **Other University Processes Including Residential Education**

### Other University Processes (including Residential Education)

In general, the Dean of Students Office is responsible for managing the Judicial Review Process. However, other University departments may initiate investigations, manage hearing processes, or impose sanctions in accordance with other University policies and procedures, and in consultation with the Dean of Students Office and Student Affairs when appropriate. Examples of other areas that may initiate investigations, manage hearing processes, or impose sanctions in accordance with other University policies and procedures include Internal Audit, the Office of Institutional Diversity, and the AVP for Student Advocacy and Community Relations for violations of University discrimination and harassment policies in which a student is the respondent.

Students should be particularly aware that Residential Education maintains a separate judicial system for violations of Residential Education policies and, as appropriate, violations of other policies that occur in DePaul housing. Students should consult Residence Education for information regarding those policies and procedures, including information on how to file a complaint with Residential Education.

## Judicial Records

### Judicial Records

Records of judicial cases that result in sanctions under this Judicial Hearing Process shall be kept in a referred students judicial file located in the Dean of Students Office. Student judicial records are destroyed five years after graduation or a student's last date of attendance. Students who are suspended or dismissed from the University will have a notation placed permanently on their transcripts. The University will not release judicial records except to those who have a legitimate educational interest in them, or as permitted or required under FERPA, the Clery Act, or any other legal mandate.

## 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.

General Information about the Judicial Review Process

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [General Information about the Judicial Review Process](#)

## **General Information about the Judicial Review Process**

**Initiating a Complaint:** A judicial action may be initiated by any member of the DePaul community (student, faculty, or staff) who feels that he/she has been adversely affected by a student's actions in violation of the Code of Student Responsibility or other policy, or who has reasonable cause to believe that a student has violated the Code of Student Responsibility or other policy.

Complaints shall be made in writing to the Dean of Students Office.

**Relationship Between the Judicial Review Process & Legal Proceedings:** A student may be subject to the Judicial Review Process in addition to any civil or criminal proceedings. The University, in its sole discretion, will make the decision whether or not to delay the Judicial Review Process until the conclusion of any civil or criminal action associated with a complaint. If a referred student chooses not to participate in the Judicial Review Process because of a pending legal action, the hearing officer may render a decision based solely on the written documentation and/or the complainants testimony available at the time without the benefit of information from the referred student

The Judicial Review Process is designed to be educational, not legal, in nature. Rules of evidence and discovery do not apply to the Judicial Review Process. Students should not draw parallel interpretations between the Code of Student Responsibility or other DePaul policies and criminal or civil law. The outcome of a legal proceeding is not determinative on the Judicial Review Process.

**Delivery of Written Notices:** All written notices regarding judicial actions will be delivered to the referred student personally or via the postal service or email. It is a students responsibility to ensure that his/her information (including address, phone number and email) is current in Campus Connect.

**Initial Review:** Upon a written complaint that an alleged violation has occurred, the Dean of Students Office or other designated office shall conduct an initial review. This initial review will include a determination as to whether the University has jurisdiction over the violation. (See Explanation of Important Aspects of the Judicial Review ProcessJurisdiction.) This initial review could consist of requesting additional information from the complainant or referred student, or otherwise collecting additional information. This initial review is intended only to provide information pertinent to the incident under review and is not designed to result in a binding decision. The designated reviewer will take reasonable measures to ensure that the initial review is completed within 5 class days of the date of written complaint that a violation has occurred. However, the University reserves the right to extend this time limit, in its sole discretion, in order to ensure a proper initial review of all relevant material.

If the referred student acknowledges a violation has occurred at any time during the initial review, the process may immediately move to the sanction process. These sanctions may be appealed in accordance with the procedures detailed in the Judicial Appeals Procedures.



**Initiating a Hearing:** If, after the initial review, the designated reviewer determines that there is not reasonable cause to believe that the allegation has occurred, the review shall promptly cease and no record of the complaint shall be retained in the student's judicial file.

If, after the initial review, the designated reviewer determines that there is reasonable cause to believe that a violation of policy has occurred, the student will be given the following:

1. A written statement of the alleged violations in sufficient enough detail to enable the student to prepare a defense.
2. Reasonable access to information specific to one's case.
3. An explanation of, and opportunity to ask questions about the Judicial Review Process, including (a) an explanation of the two hearing possibilities (Administrative Hearing and Judicial Board Hearing) and the University's determination as to which type of hearing will be conducted; (b) an explanation of "Important Aspects of the Judicial Review Process;" (c) an explanation of possible sanctions; and (d) an explanation of appeal procedures.
4. Instructions on how to schedule the appropriate hearing.
5. Information regarding any interim sanctions, if applicable.

**Interim Sanctions:** In order to protect the health, safety, security and well-being of the University community and its members, the University reserves the right to immediately impose interim sanctions upon a student when it determines, in its sole discretion, that the continued presence of the referred student does any of the following:

- a. constitutes a threat to the safety or well-being of the referred student, any other member of the University community, or any invited guest;
- b. risks destruction of property; or
- c. risks disruption of classroom or other campus activities.

A final determination of the charges against any student suspended or otherwise sanctioned on an interim basis shall be made through appropriate hearing procedures within 10 class days of such suspension. During this time the referred student shall forfeit those rights and privileges as the University deems appropriate. Should it be found that the student did not commit the act(s), the interim sanction shall be revoked.

**Prior Record of Sanctions:** Because a student's prior record of conduct will be used as a basis for more stringent judicial action, previous sanctioned violations in the student's judicial file may be considered before assigning any judicial sanction(s). Any previously imposed sanctions may provide additional justification that more strict action is necessary to ensure that the student understands the full impact his/her pattern of behavior is having on the DePaul community.

**Failure to Participate:** Failure of a student to agree to, appear at, or participate in a hearing, or to otherwise disrupt the normal hearing process, may in itself constitute a violation. The University reserves the right to pursue this additional violation in the same or a separate hearing. If a referred student chooses not to have the hearing process explained, chooses not to participate in the hearing process, or otherwise fails to appear at a hearing, the hearing officer may render a decision and if appropriate, impose sanctions based solely on the information available at the time without the benefit of information from the referred student. These sanctions may be appealed in accordance with the procedures detailed in Judicial Appeals Procedures.

**Standard for Hearing Determinations:** The standard of whether it is more likely than not that the alleged violation(s) has/have occurred will be the basis for conducting any hearing and imposing any sanctions.

## **Administrative Hearing Process**

If the University determines that an Administrative Hearing is appropriate, the first session of the Administrative Hearings will generally take place within five class of when a referred student is first notified of the judicial charge. A mutually convenient time for the Administrative Hearing will be decided upon. If necessary, an Administrative Hearing may take place over the telephone.

The actual Administrative Hearing will proceed as follows:

1. The incident report(s) will be reviewed by the Administrative Hearing officer.
2. The Administrative 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 approved Witnesses in one at a time to give statements and be questioned by the Administrative Hearing officer. (See Explanation of Important Aspects of the Judicial Review Process Witnesses.)
5. The Administrative Hearing officer will review any relevant information and discuss the incident with the student.
6. After the Administrative Hearing officer has examined all of the evidence and heard from all of the Witnesses, the Administrative Hearing officer will determine that the student is or is not in violation of the Code expectation or other policy outlined.
7. If the Administrative Hearing officer finds the student in violation, he/she will determine the appropriate sanctions. Any sanctions imposed become effective immediately unless otherwise stipulated. Sanctions imposed by an Administrative Hearing officer may be appealed in accordance with the procedures detailed in the Judicial Appeals Procedures. Students who have been sanctioned will be informed of these Judicial Appeals Procedures, including to whom a request for an appeal should be directed, at the conclusion of the Administrative Hearing. The University will take reasonable steps to notify the student of the outcome and sanctions in writing within five class days of the last session of an Administrative Hearing, and will place all appropriate information in the students judicial file.

The Administrative Hearing officer will hold as many meetings as necessary to ensure a fair disposition of the case. If a referred student fails to attend an Administrative Hearing or otherwise participate in the process, the Administrative Hearing officer may decide the case based on the information available at the time. Any imposed sanctions will be effective immediately unless otherwise stipulated.

## **Judicial Board Hearing Process**

### Judicial Board Hearing Process

If the University determines that a Judicial Board Hearing is appropriate, the Moderator (See

Explanation of Important Aspects of the Judicial Review ProcessModerators.) will take reasonable steps to ensure that the referred student is notified of the following within 5 days:

1. The nature of the alleged violation(s) made against the student.
2. The names of all individuals in the Judicial Board pool, including a statement forbidding contact on this matter between the student and these individuals.
3. A copy of the Judicial Board Hearing procedures.
4. The time, date and location of the Judicial Board Hearing.

The referred student has the right to show cause to the Moderator as to why any member of the Judicial Board pool should be removed because of possible prejudice. If a student wishes to have a member of the Judicial Board pool removed, the student must notify the Moderator in writing at least 48 hours prior to the first scheduled Judicial Board Hearing. Any member of the Judicial Board pool 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 session of the Judicial Board Hearing within 7 class days after the referred student has been notified of the above.

At the discretion of the Judicial Board, more than one hearing session may be necessary before a final determination is made.

The actual Judicial Board Hearing will proceed as follows:

1. The Chairperson convenes and presides over the Judicial Board Hearing only if the appropriate quorum is present. (See Explanation of Important Aspects of the Judicial Review ProcessJudicial Boards.) The Chairperson is also charged with maintaining orderly discussion throughout the Judicial Board Hearing, generally limiting testimony per session to a maximum of three hours and ensuring that there is equal time for both the complainant and the referred student to present their evidence.
2. The Chairperson acknowledges the Advisors. (See Explanation of Important Aspects of the Judicial Review ProcessAdvisors.)
3. The Chairperson confirms that the referred student understands his/her rights.
4. The Chairperson reads into the record the Universitys opening statement and all statements of alleged violation(s).
5. All incident reports will be read into the record by the Chairperson or Moderator.
6. The complainant makes a statement or, in cases where the University is bringing the action, a University representative will present the Universitys 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 presented one at a time. A Witness can only be present at the Judicial Board Hearing during his/her own testimony. (See Explanation of Important Aspects of the Judicial Review ProcessWitnesses.)
9. Members of the Judicial Board, the Moderator, the referred student and the complainant may cross-examine any Witness who is present. All questions must be directed to the Chairperson. The Chairperson may rule any question out of order.
10. Written testimony from Witnesses unable to be at the Judicial Board Hearing may be accepted but its validity will be ruled on by the Chairperson. (See Explanation of Important Aspects of the Judicial Review ProcessWitnesses.)
11. The Judicial Board may recall any Witness it wishes to question further.
12. Members of the Judicial Board may 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 Chairperson. 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, Judicial Board members and the Moderator. The Judicial Board determines if the student is or is not in violation of the Code expectation or other policy outlined.

16. If the referred student is to be found in violation, the Judicial Board shall determine the appropriate sanction(s). A simple majority vote by the board members will determine all outcomes. All decisions will be reviewed with the Moderator, who will share with the Judicial Board a referred student's prior record of sanctions as appropriate.

17. When deliberations have been completed, the Chairperson invites the referred student back into the room and announces the Judicial Boards decision. Any sanctions imposed become effective immediately unless otherwise stipulated. Sanctions imposed by the Judicial Board may be appealed in accordance with the procedures detailed in the Judicial Appeals Procedures. Students who have been sanctioned will be informed of these Judicial Appeals Procedures, including to whom a request for an appeal should be directed, at the conclusion of the Judicial Board Hearing. The University will take reasonable steps to notify the student of the outcome and sanctions in writing within five class days of the last Judicial Board Hearing, and will place all appropriate information in the students judicial file.

If a referred student fails to attend the scheduled Judicial Board Hearing or otherwise participate in the process, the Judicial Board may decide the case based on the information available to it at the time. Any imposed sanctions will be effective immediately unless otherwise stipulated.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [Judicial Sanctions](#)

## **Judicial Sanctions**

### Judicial Sanctions

The Judicial Review 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 or other policies, 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 judicial sanctions:

1. To redirect a students or organizations 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.

If, after an Administrative Hearing or Judicial Board Hearing has taken place, there is sufficient evidence that a violation has occurred, the hearing officer(s) may impose the

appropriate sanction(s).

All imposed sanctions shall become effective immediately at the completion of the hearing unless otherwise stipulated.

Sanctions may be appealed in accordance with the procedures detailed in Judicial Appeals Procedures.

The following is a list of sanctions that the University may impose on a student, group of students or student organization:

1. **Judicial Reprimand:** A judicial reprimand does not necessarily restrict the student in any way but does signify that any further violation may result in additional judicial sanctions. A written record of the reprimand will be placed in the student's judicial file.
2. **University Censure:** University 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. **Judicial Probation:** Judicial probation is a written statement to the student indicating that the student's behavior is of such a nature as to jeopardize continued enrollment at the University. Judicial probation can be for a specified period of time or for as long as the student is enrolled. Any behavioral infraction during the probationary period may cause the student to be removed from the University.
4. **Suspension:** A suspended student must carry out a total and immediate separation from the University for a required period of time and/or until particular conditions for readmission are met. Suspension may include various prohibitions regarding a student's ability to be on University property or participate in University activities. A sanction of suspension shall be permanently noted on a student's transcript, regardless of whether or not the student is successfully readmitted. At the end of the suspension period and/or once the student can demonstrate that the conditions for readmission have been met, the student may be required to meet with the Dean of Students or other designee before being readmitted to the University.
5. **Dismissal:** Dismissal constitutes a permanent and immediate separation from the University. The imposition of this sanction shall be permanently noted on the student's transcript and is a permanent bar to his or her readmission to DePaul University. Dismissal may include various prohibitions regarding a student's ability to be on University property or participate in University activities.

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 judicial case:

1. **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/or additional judicial sanctions.
2. **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.
3. **Restriction:** Restrictions upon a student's University 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.

The sanctions of Residence Hall Probation and Removal from the Residence Halls may also be imposed through the Judicial Review Process on students who live in DePaul housing. Additionally, because Residential Education maintains a separate judicial system for violations of Residential Education policies and, as appropriate, violations of other policies

that occur in DePaul housing, students should consult Residence Education for information as to when a student can be placed on probation in, or be removed, from DePaul housing.

Students who are removed from DePaul housing will be subject to all of the policies and procedures set forth by Residential Education and Housing Services. Students should consult these departments for more information.

Undergraduate Student Handbook □ Undergraduate Student Handbook □ Code of Student Responsibility □ Judicial Appeal Procedures

## **Judicial Appeal Procedures**

### Judicial Appeal Procedures

Any student who has been sanctioned in the Judicial Review Process has the right to request an appeal on specified grounds. The reason for an appeal is to guarantee that the student has receiving a fundamentally fair hearing in accord with established policies and procedures.

A student who has been sanctioned may only request to appeal the determination or sanction on the following grounds:

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

In order to request an appeal, the student who has been sanctioned must submit a written request for appeal to the designated office within five class days of being notified of the initial decision. A student who has been sanctioned will be notified at the conclusion of a hearing who is the designated University representative to submit their request for an appeal. Typically, requests for appeals from Judicial Board Hearings should be submitted to the Dean of Students, while requests for appeals from Administrative Hearings should be submitted to the supervisor of the Administrative Hearing Officer (for example, if the Dean of Students served as the Administrative Hearing officer then the request for an appeal would be directed to the Associate Vice President for Student Advocacy and Community Relations; if the Associate Vice President for Student Advocacy and Community Relations served as the Administrative Hearing officer then the request for an appeal would be directed to the Vice President for Student Affairs). The individual designated to review the appeal request may decide that the sanctions imposed should be suspended pending the outcome of the appeal. Students should understand, however, that, unless otherwise stipulated, sanctions are considered in effect once a hearing is completed, regardless of whether an appeal is requested.

The individual designated to review the student's request for an appeal will review the request for an appeal and make a determination that:

1. The request for an appeal is denied because none of the three grounds for an appeal above have been met; or
2. The request for an appeal is granted because one or more of the three grounds for an appeal have been met.

The student will be notified of this decision within five days of when the University receives the request for an appeal.

If a request for an appeal is granted, then the individual designated to review the student's request for an appeal will determine whether the matter can be resolved without a new hearing (for example, modification of sanctions so that they are not fundamentally unfair or inappropriate) or whether new hearing is necessary. If a new hearing is necessary, the University will determine whether this hearing will be an Administrative Hearing or a Judicial Board Hearing. All hearings that take place after an appeal has been granted will proceed in accordance with established procedures for Administrative Hearings and Judicial Board Hearings.

All decisions regarding whether an appeal request will be granted are final. If the request for an appeal is denied, then all sanctions imposed will remain in effect.

[Undergraduate Student Handbook](#) [Undergraduate Student Handbook](#) [Code of Student Responsibility](#) [Explanation of Important Aspects of the Judicial Review Process](#)

## **Explanation of Important Aspects of the Judicial Review Process**

### Explanation of Important Aspects of the Judicial Review Process

#### Advisors

It is a student's right to bring one Advisor to an Administrative Hearing, a Judicial Board Hearing, or any other meeting included within this Judicial Review Process. This right applies to the referred student as well as the student bringing the charges, if appropriate. An Advisor must be a current member of the DePaul community (faculty, staff, or student). However, an Advisor cannot be a student who is involved in the same judicial matter being reviewed. All Advisors must be approved in advance of a scheduled meeting or hearing by the Moderator, Administrative Hearing Officer, or other University designee.

The role of the Advisor is to act as a support person for the student by conferring quietly with the student. The Advisor is not to directly address the members of the Judicial Board, an Administrative Hearing officer, or anyone else present at a meeting or hearing.

#### Hearings

There are two types of judicial hearings:

1. **Administrative Hearing:** An Administrative Hearing is a hearing in which the hearing officer is a University designee, such as the Dean of Students or another Student Affairs professional. The procedures for an Administrative Hearing are set forth above in the "Administrative Hearing Process" section. There is no Moderator for an Administrative Hearing.

2. **Judicial Board Hearing:** A Judicial Board Hearing is a hearing in which the hearing officers are selected from the Judicial Board pool of members. The procedures for a Judicial Board Hearing are set forth above in the "Judicial Hearing Process" section. The Judicial Board Hearing process is managed by a Moderator.

The University will make the determination as to which type of hearing is appropriate in a particular situation.

#### Judicial Boards

The members of the Judicial Board pool are:

Six current students with at least sophomore status nominated by the Student Government Association.

Six faculty members nominated by the Faculty Council.

Six staff members nominated by the Staff Council.

Three members (one from each constituency) will comprise the panel for a Judicial Board Hearing. This panel shall be chosen by the Moderator prior to the Judicial Board Hearing. The Chairperson shall be decided upon at the time of the Judicial Board Hearing.

Student Affairs is responsible for training the pool of Judicial Board members.

Students should consult Residential Education for information about judicial boards in the Residential Education judicial process.

#### Jurisdiction

The University may exercise jurisdiction (i.e. initiate this Judicial Review Process) for all offenses committed on campus. Additionally, the University may exercise jurisdiction for an offense committed off-campus (including on-line communities) when:

- a. The victim of such an offense is a member of the campus community (student, faculty, or staff ); or
- b. The offense occurred at a college-sponsored or sanctioned event; or
- c. The referred student used his or her status as a member of the University community to assist in the commission of the offense (for example, using a student ID card to pass a bad check); or
- d. The offense affects the University.

#### Moderators

All Judicial Board Hearings will be assigned a Moderator. The Moderator may be the Dean of Students or another University designee (for example, other staff in the Dean of Students Office, or other Student Affairs professionals). The Moderator is responsible for managing the Judicial Board Hearing process, including assisting with scheduling and selecting members from the Judicial Board pool to participate in a hearing. The Moderator will be present at the Judicial Board Hearing. The Moderator has no voting role in the outcome of any Judicial Board Hearing, but all determinations by a Judicial Board as to whether a violation has occurred or regarding sanctions must be reviewed with the Moderator.

There is no Moderator for an Administrative Hearing.

#### Witnesses

Students involved on either side of a judicial case, as complainants or referred students, may bring Witnesses to an Administrative Hearing or a Judicial Board Hearing to support their statements. All Witnesses must be approved in advance by the University, and the University reserves the right to disallow any Witness. All Witnesses must generally be current members of the DePaul community (faculty, staff or students), except as otherwise approved by the University. Witness intended to present 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. Appearance of Witnesses at the appropriate time, date and location of any hearing is the responsibility of the involved students. In some cases, the University will approve the use of written statements from Witnesses who are not available to appear at a hearing.

Witnesses will be presented one at a time. A Witness can only be present at a hearing during his/her own testimony.

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 Judicial Review Process. Witnesses will be informed that giving false information may result in judicial action.



## 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.

### **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 of the highest caliber. The Office's primary objective is to provide programs and services, which aid in the adult student's 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...](#)

### **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  
commerce@depaul.edu  
312/362.5358  
DePaul Center 8500  
1 East Jackson Boulevard

College of Communication  
cmnadvising@depaul.edu  
312/362.8600  
14 East Jackson Boulevard  
Suite 1800

College of Computing and Digital Media  
ctiadvising@cti.depaul.edu  
312/362-8381  
CDM Center 401,  
243 South Wabash Avenue

School of Education  
EdAdvisor@depaul.edu  
773/325.7740  
Schmitt Academic Center 3rd & 4th Floors,  
2320 North Kenmore Avenue  
College of Liberal Arts and Sciences  
LASAdvising@depaul.edu  
773/325-7310  
Suite 100  
2352 North Clifton Avenue

School of Music  
musicadvising@depaul.edu  
773/325.7260  
Music Building,  
804 West Belden Avenue

School for New Learning  
snl@depaul.edu  
312/362.8001  
Lewis & O'Malley, 2nd & 3rd Floors Lewis,  
25 East Jackson Boulevard

Theatre School  
dcorrin@depaul.edu  
773/325.7917  
2135 North Kenmore Avenue

## 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...](#)

## DePaul Central

DePaul Central is your one-stop shop for taking care of the business tasks that come with being a college student like managing financial aid, registration and the payment process. DePaul Central ensures student issues are resolved in a timely manner and with the right level of attention and care they deserve so students can focus on what really matters: their academics.

- Visit with DePaul Central staff at either campus (walk-ins are always welcome, no appointments needed).
  - Lincoln Park Campus: Schmitt Academic Center 101, 2320 North Kenmore Avenue
  - Loop Campus: DePaul Center Suite 9100, 1 East Jackson Boulevard
- You also can get answers to many questions online or over the phone.
  - Web: [depaulcentral.depaul.edu](http://depaulcentral.depaul.edu)
  - Email: [dpcl@depaul.edu](mailto:dpcl@depaul.edu)
  - Phone: (312) 362-8610

## 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...](#)

## **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 Aetna Life Insurance Company 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**

The Office for Academic Advising Support (OAAS) empowers students to make academic choices that incorporate their individual interests, values, and skills. We provide holistic advising and major exploration services to undeclared and exploratory students, and we advise newly admitted transfer students as they transition to DePaul. Additionally, OAAS provides advising support services to the DePaul community and fosters university-wide collaborations with faculty and staff to enhance advising experiences for DePaul students.

The OAAS is located at DePaul's Lincoln Park Campus in SAC 192 and at the Loop Campus in DePaul Center 9500. Students may contact the office at (773) 325-7431 for appointments, and they may visit the OAAS website for additional information.

[Undergraduate Student Handbook](#) □ [Undergraduate Student Handbook](#) □ [University Resources](#) □ [Office of Multicultural Student Affairs](#)

## **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...](#)

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

## **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 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 Labs

Course OnLine\*

Help Desk\*

Information Security

Network Connections

OnLine Learning

Search Engine

Software (e-academy)

Student E-mail\*

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 three offices will be able to direct you to the answer you need:

DePaul Central (for all registration-related issues)

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

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

[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)
- Go to the Learning Center to access the following information:
  - **Update personal information**
  - **Update privacy settings**
  - **Register** for classes
  - **Add** classes
  - **Drop** classes
  - **Review Financial Aid**
  - **Accept/Decline Loans**
  - **View my tuition bill** (Log onto Campus Connection and review)
  - Request an **Enrollment Verification**
  - Provide proof of **immunization**
- **Pay** my bill
- Learn to **manage my finances**
- **Find a job on campus**
- Obtain a copy of my **transcript**
- To 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](mailto: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](mailto:csummers@depaul.edu) . You may also contact The Office of Institutional Diversity at (312) 362-6872 or email [diversity@depaul.edu](mailto: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

**College of Computing and Digital Media**

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