LEWIS AT A GLANCE

OUTSTANDING ACADEMIC PROGRAMS
Lewis University is a comprehensive Catholic university, located southwest of Chicago, where the traditions of liberal learning, values, and preparation for professional work come together with a synergy that gives the University its educational identity and focus. Founded in 1932, Lewis is a dynamic, coeducational university offering more than 60 undergraduate majors, 12 graduate programs, and certificates of advanced study. Lewis is one of many institutions sponsored by the De La Salle Christian Brothers, an international Roman Catholic teaching order.

EXPERIENCED FACULTY
Lewis has nearly 140 full-time faculty members who take their students’ personal and professional success to heart. The greater majority hold terminal degrees in their fields. Many are experienced practitioners. The student/faculty ratio is 15:1.

ACCREDITATION
Lewis University is accredited by The Higher Learning Commission and a member of the North Central Association. The College of Nursing and Health Professions’ basic professional program is approved by the State of Illinois Department of Professional Regulation, and all nursing programs, graduate and undergraduate, are fully accredited by the Commission on Collegiate Nursing Education (One Dupont Circle, Washington DC, 20036) for the 10-year maximum term. Department of Aviation programs are approved by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations (CFR): Approved Dispatcher Program, Approved Flight School, and Approved Aviation Maintenance Technician School. All teacher education programs are approved for entitlement by the Illinois State Board of Education in conjunction with the Illinois State Teacher Certification Board. In addition, the School of Education has earned NCATE (National Council for Accreditation of Teacher Education) accreditation. Inquiries concerning regional accreditation should be directed to the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504. By phone, (800) 621-7440 or (312) 263-0456.

This institution is regulated by The Indiana Commission on Proprietary Education, 302 W Washington Street, room E 201, Indianapolis, IN 46204-2767. (800) 227-5695 or (317) 232-1320.

A WELCOMING CAMPUS
The Lewis main campus in Romeoville, Illinois, is a picturesque 350-acre setting which houses 1,000 students in eight residence halls, all within walking distance of well-equipped classrooms, the library, the Student Recreation and Fitness Center, the Student Union, and Sancta Alberta Chapel. Lewis suburban campuses are located in Oak Brook, Schaumburg, Hickory Hills and Tinley Park. All campuses are easily accessible to corporate offices in Chicago and the suburbs, making it easy for students to complete professional internships.

ENROLLMENT
Lewis currently has approximately 4,600 students: 3,400 undergraduates and 1,200 graduates. Many are from the Chicago region with international students representing 30 different countries. Lewis welcomes students of all cultures and religious faiths, with a 30 percent minority population, and a ratio of 60 percent Roman Catholic to 40 percent other Christian/non-Christian faiths.
MISSION STATEMENT

Faithful to the Lasallian Heritage in Catholic Higher Education

Lewis University, guided by its Catholic and Lasallian heritage, provides to a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning and service.

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<th>KNOWLEDGE</th>
<th>FIDELITY</th>
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<td>The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.</td>
<td>The spirit which recognizes God as ultimate reality, unifying the diverse forms of knowledge in the pursuit of fullness of truth, while recognizing the diversity of human experience.</td>
<td>The result of the integration of reflection and action developed through higher learning throughout all of life.</td>
<td>The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.</td>
<td>The process of forming a community of mutual respect, collegiality, collaboration and service.</td>
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HISTORY OF LEWIS UNIVERSITY

Inspired by its Catholic and Lasallian heritage, Lewis University offers a values-centered curriculum, rich in the Mission values of knowledge, fidelity, wisdom and justice and guided by the spirit of association which fosters community in all teaching, learning and service. To its nearly 4,400 students, Lewis provides programs for a liberal and professional education based on the interaction of knowledge and fidelity in the search for truth.

Lewis is a dynamic, coeducational, comprehensive, Catholic university with a richly diverse student body, including traditional-aged students, as well as adults of all ages, students who attend classes at the main campus in Romeoville and at sites throughout the Chicagoland area.

Founded in 1932 under the direction of the Chicago Archdiocese and Bishop Bernard J. Sheil, Lewis began as the Holy Name Technical School, a school for boys, which opened with 15 students. The school was established on a campus of 160 acres of farmland that was donated to the archdiocese by Michael and Frances Fitzpatrick of Lockport. From the beginning, Frank J. Lewis, the noted Chicago philanthropist and industrialist, took an active interest in the school. He assisted with the funding of various buildings that became the nucleus of the University.

During these early days, aviation technology courses were the special emphasis of instruction and are the origin of today’s highly regarded Department of Aviation. The school was incorporated in 1934 under the name Lewis Holy Name Technical School. In 1935, it became the Lewis Holy Name School of Aeronautics, a name which is engraved in stone on the building now known as the Oremus Fine Arts Center.

By 1940, with the impending threat of World War II, the newly named Lewis School of Aeronautics began emphasizing programs of direct utility to the armed forces. The high school department closed in 1942, and the campus was given over to the U.S. Navy for its flight instructors program. By the end of the war, 1,200 men had received pilot training at Lewis. The suspension of academic activities gave the Lewis administration and faculty an opportunity to rethink the school’s objectives. As a consequence, when regular classes resumed in the autumn of 1944, the reorganized school included a junior college. As returning servicemen increasingly sought further education, the school’s offerings quickly evolved into a traditional arts and sciences curriculum. By 1949, women also were admitted as students, and high school classes were discontinued. More appropriately named, the Lewis College of Science and Technology granted its first baccalaureate degrees in 1952. For the rest of the decade, enrollment grew steadily.

A new phase in the history of Lewis began in 1960 when the Brothers of the Christian Schools assumed direction of the institution at the invitation of Bishop Martin McNamara of Joliet. As members of a 320-year-old religious congregation devoted exclusively to teaching, the De La Salle Christian Brothers brought to Lewis a new tradition of Lasallian values, based on the teachings of Saint John Baptist de La Salle, their founder. The first group of Lasallian Brothers on campus successfully combined their efforts with those of the dedicated lay faculty to inaugurate a program of major improvements. The institution became Lewis College in 1962 and achieved accreditation by the North Central Association in 1963.

The growth of higher education in the 1960s was reflected in the school’s rapidly increasing enrollment, which reached 2,000 students by 1970. To accommodate the larger student body,
a major construction program was initiated to create new classrooms and laboratories, two residence halls, the Learning Resource Center, a gymnasium, and a modern aviation technical center.

A dialogue concerning possible merger with the College of St. Francis was initiated in 1968, resulting in a high degree of cooperation between the two colleges. Although the merger did not occur, this cooperation was reflected during the 1970-71 academic year by the use of the name Lewis-St. Francis of Illinois.

Two major organizational changes became effective in the fall of 1971. With the existing evening program as its core, the College of Continuing Education was established, and a College of Nursing was proposed. The following fall, the Department of Business Administration was expanded and reorganized as the College of Business. These colleges, together with the College of Arts and Sciences, came to represent an organizational structure that was no longer appropriately designated by the term “college.” For that reason, among others, the school became a university in 1973. Its name was changed officially to Lewis University. As John Henry Cardinal Newman wrote, “To be perfect is to have changed often.”

In July 1975, Lewis University was accredited by the North Central Association of graduate programs (master’s and first professional degree levels). During the 1980s, Lewis University expanded its programs off-campus, establishing sites at Little Company of Mary Hospital in Evergreen Park, a graduate center in Oak Brook and sites in Schaumburg and LaSalle/Peru. Coursework also became available at sites such as St. Patrick’s High School in Chicago.

In the 1990s, the satellite campus at Little Company of Mary Hospital was moved to a new Lewis education center in Hickory Hills, and the number of off-campus sites increased to both meet student demand and enhance student access.

Lewis now offers more than 60 undergraduate majors in the humanities, social sciences and natural sciences, as well as in aviation, business, computer science, communications, education, fine arts and nursing. Pre-professional programs are also offered in fields such as pre-med, pre-law and pre-veterinary, among others. Graduate programs are available in business administration (MBA), counseling psychology, criminal/social justice, education, nursing, and school counseling and guidance. Accelerated graduate programs are also offered, leading to master’s degrees in organizational leadership, as well as public safety administration. Graduate programs in education offer specializations in reading and literacy, school administration, secondary certification, special education, curriculum and instruction, teaching and learning, and educational leadership, in addition to certificates of advanced study in general administrative and superintendent endorsement. A dual degree (MSN/MBA) is available at the graduate level. The post-master’s level Certificate of Advanced Study, fulfilling Illinois state requirements for principalship and superintendent certification, is offered in education.

The Lewis University Career Education Program (LUCEP) was first established in the fall of 1990 to offer an accelerated undergraduate degree program in business administration for working adults. The degree offerings have expanded rapidly and are now delivered through the Center for Professional Education and Outreach Initiatives. Programs include bachelor’s degree completion in business administration, management, information technology management, health care leadership, and social and community studies, as well as a RN/BSN completion program.
In addition to a strong curriculum, Lewis provides diverse opportunities for its students through its renowned athletic program. The Flyer teams have had a history of excellence, first in the NAIA and now in the NCAA Division II. Lewis’ athletic teams have captured the Great Lakes Valley Conference All Sports trophy in 12 of the past 19 years. In 2003, Lewis won the NCAA Division I Men’s Volleyball Championship. Lewis sponsors 18 athletic teams: nine for men and nine for women, including men’s and women’s cross country, tennis, golf, volleyball, basketball, soccer, track and field, and swimming; women’s softball; and men’s baseball.

A comprehensive campus renovation program was launched in 1988 by Brother James Gaffney, FSC, University President, and the Board of Trustees, resulting in new construction, major renovations in current facilities, updating of equipment and campus beautification. Among the major achievements have been construction of the state-of-the-art Harold E. White Aviation Center; renovation of Benilde Hall which houses the College of Business and the Center for Professional Education and Outreach Initiatives; construction of the Student Recreation and Fitness Center, which includes a swimming pool, indoor track, fitness center and fieldhouse featuring four full-sized courts; and construction of North Hall, the first new residence hall on the Lewis campus in nearly three decades.

In 1999, the College of Nursing began offering an online master’s degree in nursing case management, the first online MSN case management program in the Chicagoland area.

In 2000, the School of Education achieved NCATE (National Council for Accreditation of Teacher Education) accreditation. Also in 2000, the College of Nursing changed its name to the College of Nursing and Health Professions to reflect it’s planning and development efforts to increase interdisciplinary programs and respond to the rapidly growing needs of the healthcare professions. In 2001, the University approved new undergraduate offerings in health care leadership, information technology management and contemporary global studies, as well as a master’s degree in public safety administration.

The School of Education became the College of Education in 2003. The fourth college for Lewis, its addition underscores the University’s continued commitment to work collaboratively with federal and state agencies, and accrediting bodies in preparing educators for the region, state and nation in response to the urgent call for quality teachers and administrators. The creation of the College of Education also is in alignment with the goals of Vision 2006: Learning, Mission and Leadership.

Vision 2006, the strategic plan for the University, calls for continued growth and expansion, with the student at the center of an interactive learning environment. Multiple opportunities exist for learners of all ages to explore connections between formal classroom instruction and learning beyond the classroom. The student-faculty ratio of 15:1 provides close, personal attention and facilitates classroom interaction.

The formation of the Scholars Academy allows eligible students in every major to enhance their educational opportunities through intensive projects arranged through contract with faculty members, as well as through conferences, immersion seminars and travel.

As its history continues to unfold, the values-centered curriculum at Lewis provides students with the necessary foundation for ethical decision making. The University offers academic programs and learning experiences that prepare students for careers, enhance their professional capabilities, and promote personal growth and competence. Moreover, Lewis
provides affordable education by continuously seeking sources of grants and scholarships to supplement tuition costs.

As Lewis looks forward with anticipation to its 75th anniversary, it continues to build on its rich tradition of career preparation combined with strong liberal arts learning. New majors – including a bachelor’s degree in forensic criminal investigation and a master’s degree in information security – continue to be developed in response to community needs, career trends and an increasingly global and technological society.

ACCREDITATION

Lewis University is accredited by The Higher Learning Commission and a member of the North Central Association. The College of Nursing and Health Professions’ basic professional program is approved by the State of Illinois Department of Professional Regulation, and all nursing programs, graduate and undergraduate, are fully accredited by the Commission on Collegiate Nursing Education (One Dupont Circle, Washington DC, 20036) for the 10-year maximum term. Department of Aviation programs are approved by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations (CFR): Approved Dispatcher Program, Approved Flight School, and Approved Aviation Maintenance Technician School. All teacher education programs are approved for entitlement by the Illinois State Board of Education in conjunction with the Illinois State Teacher Certification Board. In addition, the College of Education has earned NCATE (National Council for Accreditation of Teacher Education) accreditation. Inquiries concerning regional accreditation should be directed to the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504. By phone, (800) 621-7440 or (312) 263-0456. Information regarding Indiana accreditation can be found on page ii.

ADMISSION POLICIES

NON-DISCRIMINATION

Lewis University does not discriminate against any applicant because of race, color, religion, sexual orientation, national origin, age or disability.

REQUIREMENTS FOR APPLICANTS AS FRESHMAN STUDENTS

1) Applicants must have graduated from an approved high school with a combination of grade point average, class rank, and ACT or SAT score which indicates a strong likelihood of success in university studies.

2) Applicants must have accumulated 18 high school units. Three of those units should be in English; the remaining 15 units should be college preparatory in nature.

3) Applicants for admission must complete an Admission Application and have their high schools forward a copy of the student transcript. Students should have their ACT or SAT scores sent to the Office of Admission. Veterans must submit a DD214.

4) By Illinois state law, all incoming students born after January 1, 1957 who are taking six or more credit hours per semester must have an updated immunization record sent to the Center for Health and Counseling Services. This requirement also applies to all students receiving credit on the Romeoville campus.

ADDITIONAL REQUIREMENTS FOR NURSING STUDENTS

5) First-year applicants to the nursing program are strongly advised to have completed one year of high school chemistry and two years of high school mathematics, with a grade of C or above in each class.

6) First-year applicants who plan to major in nursing need an ACT composite score of 20 or higher for admission. Applicants with a
lower ACT composite score may select a nursing “undeclared” major and enroll in prerequisite nursing course work. Once the student has completed at least one full-time semester of prerequisite courses for the nursing major and has achieved a cumulative GPA of 2.5, the student may declare a major in nursing.

7) Successful completion of the Nursing Entrance Test.

8) Applicants must pass the Reading Comprehension and Math Skills Diagnostic Testing in order to be admitted. Advice about courses to assist students with reading and/or math skills will be provided following such testing. Admission, progression, curriculum and graduation policies of the first professional degree program in nursing are subject to change in order to comply with requirements of the current Illinois Nursing and Advanced Practice Nursing Act and Rules for Administration of Nursing and Advanced Practice Nursing Act 2000.

9) Grades in all prerequisite science courses prior to the first semester of the sophomore year must be B or higher. If students have passed their science courses with a grade of C, they may petition to demonstrate competency.

10) Every College of Nursing and Health Professions student must have completed a physical examination form and received the required immunizations (some of which are in addition to those required by Illinois law) before entering clinical courses.

11) Prior to entering clinical courses, every prelicensure College of Nursing and Health Professions student must complete a disclosure form, similar to the disclosure required by the Illinois Department of Professional Regulations in the application for licensure as an RN.

12) Every College of Nursing and Health Professions student is subject to the college’s Chemical Impairment Policy.

An accelerated RN/BSN degree program is available. Nursing degree completion majors must be registered professional nurses in Illinois or must qualify for endorsement within one semester.

REQUIREMENTS FOR ENTERING TRANSFER STUDENTS

A transfer student applicant (traditional programs) is defined as a degree-seeking student who has earned a minimum of 12 semester (18 quarter) hours of transferable credit at a regionally accredited post-secondary institution. Transfer student applicants need to have earned a minimum 2.0 cumulative transfer grade point average (higher for some majors) based upon all transferable courses to be considered for admission. The Office of Admission will fully review a student’s file to determine the likelihood of success at Lewis University. (Transfer students are not required to submit ACT or SAT scores or high school transcript.)

Official transcripts from all colleges/universities attended must be sent to the Office of Admission. Students must be in good academic, disciplinary and financial standings at previous colleges/universities attended. An evaluation of transfer credit will be forwarded with the acceptance letter showing courses accepted in transfer and courses/hours that still need to be completed at Lewis.

The Office of Admission will consider applications only after the following steps have been completed:

1) An application is submitted.
2) Official transcripts are received by the Office of Admission from each college and/or university attended. If the applicant is an admissible transfer student, an evaluation of courses and hours still needed for graduation will be forwarded by the Office of Admission.
REQUIREMENTS FOR ENTERING ADULT STUDENTS-AT-LARGE
Undergraduate applicants 24 years of age or older are admitted to the University upon submission of a completed Application for Admission and verification of successful college attendance or high school graduation. The GED is acceptable. Degree-seeking transfer students must submit official transcripts from each college or university previously attended, may enter Lewis University as degree-seeking or non-degree students, and may pursue their studies on a part-time or full-time basis.

By Illinois state law, all incoming students born after January 1, 1957 who are taking six or more credit hours must have an updated immunization record sent to the Center for Health and Counseling Services. This requirement also applies to students receiving credit on the Romeoville campus. Every College of Nursing and Health Professions student must have a physical examination form completed before entering clinical courses.

Adults interested in attending Lewis University should contact the Office of Admission for assistance. Applications for admission and official transcripts should be sent directly to the Admission office. Students seeking admission in Lewis’ accelerated programs should contact the Center for Professional Education and Outreach Initiatives for procedures.

REQUIREMENTS FOR ADULTS ENTERING ACCELERATED PROGRAMS
Lewis University offers undergraduate accelerated degree programs for working adults in business administration, management, health care leadership, information technology management, social and community studies, and nursing. To be admitted, students should be at least 24 years of age (or, with regard to the nursing program, a licensed registered nurse), have at least three years of full-time work experience, and have already earned at least 32 hours of college credit toward their bachelor’s degree. (Credits may be counted for prior college coursework, military experience, training programs and approved equivalency examinations.)

To apply for admission, students should complete an Application for Admission through the Center for Professional Education and Outreach Initiatives and submit official transcripts from each college/university the student has previously attended.

Evaluation of transfer credit is based on the following criteria:

1) Credits transfer from schools accredited by the North Central Association or another regional accrediting association.
2) A maximum of four hours will transfer in physical education activity courses.
3) D grades will be accepted as transfer credit provided that the applicant has a cumulative C average and the D grades are not in courses required by the student’s major or minor.
4) A maximum of 72 semester hours of community college credits or credits from a two-year school will be accepted.
5) An unlimited number of hours will be accepted from upper division/senior institutions as long as 32 hours, including 12 hours of upper-division major courses and six hours of Mission-based courses, are completed at Lewis.
6) There are no time limits with respect to when credits were earned in order to be accepted for transfer.
7) Course grades do not transfer.

REQUIREMENTS FOR ENTERING INTERNATIONAL STUDENTS
In addition to meeting general admission requirements, international students must demonstrate proficiency in the English language. Those international students who have attended universities abroad and where
instruction was in the English language may
demonstrate proficiency through acceptable
English grades documented on official
transcripts. All others are required to take the
Test of English as a Foreign Language (TOEFL).
The required TOEFL score is 500 (written) and
173 (electronic) is required for undergraduate
admission; the score of 550 (written) and 213
(electronic) for graduate admission. Visit the
TOEFL Web site at http://www.toefl.com for
bulletins of information regarding the TOEFL.
Students with less than the required score may
apply for admission to the English as a Second
Language program. Upon completing all ESL
courses through the advanced level with at
least the grade of C in each class, students may
then begin the Lewis University undergraduate
program.

International applicants must have official
transcripts sent to the University. Copies of all
secondary and post-secondary transcripts and
the General Certificate of Education (GCE), as
well as the original documents themselves,
results, diplomas and other certificates not in
the English language, must be translated. In
addition, students applying for advanced
standing must forward catalog course
descriptions of all university-level courses
under consideration for transfer.

All international students are required to
present the appropriate student visa and other
documents, as well as to complete the Certified
Affidavit of Support Form confirming coverage
of all college, personal and travel expenses for
each academic year at Lewis University.
Additionally, international students must have
proof of health insurance valued at not less
than ten thousand ($10,000) dollars. The
insurance carried must have a U.S.-based office.
International students who cannot show proof
of health insurance from a U.S.-based company
will be required to purchase health insurance
through the University.

International students should contact the
Admission office for appropriate forms and
procedures at least three months in advance of
the desired semester of attendance.

TRANSFER CREDIT EVALUATION
The Lewis curriculum requirements allow a
complete transfer of credit, in most cases, for
incoming transfer students. Course grades,
however, do not transfer. Students with
questions should contact the Admission office
for assistance.

Evaluation of transfer credit (in traditional
programs) is based on the following criteria:

1) Community college credit must be earned
in course work that parallels offerings given
at Lewis University or acceptable through
an articulation agreement. The Associate in
Arts and Associate in Science degrees are
accepted.

2) Community college terminal programs will
transfer if prior articulation has occurred
between the particular community college
and Lewis University. (For example, law
enforcement, marketing, management, and
some community college programs in
nursing.) To be considered in this category,
the courses must fundamentally draw upon
the natural or social sciences and be
appropriate to the liberal arts curriculum.

3) A maximum of 72 semester hours of
community college credits (or credits from a
two-year school) will be accepted at the
time of entry.

4) Credit does not transfer from schools of
business or data processing or from
professional training institutions not
accredited by the North Central Association
or another regional accrediting association.

5) Credit hours for D grades will transfer
provided that the applicant has a D grade
in a course which is not required by the
student’s major or minor.
6) A maximum of four hours will transfer in physical education activity courses.

7) An unlimited number of hours will be accepted from upper division/senior institutions as long as the final 32 hours, including at least four upper-division courses in the major and two courses in the minor, are completed at Lewis.

8) Developmental and/or remedial courses completed at another institution are not transferable.

ADDITIONAL CRITERIA FOR NURSING STUDENTS

9) Prelicensure students who transfer from an NLN accredited nursing program may be eligible for transfer credit for specific Lewis University nursing course requirements (up to seven credits if from an associate degree nursing program and up to 15 credits if from a baccalaureate degree nursing program) provided that:

a. the student’s cumulative GPA for all courses taken at all transferring institutions is 2.5 or above based on a 4.0 point scale;

b. the nursing courses were completed within three years of the time credit is to be granted;

c. content is equivalent to the course(s) for which credit is being requested;

d. the student has met the College of Nursing and Health Professions admissions criteria for math skills;

e. the student has met the College of Nursing and Health Professions standards on the Nursing Fundamentals and Lab drug calculations.

The College of Nursing and Health Professions reserves the right to evaluate the transfer student’s basic and physical assessment skills to determine achievement of competency at the level for which transfer credit is being requested.

Admission, progression, curriculum and graduation policies of the first professional degree program in nursing are subject to change in order to comply with requirements of the current Illinois Nursing and Advanced Practice Nursing Act and Rules for Administration of Nursing and Advanced Practice Nursing Act 2000.

10) RN/BSN students may benefit from articulation agreements that exist between the Lewis University College of Nursing and Health Professions and NLN-accredited area community colleges. Such articulation provides a waiver for substantial nursing credit, while allowing students to retain the opportunity to achieve credit-by-examination for additional credits. See also CREDIT FOR PRIOR LEARNING, College of Nursing and Health Professions.

ILLINOIS ARTICULATION INITIATIVE IN GENERAL EDUCATION

Lewis University participates fully in the General Education Portion of the Illinois Articulation Initiative. Transfer students who have completed the Illinois Articulation Initiative model – general education program will have to complete only appropriate Mission-based core courses beyond the model general education program. Visit the Illinois Articulation Initiative Web site at www.itransfer.org for more information.

SPECIAL ADMISSION PROGRAMS

1) ADVANCED PLACEMENT

The Advanced Placement Program of the College Entrance Examination Board provides examinations in 20 different fields. Students earning a grade of three, four or five on any Advanced Placement Examination will be granted equivalent college credit. (To receive credit for English Language and Composition, or English Literature and Composition,
enrolling the student must earn a grade of four or five and submit a score report.) Advanced Placement credit is granted through the Office of Admission. Advanced Placement exams are given in the following areas: art, biology, calculus, chemistry, computer science, economics, English, French, German, government and politics, history, human geography, Latin, music theory, physics, psychology, Spanish and statistics.

2) HIGH SCHOOL SCHOLARS
High school seniors who are in the top ten percent of their class and who are recommended by the principal or guidance counselor may enroll in one course at Lewis University each semester while completing their final year of high school. Applications are to be made through the Office of Admission. Seniors who are accepted are designated High School Scholars and receive free tuition for this program.

3) SERVICE MEMBERS OPPORTUNITY COLLEGE (SOC)
Upon enlistment in the military or at any time thereafter, service personnel may enroll in SOC. This program enables service personnel to begin their college careers when they begin their military careers, thus avoiding unnecessary interruption. Regardless of where they are stationed, students can take courses defined by the Lewis University curriculum and degree requirements. Credits are transferred to Lewis and applied toward the baccalaureate degree. The Office of Admission is responsible for providing ongoing academic advising to participants in the program. SOC students complete remaining degree requirements when they return to the Lewis campus.

4) SUCCESS PROGRAM
The Success Program Committee admits a limited number of first-year students each year who, despite not meeting regular University entrance requirements, exhibit a strong potential to successfully complete a bachelor’s degree.

The program includes a full year of meetings and activities that provide students with the individual attention necessary to focus upon improving their academic skills. During the first semester, every attempt is made to enroll the student in the required writing and reading courses. Additional University courses act as supplements to complete the first semester schedule of classes. The second semester schedule of courses is also determined in consultation with the counselor. Students are required to attend a two-week Summer Bridge Program before the start of their first semester.

Advising and support services are provided by the Success Program. In an effort to help students recognize and realize their academic potential, a coordinator serves as an academic advisor. A weekly mentoring meeting and a lab meeting are required.

5) SECOND BACHELOR’S DEGREE
Lewis University permits the holder of a bachelor’s degree to earn a second bachelor’s degree from the University. The first step in seeking a second bachelor’s degree from Lewis is to be admitted to the University as an undergraduate student. The candidate should follow either procedure A or B in the following section (depending on whether the first bachelor’s degree was earned at Lewis or at another college or university).

Upon admission to the University, the student must meet all curricular requirements to earn a bachelor’s degree and complete the requirements of a major other than the major(s) completed in obtaining the first degree. The course of study for the second degree must
include at least 32 credit hours not counted for any other degree. These 32 credits and any other credit hours needed to complete the second bachelor’s degree must be earned at Lewis University. Credit by examination or credit for experience cannot be counted toward fulfilling the requirement.

Students seeking a second bachelor’s degree must follow degree requirements as outlined in this catalog as they pertain to the completion of a major course of study, fulfill general education requirement, and apply for graduation.

Previous credits earned (elsewhere or at Lewis) will be treated as transfer credits. They shall not apply in determining GPA, class rank, rank in the major or honors at graduation.

While attending Lewis, seekers of a second bachelor’s degree must comply with all the financial payment policies and student conduct policies. In these areas, students seeking a second bachelor’s degree are not distinguished from other Lewis University undergraduates.

ADMISSION POLICIES FOR SECOND BACHELOR’S DEGREE

A. Holders of a degree from a college or university other than Lewis must:

1) Seek admission to Lewis University as an undergraduate student through the Office of Admission.

2) Submit an official transcript of credits from all previous colleges or universities attended. An evaluation of these credits will be made according to the University’s transfer policies. The evaluation will list major and general education requirements needed to complete the second bachelor’s degree. Upon being granted final admission, the student may begin coursework during the next academic term (fall, spring or summer).

B. Holders of a bachelor’s degree from Lewis University must:

1) Complete an application form for the second bachelor’s degree at the Office of Admission. This application includes:

   a) approval of the department chairperson (when applicable);

   b) a listing of the courses needed to complete the major (to be determined by the chairperson); and

   c) a statement that a minimum of 32 credits must be earned at Lewis in addition to the credits counted in earning the first degree.

2) Obtain clearance from the Business Office of Lewis University.

The student will follow the graduation and major requirements that are in effect when the student applies for the second degree.

6) THE SCHOLARS ACADEMY

The Scholars Academy provides enriching intellectual opportunities for Lewis University undergraduate students in addition to classroom learning. The Academy emphasizes creative, interactive, interdisciplinary learning to broaden and deepen learning and to develop lifelong learning skills. Guided by the University’s Mission Statement and its Lasallian tradition, the Scholars Academy is rooted in six principles or pillars: dialogue, holism, creativity, experimentation, value inquiry and political/social awareness. These components form the “Scholars Mentality.”

CHARACTERISTICS OF SCHOLARS ACADEMY MEMBERS

The Scholars Academy is designed for students who have:

- A curiosity about the world and a desire to study it in the spirit of critical inquiry;
- A passion for learning and challenging yourself academically;
• A belief in the transforming power and practical uses of education;
• An ability to work both independently and also collaboratively, with other students and with faculty.

BENEFITS OF THE ACADEMY
The Scholars Academy benefits those students with an interest in deepening their understanding and enhancing their critical thinking skills and who want to express themselves to others in a community of their peers. Immediate benefits of the Scholars Academy include: 1) one-on-one contact with instructors; 2) involvement in challenging Scholars activities; and 3) a sense of community with fellow Scholars who share similar interests. Long-term benefits of the program include development of the Scholars Mentality and three diploma opportunities, giving students an edge when it comes to employment and graduate possibilities.

GUIDING PRINCIPLES
The Scholars Academy is guided by the University Mission and also by the characteristics of an engaged university and student body. As defined by the National Survey of Student Engagement, the qualities of a superior undergraduate education include:

• A high level of academic challenge;
• Numerous opportunities for active and collaborative learning, plentiful interactions between students and faculty members;
• Opportunities for enriching out-of-classroom experiences;
• A supportive campus environment.

Through its program of course contracts and out-of-class activities, the Scholars Academy promotes an engaged education.

ELIGIBILITY FOR THE PROGRAM
First-year students are eligible if they have a high school GPA of 3.25 and a score of 24 or above on the ACT. Returning students or transfer students are eligible for admission if they have a cumulative GPA of 3.25 after two semesters of college level work.

Consult with the program director for additional information about application.

THE SCHOLARS CURRICULUM: CONTRACTS AND ACTIVITIES
Participation within the Academy involves two sets of requirements: the course contract and scholars activities.

The Scholars Academy offers very few “scholars only” courses. Instead students are asked to contract with faculty members on course enhancement projects. Scholars are encouraged to take the initiative in defining the course project, finding the intersection between the domain of the course and their own particular interests.

The out-of-class scholars activities take a variety of different forms: on-campus colloquia, “city-as-text” experiences which give scholars the opportunity to explore the cultural and social variety of the Chicago region and beyond, and small-scale explorations through attendance at the University’s “Arts & Ideas” events featuring presentations by Lewis faculty and outside speakers.

In addition, students may fulfill activities requirements through:

• Participation in service outreach programs;
• Study abroad experiences;
• Attendance and presentations at meetings of the Honors Council of the Illinois Region and the National Collegiate Honors Council.
The Academy creates its learning community mainly through these activities and also through several social events each year.

GRADING
Scholars may receive an A, B, N, or I for their Scholars work in contracts and courses. A grade of A means that the requirements of the contract or course have been fully met; a grade of B means that the requirements have been partially met; a grade of N means that the requirements have not been met and a grade of I means that because of extraordinary circumstances the student could not meet the requirements. The Scholars Academy discourages the grade of I because such grades tend to impede the progress of students through the program. For colloquia, including “Becoming a Scholar,” students receive a grade of P (Pass) or F (Fail). Students who fail to complete contracts can face expulsion from the program. During the final semester prior to graduation, Scholars are required to write a Scholars Portfolio Essay. This essay is an integrating experience that invites students to evaluate their progress in, and perspective on, the Scholars Academy. Scholars grades are listed separately on students’ transcripts to highlight their accomplishments in the Scholars Academy. Scholars contracts, courses and colloquia do not affect students’ overall GPA. Students may withdraw from the program with no indication of such withdrawal on their transcripts.

RECOGNITION
Scholars are honored through recognition at University graduation and on their final transcript. Additional honors are given at the annual end-of-the-year-banquet. Outstanding student scholars in individual departments are honored as are students who provide considerable service to the program. In addition, recognition is given to outstanding faculty participation in the program and to distinguished student and faculty scholars.

7) STUDY ABROAD PROGRAM
Lewis University provides students with international study programs in five different international cities. Lewis sponsors three study abroad programs, one at University College Dublin, Ireland, another at John Cabot University, Rome, Italy, as well as one at Universidad La Salle, Mexico City, Mexico. In addition, Lewis University has two partner programs with Saint Mary’s University (MN) for its fall semester in London, England and the spring semester in Florence, Italy. Summer international business internships are available at University College Dublin. Students attend school for one semester abroad at one of these host institutions, earning Lewis University credits. These programs provide cross-cultural experiences in stimulating university contexts. Opportunities for study abroad are also available through other Lasallian colleges and universities around the world. The Lewis Study Abroad Program is administered by the Office of International Studies located in the Leckrone Academic Resource Center.

The purpose of study abroad is to learn in the context of a culture that is new to the student. The study abroad experience speaks to three elements of the University’s Mission: knowledge, association, and wisdom. Students take university credit courses and gain some understanding of other cultures, in the pursuit of knowledge. The opportunity to befriend peoples of other cultures, and the sharing of this experience with Lewis peers, supports the Mission element of association. The integration of students’ learning abroad with life at home facilitates growth of understanding and, hence, wisdom.
HIGHLIGHTS OF THE LEWIS STUDY ABROAD PROGRAM

Credits earned in Lewis-sponsored Study Abroad Programs transfer as Lewis University credits. Students register at Lewis before leaving for the host institution. Fees and costs for the programs are very close to the fees and costs of Lewis University tuition and room/board. Financial aid may be applied to some study abroad programs. Credit in the Scholars Academy is available for Lewis Scholar students. Study abroad host institutions’ terms coincide closely with Lewis’ semesters.

ELIGIBILITY AND REQUIREMENTS

Basic eligibility for Lewis Study Abroad Programs includes, depending on the program, a minimum of junior standing and a 2.5 GPA (Note: Dublin minimum GPA is 3.0). See director for specific requirements for each program.

INTERNATIONAL SEMESTER: DUBLIN, IRELAND – UNIVERSITY COLLEGE DUBLIN: FACULTY OF COMMERCE, FACULTY OF ARTS, FACULTY OF SCIENCE

The University College Dublin (originated in 1851 from the Catholic University of Ireland) is a university in the National University of Ireland system. Its Faculty of Commerce (one of 10 faculties) has eight departments: Accountancy, Banking and Finance, Business Administration, Economics, Industrial Relations, Human Resource Management, Management Information Systems, and Marketing.

Students choose one college from which to select courses: Commerce, Arts, or Science. The University College Dublin is a university in the National University of Ireland system. It is noted for its academic excellence. (Offered in fall or spring plus internships in the summer.)

1. Faculty of Commerce at University College Dublin

This program includes: Courses selected from the departments of Accountancy, Banking and Finance, Business Administration, Economics, Industrial Relations, Human Resource Management, Management Information Systems, and Marketing (12 credits); Irish Studies (3 credits); and social and cultural programs.

2. Faculty of Arts at University College Dublin

This program allows students to concentrate in two subject areas: Art, English, Politics, Philosophy, Sociology, Celtic Civilization, History, Economics, Greek and Roman Civilization, Welsh, Modern Irish, Social Policy, etc.

3. Faculty of Science at University College Dublin

Students have a wide range of subject areas available to them including Botany, Chemistry, Biology, Genetics, History and Philosophy of Science, Experimental or Mathematical Physics, Physiology, Zoology, etc.

INTERNATIONAL SEMESTER: LONDON, ENGLAND

This program, in partnership with Saint Mary’s University (MN), includes: International Perspectives (3 credits), Art in London (3 credits), Modern British Literature (3 credits), Introduction to Catholic Moral Theology (3 credits), Theatre in London (3 credits). (Offered in fall semester only.)

INTERNATIONAL SEMESTER: FLORENCE, ITALY

This program includes: Italian Language and Culture (3 credits/required) and selected courses in Art and Architecture, International Issues, History of Florence...
ITALIAN LITERATURE, ITALY AND THE EUROPEAN UNION, etc. Housing accommodations are at a hilltop villa 15 minutes outside of Florence. (Offered in spring semester only.)

INTERNATIONAL SEMESTER: ROME, ITALY
JOHN CABOT UNIVERSITY
Study in fall, spring or summer semester in the Eternal City with a wide range of courses including Art History, Italian Studies, Business Administration, International relations, Photography, Communications, etc. Housing accommodations are at a hilltop villa 15 minutes outside of Florence. (Offered in spring semester only.)

INTERNATIONAL SEMESTER: MEXICO CITY, MEXICO
MEXICO UNIVERSIDAD LA SALLE
This program includes: Intensive Spanish (6 credits), Mexican History and Culture (6 credits), Service Learning (3 credits), and cultural and social excursions. Universidad La Salle is a Christian Brothers school with approximately 14,000 students. It is noted for its academic excellence. (Offered in fall, spring or summer).

Visit www.lewisu.edu/studyabroad for further information on the Study Abroad Programs, or contact Ron Kovach, Director of International Studies, Leckrone Academic Resource Center (815) 836-5011.

FINANCIAL INFORMATION

Official information concerning tuition and fees is published each semester in the University Course Schedule. All charges and fees are subject to change without notice or obligation, and only those lists of tuition, fees and other charges published with the authority of the University Business Office are official.

FULL - TIME UNDERGRADUATE COSTS
Effective for the fall 2004 semester, all traditional full-time students enrolling for 12-18 hours per semester are charged a flat rate of $16,906 per year, or $8,453 per semester. Students enrolling for less than 12 hours per semester will be charged $546 per credit hour. Students enrolling for more than 18 hours per semester will pay the per-credit hour charge of $546 per credit hour for all hours in excess of 18. Students are encouraged to meet with their academic advisor prior to registration each semester.

Students on Academic Probation and allowed to carry a limited number of credit hours, those students in the first semester of the Success Program, or those that are Student Teaching may apply to be charged at the per-credit hour rate. Requests must be made to the Bursar no later than the first day of the semester. No requests will be approved after the first day of the semester.

Personal expenses vary according to the needs and wishes of the individual student. These might include the cost of laundry, toiletries, entertainment, recreation, clothes, snacks and travel.

TESTING FEES
Students who wish to make use of special testing programs available through the University pay the fees charged by the testing agency or by the official examiners, as well as a posting fee. The College Level Examination Program (CLEP), various proficiency examinations, and Credit for Experience evaluations have required testing fees in the past.

ROOM AND BOARD
Room rental varies according to the residence hall and the number of students in a room. New students are assigned rooms based on availability and order of receipt of
application. Current students participate in a room re-application process during the spring semester of each academic year.

The University provides dining hall meals for resident students, all of whom are required to select a meal plan that best suits their needs.

FEES
These services, along with their corresponding fees, are charged for special services provided to students. Fees are published in the University Course Schedule each semester.

OFFICIAL NOTICE
The University makes every effort to inform students about charges and fees and to keep financial information up to date and accurate. Students are invited to consult the Business Office with questions and to keep informed about their financial obligations.

Each semester, a financial information section is published in the University Course Schedule. This information is available to all students at the time of registration for any term. Students may obtain a copy at the Office of the Registrar.

REFUND POLICY
Upon both written request by the student to the Business Office and verification by the Registrar, tuition and required fees paid for a course may be refunded as follows:

1) Through the first week of the semester: 100%
2) Within the second week of the semester: 50%
3) After the second week of the semester: None

Neither the number of class meetings nor student class attendance is considered in determining the refund. Students who receive federal or state aid are subject to the Pro-Rata Refund Policy for first semester, first-year students and the Federal Refund Policy for all other students who withdraw during the first half of the semester. For specific information concerning the different refund policies, contact the Office of Financial Aid Services.

FINANCIAL AID
It has been the philosophy of Lewis University that no student should be prevented from attending the University because of limited financial resources. The Student Financial Aid Program has been developed to meet that goal. The Office of Financial Aid Services administers programs in cooperation with federal, state and private agencies and funds are provided through the University as well. Funding may be based on financial need or on academic, athletic or fine arts merit.

Students who have been accepted for admission to Lewis are eligible to be considered for financial aid. Lewis University requires that students complete the Free Application for Federal Student Aid (FAFSA) in order to apply for need-based financial aid/grants, loans and work programs through federal, state and institutional resources. This form is available through the Office of Financial Aid Services, high school guidance offices, and on the Internet at www.fafsa.ed.gov

FINANCIAL AID ELIGIBILITY
You are eligible for financial aid if:

• You are a U.S. citizen or eligible non-citizen.
• You show that you have financial need by completing the FAFSA.
• You are making satisfactory academic progress.
• You are not in default on a federal student loan.
• You are registered with Selective Service if you are a male between the ages of 18 and 25.

HOW TO APPLY
Students must complete a Free Application for Federal Student Aid (FAFSA) each year in order to be eligible for financial assistance. Students may obtain the FAFSA in the Office of Financial Aid Services, or they can visit www.fafsa.ed.gov and complete the application online. Financial
preference is given to those students who complete the financial aid application process prior to May 1.

FINANCIAL AID APPLICATION PROCESS
Once the FAFSA is sent to the federal government, it takes approximately two to four weeks for processing. The federal government sends each student a Student Aid Report. The Office of Financial Aid Services will receive that information electronically if Lewis is listed in the school code section.

If the student is selected for verification, he or she will be required to submit additional documentation in order for the file to be reviewed. This additional documentation can be, but is not limited to federal tax forms, federal W-2s, verification forms, asset documentation, a birth certificate and a social security card.

Once the verification process is complete, a financial aid award can be processed for the student. The financial aid award letter is the confirmation of any federal, state and institutional grants, loans and work that the student is eligible for in the academic year.

<table>
<thead>
<tr>
<th>Financial Aid Definitions</th>
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<tbody>
<tr>
<td>FAFSA – The standard form used by students and families to apply for financial aid. The acronym stands for Free Application for Federal Student Aid.</td>
</tr>
<tr>
<td>FINANCIAL AID BUDGET – An average estimate of what it will cost to attend Lewis University depending on a student’s living arrangements indicated on the FAFSA. The Financial Aid Budget is comprised of tuition and fees, room and board, transportation, books and supplies, and personal expenses.</td>
</tr>
<tr>
<td>EXPECTED FAMILY CONTRIBUTION – This number, determined by the federal government, is a calculation of the student’s financial information as submitted on the FAFSA.</td>
</tr>
<tr>
<td>FINANCIAL NEED – The difference between the student’s budget and the expected family contribution.</td>
</tr>
<tr>
<td>GRANTS – Aid dollars awarded that need not be repaid by the student. Federal, state and institutional grants are usually based on a student’s financial need.</td>
</tr>
<tr>
<td>SCHOLARSHIPS – Aid dollars awarded to students on the basis of outstanding achievement. Lewis University offers scholarships based on academic merit, as well as talent in art, music, drama and athletics. The scholarships are renewable based on their criteria.</td>
</tr>
<tr>
<td>LOANS – Monies that students may borrow to help pay their educational costs. Loan repayments may be deferred while a student is enrolled at least on a half-time basis.</td>
</tr>
<tr>
<td>STUDENT EMPLOYMENT – Employment opportunities are available to students to work on-campus or at off-campus community service jobs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lewis University Freshman Transfer Returning Priority Processing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Scholarship May 1 Aug. 1 NA</td>
</tr>
<tr>
<td>Lasallian Grant July 15 Aug. 1 May 1</td>
</tr>
<tr>
<td>MAP Grant Sept. 30 Aug. 15</td>
</tr>
</tbody>
</table>

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Students may apply for financial assistance from one or more of the sources discussed below. Only the essentials are noted here. To obtain full information on a particular program, contact the Office of Financial Aid Services.

FINANCIAL AID PROGRAMS

GRANTS
In order to receive funding from federal or state resources, a student must be a U.S. citizen or a permanent resident of the United States, pursuing a certificate or post-secondary degree, and enrolled at least on a half-time basis (six hours per semester). Further information may be obtained from the Office of Financial Aid Services.

1) FEDERAL PELL GRANT - A federal grant based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).

2) ILLINOIS MONETARY AWARD PROGRAM (MAP) - An Illinois grant based on financial need. Parents and students must be residents of Illinois and meet the published deadlines. Students must be attending an Illinois state-approved institution.

3) ILLINOIS INCENTIVE FOR ACCESS GRANT - A one-time Illinois state grant in the amount of $500 awarded to first-year students whose Expected Family Contribution is zero, as determined by the FAFSA. Students must be attending an Illinois state-approved institution.

4) FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT - A federal grant awarded by Lewis University to students who show exceptional financial need, as determined by the FAFSA.

5) LEWIS UNIVERSITY LASALLIAN GRANT - An institutional grant based on financial need, awarded to full-time undergraduate students. This grant is not available to students who enroll in accelerated, contract, cohort and/or second bachelor’s degree programs.

SCHOLARSHIPS
Scholarships are available to full-time undergraduate students based on outstanding high school or college academic records; talent in theater, art or music, or athletic ability. Scholarships are not available for students who enroll in accelerated, contract, cohort and/or second bachelor’s degree programs.

1) LEWIS UNIVERSITY PRESIDENT’S EXCELLENCE SCHOLARSHIP – A scholarship awarded each year to a first-year student with the highest academic ability, who has shown leadership ability in co-curricular high school activities and involvement in his or her local community and/or church. Scholarships are renewable based on academic ability and continued involvement in activities that support the Mission of the University.

2) LEWIS UNIVERSITY SAINT JOHN BAPTIST DE LA SALLE SCHOLARSHIP - Awarded to incoming first-year students or transfer students based on their prior academic ability. Students must apply for admission and submit their academic records. Awards are renewable for up to four years based on a 3.0 Lewis University cumulative GPA.

3) PHI THETA KAPPA SCHOLARSHIP - An annual scholarship available to transfer students who are Phi Theta Kappa members with a cumulative GPA of at least 3.0 and an associate’s degree of 60 credit hours. This scholarship is renewable for up to three years based on at least a 3.0 Lewis University cumulative GPA.
4) **LEWIS UNIVERSITY ACADEMIC AWARD** – A scholarship awarded to incoming first-year or transfer students based on their prior academic ability, who have demonstrated improvement in their educational growth. Award is renewable based on a 2.5 Lewis University cumulative GPA.

5) **LEWIS UNIVERSITY MISSION AWARD** – A scholarship awarded to a first-year student from a Catholic or Lasallian high school based on the student’s prior academic ability. The award is renewable based on at least a 2.5 Lewis University cumulative GPA.

6) **LEWIS UNIVERSITY LEADERSHIP AWARD** – A scholarship awarded to first-year students or transfer students based on their prior academic ability, who have shown leadership ability in co-curricular high school activities and involvement in their local community and/or church. The award is renewable based on at least a 2.5 Lewis University cumulative GPA.

7) **TALENT SCHOLARSHIPS** - Awarded by the Theatre, Art and Music departments based on auditions and participation within the respective department. Awards may be renewed based on continued student participation within the department. Contact the department chairperson for an application.

8) **LEWIS UNIVERSITY ATHLETIC AWARDS** - Awards made to athletes by the coaches in the respective sports. Renewable based on (a) academic standing; (b) exhibition of proper sportsmanship; (c) continued participation on the athletic team and (d) completion of all required forms. Inquiries should be made to the Director of Athletics.

9) **COMMUNITY ORGANIZATION SCHOLARSHIP** – The following scholarships are awarded by area organizations to Lewis University students of their choice:
   - JACOB Scholarship
   - Link Scholarship
   - Extra Effort Award

10) **NURSING GRANTS/SCHOLARSHIPS** - Several scholarships are available annually to nursing majors meeting certain eligibility criteria. Examples include the Juliane Murphy Scholarship, awarded annually to a sophomore nursing major, and scholarships available through local and regional community and professional groups. Registered nurses may qualify for funding through the State of Illinois Nursing Assistance Program. For additional information, contact the Office of Financial Aid Services. RNs may also contact the College of Nursing and Health Professions RN advisor.

11) **ALUMNI SCHOLARSHIP** - Available to undergraduate full-time students who are dependent children or spouses of Lewis alumni. Awarded annually in the fall to students who are accepted for admission prior to June 1. Awards are renewable up to four years based on at least a 2.25 Lewis University cumulative GPA.

12) **ARMY ROTC SCHOLARSHIPS** - Scholarships that provide tuition assistance of $17,000 per year, a $600 book allowance per year, and a $250 monthly living allowance are offered by the U.S. Army to outstanding students enrolling in the four-year Army ROTC program. Applications can be obtained from ROTC units and high school counselors. These tuition scholarships are available to first-year students for four years and transfer students for up to three years.
13) AIR FORCE ROTC SCHOLARSHIPS - Scholarships that provide full tuition assistance per year and a $250 monthly living allowance are offered by the United States Air Force to outstanding students enrolling in the four-year ROTC program. These scholarships are available to first-year students for four years and transfer students for up to three years.

14) LEWIS UNIVERSITY ENDOwed SCHOLARSHIPS – The University offers a number of endowed scholarships awarded annually through various campus departments. The number of scholarships and the award values vary from year to year. Check with the Office of Financial Aid Services for award criteria and deadline dates.

LOANS

1) SUBSIDIZED FEDERAL STAFFORD LOAN
A federal loan program that is subsidized by the federal government. Funds are available through a lending institution. Eligibility is based on financial need as determined by the FAFSA. A student may borrow up to $2,625 as a freshman, $3,500 as a sophomore, $5,500 at the junior-senior level and $8,500 at the graduate level. Repayment begins either six months after graduation or at the cessation of enrollment.

2) UNSUBSIDIZED FEDERAL STAFFORD LOAN
A federal loan program available to students who do not qualify for a Subsidized Stafford Loan as determined by the FAFSA. The primary difference between the loans is that the interest must be paid while the student is enrolled; the principle is deferred until graduation or cessation of at least half-time studies. A student may borrow up to $2,625 as a freshman, $3,500 as a sophomore, $5,500 at the junior-senior level and $8,500 at the graduate level. In addition, independent students can borrow an additional $4,000 at the freshman/sophomore level and $5,000 at the junior/senior level.

3) FEDERAL PERKINS LOAN – A low interest (5%) federal loan program sponsored by the federal government and awarded by the University, available to students based on financial need. No payment or interest is charged while the student is enrolled half-time or more. Repayment begins either nine months after graduation or at the cessation of enrollment. Up to $4,000 is available for each academic year.

4) FEDERAL PLUS LOAN - A non-need based loan for parents of dependent undergraduate students. The parent may borrow up to the student’s cost of attendance. Repayment begins 60 days after the second disbursement is made. The interest rate varies but is capped at 10%.

WORK PROGRAMS

1) FEDERAL COLLEGE WORK STUDY - An on-campus or off-campus community service work program partially funded by the federal government. Awards are made to students based on their financial need as determined by completing the FAFSA. Work Study jobs are coordinated through the Office of Financial Aid Services.

2) PART-TIME EMPLOYMENT - A campus work program fully funded by the University. Financial need is not a requirement, but job availability is limited to a few specific departments. These jobs are coordinated through the Office of Financial Aid Services.

OTHER FINANCIAL AID OPPORTUNITIES

1) VETERANS BENEFITS - Lewis University is approved for the Montgomery GI Bill Veterans benefits. See the Office of Financial Aid Services for further information.

2) VOCATIONAL REHABILITATION SERVICES - Students with disabilities that handicap them vocationally may be eligible for the services of the State of Illinois Department
of Rehabilitation. These services include vocational counseling and training; and payment of tuition, fees and books; and job placement. Contact the local Department of Rehabilitation Office for details.

3) STUDY ABROAD - Financial Aid may be applied for study abroad courses. See the Office of Financial Aid Services for details.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Lewis University Office of Financial Aid Services is responsible for ensuring that all students (both undergraduate and graduate) who are receiving federal, state and institutional financial aid are meeting the Satisfactory Academic Progress Policy. In order to continue to receive financial aid, recipients must meet the standards that follow. At Lewis University, an academic year is defined as two semesters of 15 or more weeks (fall and spring). The progress of each student is reviewed annually after the spring semester. Those students who are placed on “probation” in the spring are reviewed again after the fall semester.

GRADE POINT AVERAGE

Each financial aid recipient must be enrolled in a certificate or degree program and maintain the minimum grade point average as outlined below:

Undergraduate
- 0-33 hours 1.75 cum. GPA
- 34-50 hours 1.90 cum. GPA
- 51+ hours 2.00 cum. GPA

Graduate
- Any hours 2.00 cum. GPA

MAXIMUM TIMEFRAME

A student is expected to complete a bachelor’s degree after attempting 192 credit hours. A student is expected to complete a graduate degree after attempting 59 hours. A student in the aviation certificate program is expected to complete a degree after attempting 98 hours.

This policy applies to all enrollments at Lewis University whether or not financial aid was received. Note: If a student reaches the attempted credit hours maximum, he or she will be placed on permanent “financial aid suspension.”

RATE OF COMPLETION REQUIREMENT

Students must show progress toward their educational goals at a minimum rate or better. The minimum rates are outlined below and apply to both undergraduate and graduate students.

<table>
<thead>
<tr>
<th>Hours Attempted by Student</th>
<th>Hours Earned by Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+ hours</td>
<td>11+ hours</td>
</tr>
<tr>
<td>9 - 11</td>
<td>7+ hours</td>
</tr>
<tr>
<td>6 - 8</td>
<td>5+ hours</td>
</tr>
<tr>
<td>1 - 5</td>
<td>3 or 4 hours attempted</td>
</tr>
</tbody>
</table>

Note: Hours attempted are the total number of credit hours for which a student is enrolled at the end of the add/drop period.

REVIEW AND APPEAL PROCESS

Each student will be reviewed according to the criteria at the end of the spring semester every year. If a student does not meet all three criteria, he or she will be placed on “financial aid probation.” The student may continue to receive financial aid while on probation. At the end of the following fall semester, students on probation will be reviewed. If a student does not attain satisfactory academic progress at that time, he or she will be placed on “financial aid suspension.”

No additional financial aid will be awarded until the student regains eligibility. The student will be allowed to appeal. The written appeal must include an educational plan that is outlined as to how the student will meet expectations, with an explanation of mitigating circumstances as to what caused the student to not meet the satisfactory academic requirements. The student will have a time
period during which to complete the appeal process. No appeals will be accepted after the deadline date.

If a student’s appeal is approved, the student will be allowed to continue on probation for the next semester and will be reviewed once again at the end of the probation period. Earned A, B, C, D, and P grades are considered hours earned. Incompletes, withdrawals and N’s are not considered hours earned. Audits, proficiency tests and non-credit courses are not classified as attempted hours.

TITLE IV RETURN OF FUNDS POLICY
(EFFECTIVE JULY 1, 1999)
During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time that he or she is enrolled. A student who remains enrolled beyond the 60% point earns all aid for the period. The percentage of aid earned is determined by:

A) the date the student officially withdraws from the University;
B) the total number of calendar days comprising the period of enrollment;
C) the total number of calendar days the student completed during the period of enrollment.

The official withdrawal date of the student is determined by the date indicated on the “Withdraw from all Courses” form processed by the Office of the Registrar. An unofficial withdrawal date is the mid-point of the enrollment period unless the student can document a specific date.

This return of funds policy does not apply to students who withdraw from individual classes; it applies to only those students who withdraw completely from the University. This policy does not take precedence over the University’s tuition refund policy. Refer to the University Course Schedule for the tuition refund policy.

The Office of Financial Aid Services reviews each student who totally withdraws from the University to determine the lesser of:

- unearned amount of Title IV Assistance or
- institutional charges incurred for the period of enrollment, multiplied by the unearned percentage.

Title IV funds will be returned in the order listed below:

- Unsubsidized FFEL Loans
- Subsidized FFEL Loans
- FFEL PLUS Loans
- Federal Perkins Loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV Funds

THE TAXPAYER RELIEF ACT OF 1997

The Taxpayer Relief Act of 1997 offers two new tax benefits to the American taxpayer. The first is the Hope Scholarship Tax Credit which allows families up to a $1500 tax credit against taxes owed. A family may claim a tax credit for each eligible dependent for a maximum of two tax years. The second tax benefit is the Lifetime Learning Tax Credit. Available to individuals who owe taxes, this tax credit allows the taxpayer, the taxpayer’s spouse and any eligible tax dependents to subtract up to $1,000 per tax year for an unlimited number of tax years. In both cases, the actual amount of the credit depends on a family’s income, the amount of qualified tuition and fees paid, and the amount of certain scholarships and allowances subtracted from the tuition and fees. Please consult your tax accountant/preparer or the Internal Revenue Service for detailed information.
ACADEMIC GUIDELINES

Upon admission to the University, it is the responsibility of the individual student to become informed of all academic information necessary to follow a sound academic program leading to graduation. Admitted students should understand the contents of this catalog, seek academic guidance from advisors, comply with all requirements for graduation, and apply for graduation at the appropriate time. (See page 36.)

A student who completes both the requirements listed in this catalog and the requirements for a major is eligible for a Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing, or Bachelor of Elected Studies degree from Lewis University.

The University also confers the degree of Associate of Science and the Aviation Maintenance Technology certificate. Both are offered through the Department of Aviation and the requirements are found in the Aviation section of this catalog.
University General Education requirements for new students are provided on pages 26-27. The requirements for transfer students are determined by the number of hours transferred. The Admission office will evaluate transcripts to determine which general education courses a transfer student must complete.

Students who are absent from Lewis for more than two consecutive years must follow the catalog requirements in effect upon return.

WRITING COMPETENCY REQUIREMENTS
All undergraduate students applying for graduation must demonstrate their competency in writing. Undergraduate students demonstrate this competency in all courses in which there is a writing component. They must also demonstrate their competency by passing College Writing I and II (06-111 and 06-112), or their equivalents, and by passing the advanced writing course(s) designated in their major.

COLLEGE WRITING REQUIREMENT
College Writing I (06-111) and College Writing II (06-112) are the General Education course requirements that all students must satisfy during their first or second semester of attendance at Lewis University.

On the basis of a written English Placement Examination, usually administered prior to or at the time of registration, students are placed in the appropriate level of composition relative to their demonstrated skills. THIS PLACEMENT EXAMINATION IS REQUIRED OF ALL STUDENTS, FIRST-YEAR AND TRANSFER, WHO HAVE NOT TAKEN THE EQUIVALENT OF COLLEGE WRITING I ELSEWHERE. The director of the English Placement Examination prepares and coordinates the administration of the examination. Students who present Advanced Placement (AP) Examination in Composition or College Level Examination Program (CLEP) scores for consideration must also take the English Placement Examination.

Qualified students may waive College Writing I or have three semester hours of credit granted depending on the scores of the Advanced Placement Examination in Composition or the College Level Examination Program in Composition.

ADVANCED PLACEMENT EXAMINATION
Students who receive a grade of 4 (“well qualified”) or 5 (“extremely well qualified”) on the national Language and Composition Test will be awarded three semester hours of credit for College Writing I (06-111). All examination scores must be current; scores older than five years will not be considered. The Department of English will also honor academic credit awarded by other institutions at which the student has been enrolled.

These students must also take the Placement Examination administered by Lewis University. In addition, they must take College Writing II (06-112) to complete the general education requirement in writing. It is recommended that they take this course as soon as their AP scores have been verified and credit has been awarded.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
Students who take the CLEP Freshman College Composition with Essay Subject Examination must score at least a 63 (approximately the 80th percentile) on the national examination to be considered for credit. The English department requires additional writing tasks before it considers a student’s request for waiver of College Writing I (06-111). These tasks include writing a qualifying placement examination and completing a writing task demonstrating the skills learned in College Writing I. The Placement Examination is usually administered during initial registration. The College Writing I writing task is described more completely in a
brief handout issued by the English department. Essentially, this writing task includes prewriting, drafts, edited revisions and a polished (edited) copy of the student’s response to an article written by a professional writer and selected by the English department. The chair of the English department waives College Writing I for the kinds of writing skills learned in Lewis University’s College Writing I course. The student must demonstrate better-than-average performance on the CLEP in Composition, the Placement Examination and the College Writing I task. Student are encouraged to secure three semester hours of credit for College Writing I from the dean of the College of Arts and Sciences. College Writing II (06-112) may not be waived. All students must take College Writing II, except those who have passed the equivalent of College Writing II at another college or university.

ADVANCED WRITING REQUIREMENT
A second aspect of the University writing competency requirement is referred to as “Advanced Writing.” This requirement is an additional verification of a student’s skill in writing. It is fulfilled by taking a course required by the major, often in the junior or senior year, and frequently taught by major department faculty. In this course, there is a substantial amount of writing which contributes to part of the course grade. The English department also offers appropriate advanced writing courses for certain majors. Consult the major requirements for the appropriate advanced writing course. Students must complete the Writing Assessment before they can enroll in an advanced writing course.

GENERAL EDUCATION REQUIREMENTS
APPLICABLE TO ALL UNDERGRADUATE STUDENTS
The curriculum is divided into three parts: general education requirements, requirements for the major and elective courses. The general education requirements specify certain courses in the humanities, social sciences and natural sciences designed to introduce the student to the various fields of liberal culture. Requirements for the major provide the opportunity for a greater depth of study in one academic field. Electives allow the student to select additional courses suited to educational needs. Elective courses should be chosen with a definite purpose, such as providing additional support for the student’s future profession or overcoming an educational deficiency.

To meet University requirements, all students must:

1) complete general education requirements (listed on pages 26-27).
2) achieve a cumulative grade point average (GPA) of at least 2.00 and at least a 2.00 GPA in the major (or the required GPA for the major if different).
3) complete the requirements of an approved major.
4) earn 128 credit hours in courses acceptable for graduation.
5) complete the last year of coursework at Lewis University (at least 32 hours), as well as at least four upper-division courses in the major and at least two upper-division courses in any minor.
6) complete any special requirements of their respective college and the major taken within the college.

GENERAL EDUCATION REQUIREMENTS
APPLYING TO ALL TRANSFER STUDENTS
General education requirements may be fulfilled by transfer coursework or coursework taken at Lewis University. However, all transfer students must complete two of the three required Mission-based general education courses at Lewis. One of these two classes must be from the Department of Theology.
### GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>TRANSFER CREDIT HOURS</th>
<th>FRESHMAN STUDENT</th>
<th>TRANSFER STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>0-29</td>
<td>30 OR MORE</td>
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<table>
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<tr>
<th>DEGREE</th>
<th>B.A., B.S., B.E.S.</th>
<th>B.S.N.</th>
<th>B.A., B.S., B.S.N., OR B.E.S.</th>
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<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>52 CREDIT HOURS</th>
<th>52 CREDIT HOURS</th>
<th>45 CREDIT HOURS</th>
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<tr>
<td>Communication</td>
<td>College Writing I</td>
<td>(3) 06-111</td>
<td>College Writing I</td>
</tr>
<tr>
<td></td>
<td>College Writing II</td>
<td>(3) 06-112</td>
<td>College Writing II</td>
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<tr>
<td></td>
<td>Intro. to Human Com.(3) 10-112</td>
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<td>Intro. Human Com.  (3) 10-112</td>
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</tbody>
</table>

| Fine Arts / Humanities | Fine Arts* (3)        | Three of these four (9):  |
|                       | Culture & Civ. I (3) 09-101 | Culture & Civ. I (3) 09-101 |
|                       | Culture & Civ. II (3) 09-102 | Culture & Civ. II (3) 09-102 |
|                       | Intro. Philosophy Literature* (3) 15-110 | Intro. Philosophy Literature* (3) 15-110 |

<table>
<thead>
<tr>
<th>Social Science</th>
<th>Social Science* (3)</th>
<th>Economics* (3)</th>
<th>Three in these areas (9): Social Science* Economics*</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Mathematics** / Science</th>
<th>Mathematics* (3)</th>
<th>Science* (3)</th>
<th>Three in these areas (9): Science*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Science* (3)</td>
<td>Math or Science* (3)</td>
<td>Mathematics* (3)</td>
</tr>
</tbody>
</table>

| Mission-Related Courses | Cultural Diversity (3) 20-290 | Theology 100-level course (3) 200-level course (3) Action & Values** (3) Intro. College Exp. † (1) 76-100 |
|-------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
|                         | Cultural Diversity (3) 20-290 | Theology 100-level course (3) 200-level course (3) Action & Values** (3) Intro. College Exp. † (1) 76-100 |
|                         | Three in these three areas with at least one Theology (9): Cultural Diversity (3) 20-290 Theology 100-level course (3) 200-level course (3) Action & Values** (3) (Two Mission-related courses must be taken at Lewis.) |

<table>
<thead>
<tr>
<th>Advanced Writing</th>
<th>Required of Major</th>
<th>Required of Major</th>
<th>Required of Major</th>
</tr>
</thead>
</table>

| Applicability | Students beginning fall 1998 or after. | Students beginning fall 1998 or after. | Students beginning fall 2000 or after. |

* Course options for the Fine Arts, Literature, Social Science, Economics, Mathematics, Science, Action and Values, and Theology are listed on the following page.

** Education majors are required to complete an additional 3 credit hour Mathematics course.

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Students certified in the General Education curriculum under the Illinois Articulation Initiative (IAI) have to complete only the required Mission-related courses to meet the Lewis General Education requirements.
GENERAL INFORMATION

SOME GENERAL EDUCATION REQUIREMENTS HAVE COURSE OPTIONS. THIS PAGE DELINEATES THE OPTIONS.

- **FINE ARTS OPTIONS**
  - **ART**
    - 01-241 Art Appreciation
    - 01-391 Art History I
    - 01-392 Art History II
    - 01-393 Topics in Art
  - **MUSIC**
    - 14-110 Music for the Listener
    - 14-311 Music History I
    - 14-312 Music History II
    - 14-313 History of American Music
    - 14-114 Music History IV
    - 14-115 A History of American Popular Music (Non-Majors)
    - 14-116 History of African American Music
    - 14-117 A History of Women in Music
    - 14-311 Music History Before 1750
    - 14-312 Music History of the Classic-Romantic Era
    - 14-314 Music of the 20th Century
    - 14-315 History of American Popular Music
  - **THEATRE**
    - 22-135 Introduction to the Theatre Experience
    - 22-330 Modern Drama
    - 22-431 History of Theatre I
- **LITERATURE OPTIONS**
  - English courses numbered 06-220 through 06-234 and 06-331 through 06-360.
- **SOCIAL SCIENCE OPTIONS**
  - **POLITICAL SCIENCE**
    - 18-200 American National Government
    - 18-210 State and Local Government
  - **PSYCHOLOGY**
    - 26-100 General Psychology
  - **SOCIOLOGY**
    - 20-100 Principles of Sociology
- **ECONOMICS**
  - 04-195 The American Economy
  - 04-200 Basic Macroeconomics
- **MATHEMATICS OPTIONS**
  - **MATHMATICS**
    - 13-115 College Mathematics
    - 13-119 Intermediate Algebra
    - 13-120 Mathematical Analysis
    - 13-200 Calculus I
    - 13-210 Discrete Mathematics
  - **MANAGEMENT DECISION SCIENCES**
    - 24-230 Finite Mathematics
  - **PSYCHOLOGY**
    - 26-303 Statistics for the Social Sciences
- **SCIENCE OPTIONS**
  - **BIOLOGY**
    - 02-100 Introduction to Biology
    - 02-106 Topics in Environmental Science
    - 02-107 Human Heredity
    - 02-108 Introduction to Human Biology
    - 02-110 General Biology I
    - 02-250 Environmental Science for Educators
  - **CHEMISTRY**
    - 03-105 Introduction to Organic and Biochemistry
    - 03-106 Topics in Chemistry
    - 03-107 Chemistry of Hazardous Materials
    - 03-108 Chemistry and the Environment
    - 03-109 Chemistry and Society
    - 03-110 General Chemistry I
  - **PHYSICS**
    - 17-100 Elementary Laboratory Physics
    - 17-106 Topics in Physical Science
    - 17-110 Weather and Climate
    - 17-200 College Physics I
    - 17-210 General Physics I
    - **AVIATION**
      - 46-201 Aviation Physics I
      - 46-202 Aviation Physics II
      - 47-250 Meteorology I
      - 47-252 Meteorology II
    - *Note: BSN students have specific science requirements not included in the listing above.*
- **ACTION AND VALUES OPTIONS**
  - **PHILOSOPHY**
    - 15-330 Ethics (Action and Values)
  - **THEOLOGY**
    - 19-310 Christian Action and Values
- **THEOLOGY REQUIREMENT OPTIONS**
  - Students must take an introductory (100-level) course and an intermediate (200-level) course to satisfy the University’s General Education requirement.
LEWIS UNIVERSITY ACADEMIC ASSESSMENT PLAN

Lewis University is committed to educating all its students and meeting their academic goals. As part of that commitment, the University created its Plan for the Assessment of Academic Achievement in 1994. The Plan was updated and revised in 1997-1998 to reflect results of the implementation of the 1995 approved Plan. The Plan identifies particular courses to be offered and specific student groups to be assessed. The Assessment Plan’s major purpose is to serve as a vehicle for continuously improving the University’s teaching and academic purposes. This focus assists Lewis in meeting student learning needs and fulfilling its Mission more effectively.

THE MAJOR

The major is a sequence of courses in a department or program designed to prepare students, according to departmental or program objectives, for certain careers and/or for graduate work. All students are required to complete at least one set of major requirements for graduation from the University, including at least four upper-division major courses.

DECLARATION OF MAJOR

Students apply for a major by completing a Declaration of Major form obtained from the dean of the college or from the Leckrone Academic Resource Center. Approval from the chairperson of the department offering the major is required for declaration. Students are encouraged to declare their major(s) early. However, all students must declare a major before completing 58 credit hours applicable toward graduation. Transfer students who have earned more than 58 credit hours transferable to Lewis must declare a major upon admission.

Once declaring a major, the student will be assigned a faculty advisor from the major who will assist the student in preparing an approved program leading to graduation.

CHANGE OF MAJOR

Students may change majors by applying to the chairpersons of the two departments involved by means of a form obtained from the dean of the college(s). The change of major is not complete until it has been recorded in the Office of the Registrar.

DOUBLE MAJOR

A student may complete the major requirements of two departments or programs at Lewis, thus earning a double major which will be indicated on the permanent record. To do so, a student must complete all general education requirements of the college and University, as well as the requirements of each major. Application for a double major is made through the office of the dean of the college(s) involved and requires the consent of both the primary and secondary major department chairpersons. A student may apply for the double major no earlier than the sophomore year, and only after successfully beginning the program of the primary major. No application for the double major may be made after a student enters the final semester at Lewis. Requirements for the double major must be completed by graduation.

A student completing the requirements for two majors which earn different degrees will be awarded only one degree. That of the primary major will be given, unless a request is made for the degree appropriate to the secondary major.
TRIPLE MAJOR
A student may complete the major requirements of three departments or programs in the College of Arts and Sciences, thus earning a triple major which will be indicated on the permanent record. To do so, a student must complete 60 credit hours, at least 20 of them at Lewis, and have a minimum GPA of 3.0. To apply for the triple major, a student must request that his or her academic advisors form a Program Approval Committee (PAC) consisting of the chairs of each of the departments involved, as well as the dean. The students will present to the PAC a brief statement explaining the benefits of the third major, along with letters of support from advisors or faculty members in the majors. The PAC will determine on an individual case basis which classes will be required and decide upon the required number of credits for each major. In each case, the decision of the PAC will be detailed in a written contract, signed by the department chairs, the dean and the student. The students will present their application to the PAC, and the PAC will determine which courses will be required and decide upon the required number of credits for each major.

MINORS
Students pursuing a minor should follow the requirements of a specific minor found in this catalog. These requirements must be completed by graduation. Credit for D grades does not transfer toward the hours that are required for the minor. Two upper-division courses in the minor must be taken at Lewis.

CERTIFICATION
Students who want to qualify for professional certification should consult with the chairperson of their major department to learn how to meet such requirements.

RESIDENCY REQUIREMENT:
THE 32-HOUR RULE
Lewis University requires that undergraduate students fulfill a residency requirement by completing the last 32 credit hours of their degree programs in Lewis courses. This academic policy is known as the 32-Hour Rule, and it fulfills one of the eligibility requirements for graduation.

REGISTRATION AND COURSEWORK
The Registrar publishes the University Course Schedule for the regular semesters and summer session. These schedules include both procedures and dates for registration.

BEFORE REGISTRATION
Each semester, students must consult with their faculty advisors for approval of class schedules for the coming semester. This academic advising will ordinarily take place after the publication of the University Course Schedule, that is, several weeks before registration. Students who do not have an advisor or who have not declared a major must consult with the Leckrone Academic Resource Center. Once a major has been declared, a student will ordinarily be advised by a faculty member from his or her major department.

Each student must see his or her advisor or a staff member from the Leckrone Academic Resource Center to obtain a recommended sequence of courses. Each major department has developed a recommended sequence which blends the general education and major requirements together in a reasonable and systematic fashion. Thereafter, the advisor must sign the student’s registration card each semester prior to registration.

All financial obligations, including unpaid tuition and fees, library and traffic fines, and residence hall charges, must be paid for the current semester before a student can register.
for the next semester, or a satisfactory payment plan must be arranged with the Bursar. Specific information on financial obligations can be found in the section of this catalog titled “Financial Information.”

**REGISTRATION**
Registration is the process by which students with an approved schedule reserve their place in classes for the coming semester. Registration takes place during official periods designated by the University Registrar. All information about registration for each semester is contained in the *University Course Schedule* published prior to each registration period.

**CHANGE OF REGISTRATION**
Students may add classes through the first five class days of the semester. Students may drop classes through the first ten class days of the semester. No grade will be assigned for such dropped courses, and no refunds will be made except as stipulated.

Students may make all registration changes in person in the Office of the Registrar or online, and a fee will be charged. The schedule of tuition refunds for dropped courses is published in the section on “Financial Information” of this catalog as well as each semester in the *University Course Schedule*.

**LOWER- AND UPPER-DIVISION COURSES**
All University courses are assigned numbers which designate their general level of difficulty. Courses numbered 100 to 299 are lower-division courses and are generally taken by freshmen and sophomores. Courses numbered 300 to 499 are upper-division courses and are generally taken by juniors and seniors, usually after they have taken lower-division courses in the department. Upper-division courses often have prerequisites. Courses numbered 500 and above are graduate level courses and are open to undergraduate students only under special conditions.

**STUDENT COURSE LOAD**
Students may register for no more than 18 credit hours each semester, unless a greater number is approved by their advisor and the dean prior to registration. Students requesting to register for more than 18 credits should have a GPA of 3.00 or higher.
FULL-TIME / PART-TIME STATUS
Students attempting 12 or more hours during a semester are considered full-time students. Those attempting fewer than 12 hours during a semester are considered part-time students.

INDEPENDENT STUDY
Independent study is an individual course of study directed by a faculty member for one student or for a few students who are studying separately. The subject matter is determined by the faculty member together with the student. The program of reading, exams, research, experimentation or field work, along with discussions, is mutually agreed upon. Independent study is offered by a department or program only to its majors or minors. A student applying for independent study should be a junior or senior with at least a 3.00 GPA. Students can obtain the independent study form from the office of the dean and must get the approval of the instructor, the department chairperson and the dean of the college. All conditions and approvals of independent study must be completed prior to the registration period, and late registration is not permitted for independent study. The independent study form must accompany the registration form in order for the registration to be processed.

AUDITING COURSES
Students may audit courses for a fee. The instructor’s permission on the audit form is required. The fee must be paid at the time of enrollment and is non-refundable. Auditors are subject to the conditions of enrollment established by the instructor, but do not take course examinations. No credit is earned for audited courses, but the course name and the designation “AU” are listed on the transcript. Students can obtain the audit form from the Office of the Registrar.

PASS / FAIL COURSES
Students may take no more than one course per semester on a pass/fail basis. Courses taken pass/fail cannot be among those required by the major, the minor or the General Education curriculum. Approval of the course instructor and permission of the dean of the college in which the student is a major is required in order for a P/F grade to be attempted. A few courses are offered exclusively on a pass/fail basis.

Application forms to take a course on a pass/fail basis are available in the office of the dean. Completed application forms must be returned to the Registrar before the third Friday of the semester.

Under the pass/fail option, a student is responsible for attending and participating in all scheduled classes and class activities, as well as completing all course requirements listed in the syllabus, including quizzes and examinations. The instructor evaluates the student who is exercising the pass/fail option in the same manner as other students in the class. At the end of the course, instead of the standard letter grade, a P will be posted for those students who achieve a performance level of poor through excellent (D- or better). The grade of P does not affect the grade point average. However, if a student fails a class, the F grade will be included in calculating the GPA.

CLASS ATTENDANCE
Students are expected to attend all classes as part of the normal learning process. In addition, students must be especially consistent in attendance during the first ten class days of the semester to confirm registration and to be listed on the official course roster. Students who fail to follow this procedure and who have not received prior approval from the instructor for absences will be withdrawn from the courses in question by certification of the instructor on the official class lists.
Instructors may publish specific, additional standards of attendance for their classes in the course syllabus. Students may receive failing grades if they do not observe attendance requirements set for their classes.

The Illinois Student Assistance Commission also requires attendance as a “demonstration of academic progress toward a degree” as one criterion for retaining financial aid awards.

WITHDRAWING FROM A COURSE
Once registration is complete, all registered students will receive grades for courses in which they are enrolled. A student who is unable to complete a course may withdraw and receive a grade of W. Because students may not have an accurate idea of their current grade, they should consult with both their instructor and their advisor before withdrawing from a course. The only way to withdraw from a course is to complete the Withdrawal form in person at the Office of the Registrar. A student cannot withdraw from a course simply by not attending. Non-attendance will result in a grade of F.

Withdrawal from courses with the grade of W is allowed through the tenth week of the semester. The date is published officially by the Registrar and is listed in each Course Schedule booklet. Withdrawal involves the loss of tuition and credit hours and may change the student’s status from full-time to part-time.

EARNING DEGREE CREDIT OUTSIDE OF FORMAL COURSEWORK

PRIOR LEARNING ASSESSMENT
Prior learning assessment allows students with relevant experience to earn college credit through non-traditional alternatives. Prior experiential learning is demonstrated either through the successful completion of national proficiency examination programs or departmental proficiency examinations or through the development and submission of a Prior Learning Portfolio. Credit is not granted on the basis of a student’s experience. It is granted for the college-level learning obtained from an experience that the student is able to demonstrate and document. The amount of credit attempted and earned through prior learning is dependent upon the scope and depth of each student’s applicable prior college level learning. It is also dependent on, among other things, the student’s aptitude for writing, independent reflection and study, and test taking.

Credit given for prior learning is awarded on a pass/no credit basis. No quality points are given, and these credits do not affect the grade point average. Credit is listed on the transcript as “Experiential Learning Credit.” It is not considered part of the 32-hour residency requirement.

CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CREDIT OUTSIDE OF FORMAL COURSEWORK

The College Level Examination Program (CLEP) is a national standardized testing program that can be taken by students who believe that they have academic strength in any of the General Exam areas. CLEP tests are given at testing centers around the country. Go to www.collegeboard.com/testing for information. In addition to the specific requirements listed below for the General Exams for each college, the program offers Subject Exams which can be taken during any academic term. Three hours of credit in each area will be granted to students who score in the 55th percentile or above in the CLEP General Exams in Social Sciences, Natural Sciences, Humanities and/or Mathematics, provided that the student has taken the examinations prior to completing one full semester of college education.
COLLEGE OF BUSINESS
The College of Business does not grant credit for the CLEP Examination for business-related courses. Students who want to take other CLEP Examinations should follow the procedure of the College of Arts and Sciences.

COLLEGE OF NURSING AND HEALTH PROFESSIONS
1) Students who want credit for successful performance in specific general education courses via CLEP Examinations should contact the College of Arts and Sciences. Inquiries may also be made through the Leckrone Academic Resource Center.
2) RN/BSN students may receive credit for up to six required nursing courses through successful completion of ACT-PEP or NLN challenge examinations. Specific information regarding the level of performance required on these examinations is available from the College of Nursing and Health Professions. RN/BSN students who hold current ANA certification may be eligible for course credit in the nursing course equivalent to the area of certification. Credit may also be granted for certain certifications related to critical care (AACN, CEN, CFN, TNS).
3) RN/BSN students automatically receive credit for 30-204 upon successful completion of 30-305.

CREDIT BY EXAMINATION: DEPARTMENTAL
Students may petition a department to take an examination to receive credit for a course offered by the department. Some departments do not offer credit by examination. See the department chairperson for information concerning credit by examination for that particular department.

CREDIT FOR PRIOR LEARNING PORTFOLIO
Certain kinds of experience or competence may be recognized for credit. Adult students who believe that some of their job or life experiences have given them college-level academic learning may obtain necessary information from the dean’s office to petition for credit. Credit for prior learning must be completed by the end of the second semester of the student’s attendance at Lewis. Completed petitions are forwarded to the appropriate department or faculty members for review and recommendation. Interviews, testing or other materials may be required by the faculty to insure the academic quality of the experience. Students are notified in writing of decisions regarding their petitions for credit.

CREDIT FOR MILITARY TRAINING
Lewis University awards credit for military training and other non-college sponsored learning activities according to recommendations of the American Council of Education.

Credits awarded for experience or military training are so noted on the student’s transcript. Grades and quality points are not given for these credits.

COURSEWORK AWAY FROM LEWIS
Once students have matriculated at Lewis University, they may not take courses at other colleges and universities for transfer to Lewis except for sound academic reasons and with the prior approval of the dean of the college. Exceptions to this policy may be made only for students desiring courses not available at Lewis but which are important to their academic programs and only for a maximum of two courses. In such cases, approval must be secured before the courses are taken, and only the semester credit hours of C or higher will transfer. The grade does not transfer. In any case, the last 32 hours of credit applied toward graduation must be taken at Lewis University. Ordinarily, once a student has matriculated, no
transfer courses will be accepted for the major requirements. Exceptions require the approval of the department chairperson, as well as the dean of the college. There is a charge for posting these credits. Forms and further information can be obtained from the office of the dean.

EDUCATIONAL RIGHTS AND PRIVACY
Lewis University complies with the rules governing the implementation of the Education Rights and Privacy Act (including all amendments) as passed by the 93rd Congress (including all amendments) and issued by the Department of Health, Education and Human Services. The compliance is accomplished through procedures found in the Student Handbook.

COURSE CREDIT
Lewis University operates on the semester system. Credits awarded are semester credit hours. Courses numbered below 500 are undergraduate; those numbered 500 or above are graduate level.

GRADING
Lewis University determines a student’s academic standing according to the grade point system. Grades and quality points awarded are listed below.

GRADE POINT AVERAGE
The Grade Point Average (GPA) is determined by dividing the total number of credit hours a student has attempted into the total number of quality points earned. The grades of P, AU, I, W and N do not enter into the calculation of the GPA. The grade of F earned in a pass/fail course is included in the calculation of the GPA. Grades earned at other colleges or universities are not included in calculating the GPA.

<table>
<thead>
<tr>
<th>GPA CALCULATION</th>
<th>GRADE</th>
<th>MEANING</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counted in GPA</td>
<td>A</td>
<td>Outstanding</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7 per credit hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B+</td>
<td>Good</td>
<td>3.3 per credit hour</td>
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<tr>
<td></td>
<td>B</td>
<td>3.0 per credit hour</td>
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</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7 per credit hour</td>
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<tr>
<td></td>
<td>C+</td>
<td>Satisfactory</td>
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<td>D+</td>
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<td>F</td>
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<td>0.0 per credit hour</td>
</tr>
<tr>
<td></td>
<td>IF</td>
<td>Incomplete to Fail</td>
<td>0.0 per credit hour</td>
</tr>
</tbody>
</table>

DEAN’S LIST
Every semester, the colleges publish a Dean’s List of Honor Students. To be eligible, a student must have completed at least 12 hours during the semester, with a grade point average of at least 3.25 and with no D or F grades. A grade of Incomplete (I) will cause a student’s name to be omitted from the Dean’s List. Credit hours taken on a pass/fail basis are not included among the 12 hours needed to be eligible for the Dean’s List of Honor Students.
INCOMPLETE GRADE
An Incomplete (I) grade is given when students are prevented from completing the course requirements by the last day of classes by circumstances beyond their control - as explained to the satisfaction of the instructor. Incomplete work must be made up within the first six weeks of the following semester, or the grade I/F will be assigned for the course. In exceptional circumstances, a student may request an extension of time in order to complete the work. The approval of the dean of the college, as well as the instructor, is required. This extension must be requested before the end of the six-week deadline.

CHANGE OF GRADE
The only reason for which a change of grade may be requested is an error in the original recording of the grade. Students are obliged to check their grade reports and consult with their instructors if there is a question of error. A change of grade must be made in the first six weeks of the semester following that in which the course was taken. A change of grade will not affect the status of a student dismissed for academic deficiency, unless the error is brought to the attention of the Dismissal Committee at the time the dismissal hearing is held.

A change of grade requires the approval of both the instructor and the appropriate college dean. To appeal a grade, see the Grade Appeal Process, page 39.

REPEATED COURSES
Any course taken at the University may be repeated for a higher grade, except those restricted by a major department or a college. Both courses and grades will appear on the permanent record, but only the most recent grade (whether higher or lower than the previous grade) and its corresponding hours attempted, hours earned and quality points will be honored. The most recent course attempt is used for determining progress toward graduation; the prior attempt is ignored. Credit will be given only once for the course. The grades W, N or I on the second attempt do not replace the previous grade. If the grade received by a nursing major in a required nursing course was W, N or D, the course may be repeated only once. A grade of F in a required nursing course results in dismissal from the nursing major program. If the grade received by a nursing major in a required support course was N, D or F, the course may be repeated only once.

GRADE REPORT
Final grades are mailed to the residence of each student approximately one week after the last published exam dates of the fall and spring semesters. Final grades for summer courses are mailed approximately two weeks after the close of the eight-week session for both the six- and eight-week sessions. Grade reports are also available online.

TRANSCRIPT
The transcript is the academic record of the student. It contains all courses taken at Lewis University and the corresponding grades, credits attempted, credits earned and quality points, as well as the grade point average. Approved transfer credits are also on the transcript with only the course title and credits earned listed. The transcript is updated after each semester to include coursework for that semester. The Office of the Registrar safeguards the transcript. The University adheres to the Family Educational Rights and Privacy Act of 1974, as amended, with regard to information contained on the student transcript. Students may review their transcripts at the Office of the Registrar. Copies are available, for a fee, upon written request by the student. Current and prior students will not receive a transcript until all financial obligations to the University, including but not limited to tuition, fees and fines, have been completely satisfied.
CLASS STANDING
Class standing is determined according to the number of credit hours earned:

0-28 Freshmen
29-58 Sophomores
59-89 Juniors
90 and above Seniors

GRADUATION

The University holds its commencement exercises in December and May. Students completing graduation requirements in August receive certification from the Office of the Registrar that they have completed all requirements and receive their diplomas by mail. August graduates are eligible to participate in the December commencement exercises.

Since some grades may still be outstanding at the time of the commencement ceremonies, December graduates will participate in the ceremony without receiving their diplomas at that time. Diplomas will be mailed to students who successfully complete their degree studies following compilation of grades. Specific details are available through the Office of the Registrar.

Students who need no more than three (3) credits to earn their degree may participate in commencement exercises if they present a documented case of extreme hardship for participation which is approved by the Provost. For students to be eligible for the exception policy, they must have made satisfactory progress in their degree program each and every semester of their attendance at Lewis, and they must have submitted an application for graduation in a timely manner. Such a petition must be filed with the Provost no later than two weeks prior to the scheduled commencement.

For this policy, the term “extreme hardship” includes only those circumstances beyond the control of the student. These circumstances would involve major illnesses or the impending death of the student, or loved one, significant financial or political crisis/burden making future semester participation nearly impossible, or a circumstance of similar magnitude. The desire to participate with one’s peers is an inadequate circumstance. Being three (3) credits from graduation is only a requisite to appealing to participate; it is not a request by itself which is deemed acceptable.

APPLICATION FOR GRADUATION

All candidates for graduation at any of the three graduation periods must submit an application to the Office of the Registrar.

<table>
<thead>
<tr>
<th>Grad. Month</th>
<th>Deadline to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>First Class Day of Fall Semester</td>
</tr>
<tr>
<td>May</td>
<td>First Class Day of Spring Semester</td>
</tr>
<tr>
<td>August</td>
<td>First Class Day of Summer Term</td>
</tr>
</tbody>
</table>

Applications received after the deadline will be considered for the next graduation. All students are required to pay a graduation fee.

GRADUATION HONORS

Bachelor degree recipients are eligible to graduate with honors if they have achieved cumulative grade point averages as follows:
3.500 - 3.749 with honors; 3.750 - 3.899 with high honors; 3.900 - 4.000 with highest honors. Honors at graduation are indicated on both the student’s diploma and transcript. At commencement, students are draped with an honor cord. Honors designations do not apply to graduate, associate or certificate students. To qualify, a recipient must have earned a minimum of 56 hours at Lewis, not including credits earned by exam or life experiences.

ACADEMIC EXCELLENCE AWARD

The award for academic excellence is presented to the graduating senior in each college who has attained the highest academic average for credits earned at Lewis University. For each college, one award is presented for the May
graduates and one for the combined August and December graduates.

The factors considered in determining the award recipient include cumulative Lewis grade point average and total number of credits earned at Lewis (a minimum of 64 classroom hours is required).

**STUDENT RESPONSIBILITIES / APPEALS**

The information contained herein is accurate according to the best information available at the time of printing. However, all statements regarding offerings, requirements, tuition charges and fees, academic regulations, and student life are subject to change without notice or obligation.

Students who are absent from Lewis for more than two consecutive years will follow the catalog requirements in effect upon return.

**ACADEMIC PROBATION AND DISMISSAL**

To remain at the University, students must demonstrate progress in learning. A student who falls below the following minimum grade point average is placed on probation:

- 0-33 hours earned: 1.75 Cumulative GPA
- 34-50 hours earned: 1.90 Cumulative GPA
- 51+ hours earned: 2.00 Cumulative GPA

**COLLEGE OF NURSING AND HEALTH PROFESSIONS**

In order to register for and enroll in Foundations of Professional Nursing (30-201) or any subsequent required nursing course at Lewis University, prelicensure nursing students, including transfer students, must have a cumulative GPA of 2.5 or above. Students who earn a grade of W, N, or D in any required nursing course at any level must repeat that course prior to moving to another level of nursing coursework. Students must receive a grade of B in required science courses to progress to the next semester in the program.

Students who earn a grade of F in any required nursing course at any level will be dismissed from the College of Nursing and Health Professions. Students who earn two D grades in required nursing courses (two D grades in one course, or one D grade in each of two courses) will be dismissed from the College of Nursing and Health Professions. Dismissal from the College of Nursing and Health Professions does not necessarily result in dismissal from the University.

**PROBATION**

Students who fail to maintain the required GPA are placed on academic probation, which is noted on the permanent academic record. Students on academic probation are not allowed to take more than 12 to 14 credit hours. They are also mandated to take a two-credit hour study skills class. Academic probation is a period of one regular semester during which a student must satisfactorily complete all courses registered for and raise his or her GPA to the required minimum, as a condition for remaining in the University. An Incomplete (I) grade is evidence of failure to meet the conditions of probation. Academic probation may bring with it restrictions on a student’s participation in campus activities, as indicated in the Student Handbook.

**DISMISSAL**

Students who do not achieve the required grade point average during their semester of academic probation are subject to dismissal from the University. The Leckrone Academic Resource Center will review the academic standing of each student subject to dismissal. Courses taken during the summer after a spring semester dismissal do not change the dismissal status of a student. Written notification of academic dismissal is sent by the Director of the Leckrone Academic Resource Center.
POLICY AND PROCEDURES FOR APPEALING ACADEMIC DISMISSAL

Students who do not achieve the required grade point average during their semester of probation are subject to dismissal from the University.

1) If a student wishes to appeal a decision to dismiss, a written letter of appeal must be sent to the Provost. Written appeals must include specific reasons and details justifying re-admission consideration. Appeals will be accepted only if they are in writing.

2) The Provost will review the material, render the final decision, and communicate to the student in writing.

RE-ADMISSION AFTER ACADEMIC DISMISSAL

Students dismissed from the University for academic reasons may apply for re-admission in either of the following ways. More specific information is available through the academic probation coordinator.

1) An academically dismissed student may apply for re-admission if he or she has been absent from Lewis University for two semesters (which may include one summer); has completed the equivalent of two semesters of full-time academic work at another college or university (with a minimum of 12 credit hours each term); and has earned a grade point average of at least 2.00 each semester. The Admission Committee will review the courses taken and determine whether such a student has demonstrated the ability to do satisfactory work if re-admitted to Lewis. Application for re-admittance must also be made through the academic probation coordinator. If a student is allowed to return to the University, his or her GPA will not be altered, and coursework transferred into the University will have no effect on the Lewis GPA.

2) A student who does not attend any school for three calendar years may then apply through the Admission office. Re-application must also be made through the academic probation coordinator. If allowed to return to the University, a student may request the Forgiveness Policy. The Forgiveness Policy allows students academically dismissed who have been absent from Lewis for three calendar years and have not attended any other college or university during that time to apply for re-admission. Such students are re-admitted, all previous grades of D or F, the courses in which they were earned, and the credit earned in D courses, will not be used in determining progress toward graduation.

DISCIPLINARY DISMISSAL

Participation in the academic setting requires students to be responsible community members. Students must conduct themselves in accordance with the standards of personal behavior which are defined in the Student Handbook as a necessary condition for continuing at Lewis University. Violations of those standards of conduct may result in a restriction or loss of the academic benefits of the University according to the severity of the misconduct.

Students dismissed from the University for misconduct lose all fees and payments, as well as the right to attend classes or make use of University facilities. Such students are re-admitted to the University only upon approval of the Office of Student Services. Students dismissed from the University prior to the end of a semester receive no academic credit for that semester.

GRADE APPEAL PROCESS

COLLEGE OF ARTS AND SCIENCES

1) If a student wishes to question or appeal a grade, the student must, prior to the sixth
2) If the student is not satisfied with the instructor’s explanation, the student can then meet with the department chairperson or the director of the academic program sponsoring the course to express concern. The chairperson or director will meet with the instructor of the course to ascertain how the grade was determined. The chairperson (director) will then meet with the student to inform the student of the chairperson’s determination on the appeal.

3) If the student is still not satisfied with the progress or the results of the inquiry to the instructor and chairperson, the student must submit a letter of appeal to the dean of the college. The letter of appeal must contain a summary of the meetings with the instructor and the chairperson, and it must include any evidence supporting the claim for a grade change.

4) The dean will review the material and render the final decision. The dean will communicate the decision in writing to the student. The dean’s determination is final.

5) Appeals must move with reasonable speed through the review process. The full process should take no longer than four weeks.

COLLEGE OF EDUCATION

1) If a student wishes to question or appeal a grade, the student must, prior to the fourth week of the subsequent semester, contact the instructor of the course to express concern. The instructor of the course will review how the grade was determined with the student.

2) If the student is not satisfied with the instructor’s explanation, the student can then meet with the department chair or the director of the academic program sponsoring the course to express concern. The chairperson or director will meet with the instructor of the course to ascertain how the grade was determined.
determined. The chairperson (director) will then meet with the student to inform the student of the chairperson’s determination on the appeal.

3) If the student is still not satisfied with the progress or the results of the inquiry to the instructor and chairperson, the student must submit a letter of appeal to the dean of the college. The letter of appeal must contain a summary of the meetings with the instructor and the chairperson, and it must include any evidence supporting the claim for a grade change.

4) The dean will review the material and render the final decision. The dean will communicate the decision in writing to the student. The dean’s determination is final.

5) Appeals must move with reasonable speed through the review process. The full process should take no longer than six weeks.

Policies and Procedures for Appealing Other Academic Matters

All appeals regarding academic matters other than grade appeal and academic dismissal are handled according to the following guidelines:

1) If a student wishes to appeal an academic decision, a written letter of appeal must be sent to the Dean of the College.

2) The Dean will review the situation and render a decision. The dean will communicate the decision in writing to the student.

3) If the student is not satisfied with the decision of the Dean, the student may petition the Provost. Documentation submitted with the written petition must include the original letter of appeal and the decision of the Dean.

4) The Provost will establish an ad hoc committee composed of:
   - One faculty member appointed by the dean
   - One representative from the office of Student Services;
   - One faculty member chosen by the student.

5) The ad hoc committee will hear the appeal and make a recommendation to the Provost, who makes the final decision. The Provost will communicate the decision in writing to the student.

COLLEGE OF NURSING AND HEALTH PROFESSIONS

Students may request a review of an exam, paper, project, presentation or course grade determination by doing the following:

1) Schedule an appointment with the faculty member responsible for the assignment of the particular grade within six school days after receiving the grade.

2) If the student continues to request a review of grade determination, he or she should schedule an appointment with the appropriate director within six school days of the meeting with the faculty member.

3) The director will, within six school days, review all pertinent materials and meet with both the student and the appropriate faculty member in an attempt to resolve the issue.

4) The director may request a second or third faculty member to review the course material in question. The student should be aware that this may result in the final grade being lower or higher than the original grade.

5) If the student is not satisfied with the progress or result of the grade appeal, the student should, within 10 days, submit a letter of appeal to the dean,
summarizing the action to date on the grade appeal and the student’s rationale for a change of grade. The dean will review the director’s determination and the student’s letter of appeal and respond in writing to the student’s grade appeal. The dean’s determination is final.

6) Anecdotal notes will be made and signed by all participants during all phases of review of the grade.

POLICIES AND PROCEDURES FOR APPEALING OTHER ACADEMIC MATTERS

All appeals regarding academic matters other than grade appeal and academic dismissal are handled according to the following guidelines:

1) If a student wishes to appeal an academic decision, a written letter of appeal must be sent to the appropriate academic dean.

2) The dean will review the situation and render a decision. The dean will communicate the decision in writing to the student.

3) If the student is not satisfied with the decision of the academic dean, the student may petition the Provost. Documentation submitted with the written petition must include the original letter of appeal and the decision of the academic dean.

4) The Provost will establish an ad hoc committee composed of:
   - one faculty member appointed by the appropriate academic dean;
   - one representative from the Office of Student Services;
   - one faculty member chosen by the student.

5) The ad hoc committee will hear the appeal and make a recommendation to the Provost, who makes the final decision. The Provost will communicate the decision in writing to the student.

ACADEMIC HONESTY

Scholastic integrity lies at the heart of Lewis University. Plagiarism, collusion and other forms of cheating or scholastic dishonesty are incompatible with the principles of the University. Students engaging in such activities are subject to loss of credit and expulsion from the University. Cases involving academic dishonesty are initially considered and determined at the department/program level. Appeal of the department/program decision must be made to the dean of the college. This dean will review the decision and make a recommendation to the Provost, whose decision is the final one.

COLLEGE OF BUSINESS

1) Students engaging in plagiarism, collusion or other forms of cheating or academic dishonesty are subject to a failing grade on the quiz, exam, paper or project or a failing grade for the course. The penalty for an initial instance of plagiarism, collusion or other forms of cheating or academic dishonesty is determined by the instructor. A notation of the incident is placed on file.

2) Upon being informed of the instructor’s action, the student may appeal by submitting a letter with a detailed rationale for a lesser penalty to the department chair (or the dean if the instructor is also the department chair). The department chair (or the dean) will meet with the instructor to review the penalty imposed and the evidence supporting the charge of academic dishonesty and then respond in writing to the student’s appeal.

3) Upon being informed of the department chair’s determination of the appeal, the student may submit a letter of appeal to the dean, summarizing the action to date on the appeal and the student’s rationale for a lesser penalty. The
ACADEMIC RESOURCES

COMPUTER ETHICS
In the interest of academic honesty, Lewis University is committed to the following code of computer ethics:

1) Work done on University computer systems is considered the property of the individual user, subject to normal inspection and file maintenance by University supervisory personnel.

2) Users shall respect the privacy of information belonging to other users. They may not alter, add to or delete another user’s property without the express consent of that owner. Any willful act of copying information with the intent of deceiving ownership, whether the information is a student’s or that of another user, is an act of plagiarism. Such action will be considered a form of academic dishonesty.

3) The computer systems at the University shall not be used to identify the access codes of other users or other computer systems. Users may not disclose their own access codes to any other users.

Online public access terminals are accessible and user-friendly. Computerized access is available for the card catalog of the Lewis University Library. Patrons may also access information about the holdings of more than 700 other libraries in Illinois through this computerized system. In addition, more than 50 different periodical databases, many of them full-text, are available through the Library. Over 40 of these databases, are available online as well.

The Library is carpeted, air conditioned and equipped with adequate seating, study carrels, group study rooms, copying facilities, typewriters, word processors and a media classroom. Bibliographic tours and specialized computer searches may be arranged through the reference department.

The Lewis University Library is located in the Learning Resource Center. Periodicals, reference books, the government documents depository, indices and abstracts, and the circulation and technical services departments are all located on the first floor.

Book stacks, a limited number of study rooms, University archives, the curriculum collection, and the Eva White Memorial Aviation Library Collection are located on the second floor. The Library also houses the Lewis University I & M Canal and Regional History Special Collection archives.

ACADEMIC RESOURCES

THE LIBRARY
The Lewis University Library is an important intellectual center on the campus. In addition to books and periodicals, the Library also houses a curriculum collection, a government depository, materials on microform, micro readers/printers and a full array of indices and abstracting services, many of which are computerized.
ACADEMIC COMPUTING FACILITIES
Lewis University is committed to providing learners with access to modern educational technology. The Lewis University Instructional Technology Services Organization (ITSO) provides technology support services for the campus community. Supported technologies include computer labs, networks, Internet access, e-mail, classroom media and distributed learning resources.

Lewis University is connected to the ICN (Illinois Century Network), which provides reliable Internet access to schools and other educational entities throughout the state. The campus network includes a high-speed optic fiber backbone to all buildings. Internet connectivity is provided in the residence halls via an Ethernet connection at no additional charge to residents.

All students are entitled to a campus e-mail address that can be accessed via a POP3 connection or a web-enabled interface.

Staffed computer labs, available in all major classroom buildings, provide access to a host of campus resources including software applications, web support for classes, library materials and Internet searching. In addition to general purpose computer labs, specialized computer labs are available for digital music, journalism, writing, graphic arts, computer science and tutoring. Computer labs are also located at the Hickory Hills, Oak Brook, Schaumburg and Tinley Park locations.

The ITSO maintains licenses for those software applications that have been adopted for general campus use. Installation of the software is limited to campus-owned computers. The Computer Science Department maintains computer systems and appropriate licenses to support all major programming languages and database management systems.

ELECTRONIC MEDIA
The goals of WLRA Radio and the Lewis University Television Network are to report news, analyze newsworthy issues of the University community, and provide quality entertainment, all through electronic media in a manner consistent with the Mission of Lewis University as a Catholic, private institution of higher education. Through electronic media, Lewis University students are educated on the theory and the creative and responsible practice of educational and professional broadcasting.

The Lewis University Television Network is the campus cable television network. Academically, the Lewis University Television Network provides communications majors and other interested students with hands-on career training and professional experience. The network promotes University activities, programs and events through its news shows, daily bulletin board and weekly schedule of programs.

WLRA, the first college radio station to go entirely digital, is a non-commercial, educational radio station owned by Lewis University. Broadcasting at 88.1 on the FM dial, WLRA is a 250-watt station with potential listeners numbering around one million. Music, news and educational material comprise Stereo WLRA’s 24-hour broadcast day. Remote sports broadcasts have been transmitted to campus from across the country as well.

THE FLYER
The Flyer is the official publication of the student community at Lewis University. The purpose of The Flyer is to report news of the University community consistent with the accepted and highest norms of American journalism and in conformity with the University’s Mission.
LECKRONE ACADEMIC RESOURCE CENTER (LARC)
The Leckrone Academic Resource Center is a multipurpose student service center designed to assist students with overall academic and career development. Services include the following:

**ACADEMIC SERVICES** *(designed to reinforce and enhance classroom instruction)*:
- Academic Advising and Registration
- Academic Skills Seminars
- Assessment and Testing
- Bridge Program
- Computer Lab Instruction
- NLN Exams
- SUCCESS Program Services
- Tutoring Services
- Writing Lab

**CAREER SERVICES**
- Academic Advising
- Alumni Career Development Services
- Annual Job/Internship Fairs
- Career Development Services
- Career Resource Library
- Career Research Assistance
- DISCOVER Career Exploration Software
- Guidance with Choosing a Major
- Interest Inventories
- Internship Assistance
- JOBNET - Online Job/Internship Program
- Job Search Assistance
- Job Search Technique Course
- Mock Interviewing
- Part-time and Volunteer Job Listings
- Résumé Writing Assistance
- Values/Personality Assessments

**TUTORIAL SERVICES**
Tutorial Services encourages Lewis students to establish relationships for the benefit of learning. Students may utilize Tutorial Services as clients seeking support in areas of academic struggle, or as tutors hoping to guide their fellow classmates. Tutoring is available to all academic majors at Lewis. The Math Lab has been created to aid those students who find math to be a subject of particular difficulty.

**MUSIC PROGRAMS**
Various activities are sponsored by the Department of Music. Student groups provide entertainment both at regularly scheduled performances and at special University functions throughout the year.

**University Choir**: An ensemble made up of students, faculty and choral singers from the community who perform a variety of sacred and secular music, including a major oratorio every year.

**Lewis University Gospel Choir**: Open to all students who enjoy singing in the African-American gospel tradition.

**Jazz Band**: An organization that plays a variety of jazz literature.

**Lewis University Community Symphony Orchestra**: An ensemble of students and players from the community that presents a concert each semester. Auditions are required.

**Pep Band**: An ensemble that performs at home athletic contests.

**THEATRE**
The Department of Theatre presents plays and musicals in the Philip Lynch Theatre, a 250-seat thrust theatre. A season of at least five major productions, directed by department faculty or guest directors, is presented each year. Student-directed shows and professional touring companies are also part of the University’s Arts & Ideas program of community educational and cultural events.

Auditions for all Philip Lynch Theatre productions are open to all Lewis faculty, staff and students, full- and part-time, regardless of their major. Whether through participation in productions or coursework, training in acting,
directing, stagecraft and design prepares students for careers in theatre, teaching or continued study at the graduate level.

STUDENT LIFE / STUDENT SERVICES

STUDENT HANDBOOK
The Student Handbook contains the policies, regulations, services and activities pertinent to student life at Lewis University. The Handbook information supplements the material in this catalog. Students are responsible for knowing the contents of the Student Handbook.

ATHLETIC PROGRAM
Lewis University offers varsity intercollegiate competition for both men and women. The men’s intercollegiate program includes baseball, basketball, cross-country, golf, soccer, swimming, tennis, track and field, and volleyball. The women’s intercollegiate program includes basketball, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball.

Guided by the Mission values of Lewis University and its Lasallian heritage, the athletics program provides students with opportunities to enhance their education, develop skills and understanding through participation in athletics, and represent their University in intercollegiate competition. The goals of intercollegiate athletics are to enhance the physical and intellectual abilities of those participating in the program, and to provide the opportunity for spectators from the Lewis community and the community-at-large to attend athletic events.

Athletic programs support the University’s educational program. The Lewis athletics program subscribes to the idea that properly administered intercollegiate sports are beneficial activities that contribute to the physical, intellectual and social experiences of the entire Lewis community.

Lewis University is a member of the National Collegiate Athletic Association (NCAA) and competes at the Division II level. Lewis is also a member of the Great Lakes Valley Conference.

Athletic facilities include the John F. Kennedy Sports Center (Neil Carey Arena), a softball field, a soccer field, the Brennan Baseball Field, indoor and outdoor tennis courts, an indoor and outdoor track, and a fitness and weight area.

AUTOMOBILES
Students are permitted to have cars on campus. They must operate them according to the regulations in the Student Handbook.

CAMPUS LIFE – HOUSING
The Office of Campus Life oversees residence life. Lewis University houses approximately 1,100 students in nine residence halls, which offer a variety of living environments. Policies and behavioral standards are upheld by the Campus Life staff, which consists of the Director and Assistant Director who live on campus, as well as live-in graduate student Campus Life Coordinators. The Peer Ministry program, under the supervision of University Ministry, provides personal support to the resident students in the form of resource and referral.

CAMPUS SECURITY
The Office of Campus Security is composed of full-time staff and student officers. Campus Security officers are trained to respond to any situation that poses a threat to the safety and security of the University community.

CENTER FOR HEALTH AND COUNSELING SERVICES
The Center for Health and Counseling Services is a multipurpose department whose purpose is to maintain and enhance the physical and emotional health and well-being of students. All on-campus services are free of charge.

Health Services: Staffed by University nursing and allied health personnel and part-time physicians, Health Services is equipped to handle acute, non-emergency illnesses and
minor injuries. The staff is available to provide the following services:

- Treatment of minor illnesses and injuries
- No-cost basic prescription and over-the-counter medications for most non-chronic conditions
- Medical equipment loans (such as heating pads or crutches)
- Tuberculosis skin testing
- Immunization updates and other illness prevention programs
- Referral to a health specialist in the community

**Immunization Policy:** In accordance with Illinois state law, students are required to provide the Center with proof of immunizations prior to enrollment. Students not in compliance with the immunization policy may incur fines.

International students must have proof of health insurance in an amount not less than ten thousand dollars ($10,000). The insurance carrier must have a U.S.-based office. International students who cannot provide proof of health insurance from a U.S.-based company are required to purchase health insurance through the University.

**Counseling Services:** Dedicated to assisting students with issues or concerns that may impact their academic success or quality of life, Counseling Services is staffed by mental health professionals. Issues or problems addressed by staff members may include relationship problems, mental health concerns like depression or anxiety, transition issues, victim issues, concerns over drug/alcohol use, loss and grief, stress management and self-esteem. Our professionals offer the following services:

- Short-term individual and group counseling
- Outreach programming
- Consultation
- Referrals to community resources
- Crisis intervention
- Advocacy

**CLUB SPORTS**

Club Sports at Lewis University are designed to provide opportunities for students, faculty and staff of the University community to participate in a variety of sports and recreational activities. Each club is considered a private organization separate from Lewis University but with an affiliation as a registered sport club. Sport Clubs are organized and conducted by students under the direction of the Director of Student Recreation, Fitness and Wellness.

A sport club is a registered student organization formed by individuals with a common interest in a sport activity that exists to promote and develop interest in that particular activity. Clubs may be instructional, recreational, competitive, or some combination thereof. Characterized by being student-initiated and student-managed, the basic structure of clubs allow members numerous opportunities for leadership and decision-making.

**INTERNATIONAL STUDENT SERVICES**

The Office of International Student Services (ISS) provides services and advocacy for international students. The ISS office offers assistance with Immigration and Naturalization Service procedures, particularly for visa status maintenance and employment options. Additionally, it provides pre-semester orientation for new students, adjustment workshops for continuing students and re-entry workshops for graduating students. The office also coordinates access for international students to both University and external resources, for insurance, banking, social security, tax and daily life needs.

In addition, the Office of International Student Services moderates the activities of the International Student Association (ISA).

The ISA provides students with the opportunity to promote friendships and unity and to assist international students in making the transition into Lewis University. In coordination with the Office of International Services.
Student Services, the ISA creates the international student newsletter and implements international food festivals and various social events.

**INTRAMURAL PROGRAM**
With an emphasis on participation and sportsmanship, the Intramural Program provides recreational activities for all men and women at Lewis University.

A full range of activities is offered on both a team and an individual basis. The program includes flag football, floor hockey, co-recreational volleyball, basketball, softball, bowling, badminton, dodge ball and table tennis.

Intramural competition is open to full-time students, faculty, administrators and staff. The field house of the Student Recreation and Fitness Center is equipped with four interchangeable courts for basketball, volleyball, tennis and badminton, as well as an indoor track. The Student Recreation and Fitness Center also includes a swimming pool, a large fitness center and an aerobics studio. A free weight area, an outdoor track, outdoor fields and various pieces of athletic equipment are also available for student use.

**JUDICIAL PROCESS**
The Dean of Student Services oversees the Judiciary Process. Violations of University Behavioral Standards and Policies are adjudicated at various levels depending on the severity of the alleged violation. The entire Judiciary Process, as well as University Behavioral Standards and Policies are outlined in detail in the *Lewis University Student Handbook*.

**NEW STUDENT ORIENTATION, ADVISING AND REGISTRATION (SOAR)**
The University conducts comprehensive orientation, advising and registration sessions for new students and their parents. The SOAR program acquaints new students with the campus, the academic experience and various student support services.

The Introduction to the College Experience (ICE) class continues this program throughout the first semester. Additionally, Welcome Days activities occur during the first days of the Fall semester to welcome new and returning students to campus.

**STUDENT GOVERNING BOARD**
The Student Governing Board is the official representative organization for the undergraduate student body. It serves as the major source of student input to the University administration. Board members communicate with the Office of Student Services in carrying out their responsibilities.

**STUDENT LEADERSHIP AND INVOLVEMENT**
The Office of Student Leadership and Involvement, independently and in cooperation with the Student Governing Board and various student organizations, provides a variety of social and educational activities for resident and commuter students. Some of the programs have included a hypnotist, dances, comedians, dance troupes, musicians, a caricature artist, athletic pep events, coffee house entertainers, fundraising events and blood drives. Other main events include the Fall and Spring semester semi-formal dances, Parents’ Days and Welcome Days.

The Student Union, under the supervision of the Office of Student Leadership and Involvement provides space for recreational activities and meetings. A video store and student lounges are also housed in the Student Union. The Flyers’ Den, operated by Sodexo Marriott Management Services, is located in the lower level of the Union and features a snack bar.

**STUDENT ORGANIZATIONS**
Lewis University recognizes only those organizations whose constitutions and activities are consistent with the Mission and Catholic tradition of the University.
Several coordinating bodies, corresponding to the major student organizations, represent the specific interests of the organizations and provide a forum for intercommunication.

**Commuter Council (CC)**

**InterFraternity Council (IFC)**
- Alpha Epsilon Rho
- Alpha Eta Rho
- Alpha Gamma Chi
- Gamma Sigma Tau
- Phi Kappa Theta
- Sigma Lambda Beta
- Delta Sigma Pi
- Sigma Delta

**Interorganization Council (IOC)**
- American Association of Airline Executives
- American Marketing Association
- Beta Beta Beta (Biology Honor Society)
- Best Buddies
- Black Student Union (BSU)
- Fellowship of Justice
- International Student Association (ISA)
- InterVarsity Christian Fellowship
- Latin American Student Organization (LASO)
- Philosophy Club
- Pre-Law Club
- Psychology Club
- Student Nurses Association
- Teachers of Tomorrow
- United Students for the Social Services
- Alpha Psi Omega (Theatre)
- Phi Alpha Theta (National History Honor Society)
- Phi Sigma Tau (Philosophy)
- Psi Chi (Psychology)
- Sigma Tau Delta (English)
- Society of Physics Students

**National Pan Hellenic Council (NPHC)**
- Alpha Kappa Alpha
- Alpha Phi Alpha
- Delta Sigma Theta
- Zeta Phi Beta

**Residence Hall Council (RHC)**

**STUDENT RECREATION, FITNESS AND WELLNESS**

The field house of the Student Recreation and Fitness Center is equipped with four interchangeable courts for basketball, volleyball, tennis and badminton, as well as an indoor track. The Student Recreation and Fitness Center also includes a swimming pool, a large fitness center and an aerobics studio. A free weight area, an outdoor track, outdoor fields and various pieces of athletic equipment are also available for student use.

With an emphasis on participation and sportsmanship, the Intramural Program provides recreational activities for all men and women at Lewis University. A full range of activities is offered on both a team and an individual basis. The intramural program includes flag football, floor hockey, co-recreational volleyball, basketball, softball, bowling, badminton, dodge ball and table tennis. Intramural competition is open to full-time students, faculty, administrators and staff.

**TRANSCULTURAL STUDENT SERVICES**

The Office of Transcultural Student Services is committed to assisting students in achieving a successful college education in a diverse and culturally enriched environment. The organizations located within the Office of Transcultural Student Services include the Latin American Student Organization, the Black Student Union, the University Gospel Choir and the National Pan Hellenic Council.

In addition, the Office of Transcultural Student Services supports the Office of International Student Services and the activities of the International Student Association.
Black Student Union (BSU): The Black Student Union has been an important component of Lewis University since 1968. The goal of the Black Student Union is to educate people historically, culturally, socially and politically about African-American culture and issues. The BSU is committed to diversity. It offers members the chance to get acquainted with other students and faculty, as well as the opportunity to participate in numerous activities.

Latin American Student Organization (LASO): LASO is a nationally recognized student organization at Lewis University. LASO is dedicated to promoting an awareness of U.S. Latino/Latina issues as well as an understanding of the Latin American culture for the Lewis community through educational, social, and volunteer opportunities. LASO members attend leadership development conferences and foster a familia type atmosphere in our organization. We are open to anyone who is interested in learning more about Latino/a issues, Latino/a culture and their ancestral roots.

Lewis University Gospel Choir: The Lewis University Gospel Choir was formed 15 years ago by a small band of students interested in gospel music. The diverse choir has grown to more than 50 members. Anyone interested in gospel music is welcome to join. There are no pre-requisites for becoming a member of the gospel choir.

National Pan Hellenic Council: The National Pan Hellenic Council consists of the following traditionally Black fraternities and sororities: Alpha Kappa Alpha, Delta Sigma Theta, Alpha Phi Alpha and Zeta Phi Beta.

UNIVERSITY MINISTRY
University Ministry, reflecting Lewis’ Catholic and Lasallian identity, embraces and nurtures enlightened religious experience within the Lewis Community. University Ministry’s primary focus is proclaiming and celebrating the Gospel and inviting students and others to do the same. In harmony with the University values of fidelity, justice, and association, Ministry serves students, faculty, and staff by highlighting lives marked by a zeal for faith, service, and community.

The Ministry Team (priests, brothers, laymen and laywomen) maintains an active presence on campus in residence halls, corridors, and dining halls. Team members also create and develop a variety of programs; make themselves available for pastoral conversations with students, parents, faculty, and staff; and seek opportunities to invite others to share in the gospel.

At Lewis, the gospel is proclaimed through the Lasallian themes of faith, service, and community. All are invited and welcome to participate in Ministry programs.

FAITH
1) Liturgy - A Catholic, Eucharistic Liturgy is celebrated at noon on weekdays and Holy Days throughout the year and at 8:00 p.m. on Sundays during the school year. Prayer services are organized for special needs and occasions. Community participation in planning liturgies and prayers, in proclaiming the Scriptures, and in offering musical praise is emphasized.

2) IVCF (InterVarsity Christian Fellowship) - An inter-denominational Christian group that meets for prayer, Scripture study and contemporary worship. Social events and conferences are planned throughout the year.

3) RCIA (Rite of Christian Initiation for Adults) - A program that explores the Catholic Faith and prepares for the sacraments.
SERVICE

1) Local Outreach - Opportunities for students to tutor as a Big Brother/Big Sister, to serve meals at area homeless shelters, to raise funds for causes like the Chicago AIDS Walk/Run and Misericordia Heart of Mercy Home, and to package donated food at the Greater Chicago Food Depository.

2) National and International Outreach - Volunteers have opportunities to learn about the various regions, cultures and countries while working on projects. In the past, volunteers have gone to Appalachia, Chicago Urban Program, Kansas City, Mexico, and Bolivia.

3) Amnesty International - Lewis University Chapter - Amnesty envisions a world in which everyone enjoys their human rights. This organization consistently campaigns for human rights across the globe. At Lewis, people learn about human rights abuses through research by Amnesty. They then educate the campus and lobby governmental officials.

4) Post Graduation - Lasallian Volunteer Program - A unique opportunity for an individual upon graduation to respond to Christ’s call to the service of others, especially the poor. The response is a one to three year experience in the field of Christian education or related human development services in the United States.

5) Peer Ministry - A program that prepares and trains undergraduate students to be a pastoral, Christian presence and resource to both resident and commuter students. This program works in close association with the Office of Campus Life in creating a welcoming and supportive environment in both our residence halls and among our commuter students.

COMMUNITY

1) Koinonia is a student-led, faith-based, community-building retreat offered each semester. It has become an important Lewis University tradition.

2) A variety of retreat experiences can be developed as needs arise or groups request them.

3) Connections - Weeknight experiences for those looking for a way to meet people as well as for a fun-filled break from regular, student routines. Connections take place two or three times each semester.

4) Thursday Nights - These evenings feature contemporary worship, speakers, prayer and discussion groups.

Sancta Alberta Chapel and The Miguel Center for University Ministry: The Sancta Alberta Chapel is located at the center of the Romeoville campus. The Miguel Center for University Ministry is located in the east wing of the building. Many of the activities sponsored by University Ministry are hosted in the chapel and the center. Other University groups may also sponsor functions appropriate to the space.

For more information, call (815) 836-5550.