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 80 undergraduate majors and programs of study, 25 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 200 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 13:1.

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). The College of Business programs are accredited by the Accreditation Council for Business Schools and Programs. Department of Aviation and Transportation Studies 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. The Athletic Training Education Program is accredited by CAATE (Commission on Accreditation of Athletic Training Education). 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. For further information, visit the NCATE Web site at www.ncate.org. Inquiries concerning regional accreditation should be directed to the North Central Association of Colleges and Schools, 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604. By phone, (800) 621-7440 or (312) 263-0456.

Lewis University is exempt from regulation by the New Mexico Higher Education Department by virtue of its status as an accredited institution by The Higher Learning Commission.

A WELCOMING CAMPUS
The Lewis main campus in Romeoville, Illinois, is a picturesque 376-acre setting which houses 1,300 students in 12 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 regional campuses are located in Oak Brook, Shorewood, Hickory Hills and Tinley Park. Additionally, classes are offered in Chicago at De La Salle Institute, and at numerous sites throughout the greater Chicagoland area. Adult undergraduate and graduate programs are offered in Albuquerque, N.M.

ENROLLMENT
Lewis currently has nearly 6,500 undergraduate and graduate students. Many are from the Chicago region with international students representing more than 20 different countries. Lewis welcomes students of all cultures and religious faiths. Students of color represent 30 percent of the student body, and approximately 60 percent of the student population is Roman Catholic.
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.

**KNOWLEDGE**
The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.

**FIDELITY**
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.

**WISDOM**
The result of the integration of reflection and action developed through higher learning throughout all of life.

**JUSTICE**
The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.

**ASSOCIATION**
The process of forming a community of mutual respect, collegiality, collaboration and service.
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. Lewis provides approximately 6,500 students with 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 and adults of all ages.

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 170 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. Brother Hildolph Caspar, F.F.S.C. and the German Franciscan Brothers of the Holy Cross from Springfield, Illinois, served as teachers and administrators during the critical first years of the school’s operation.

During these early days, aviation technology courses were chosen as the special emphasis of instruction, becoming the origin of today’s highly regarded Department of Aviation and Transportation Studies. The school was incorporated in 1934 under the name Lewis Holy Name Technical School. In 1935, it became 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 World War II threatening, the newly titled Lewis School of Aeronautics began emphasizing programs of direct utility to the armed forces, such as flight training. The high school department was closed in 1942, and the campus given over to the U.S. Navy for its flight instructors program. By the end of the war, hundreds of pilots had received training at Lewis. The suspension of normal academic activities had given 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, this new venture quickly evolved into a traditional arts and sciences curriculum. By 1949, women were admitted as students and high school classes were discontinued.

More appropriately named, Lewis College of Science and Technology granted its first baccalaureate degrees in 1952. For the rest of the decade enrollment grew steadily. Perhaps as early as 1949, according to an unsigned manuscript in the Lewis archives, but certainly throughout the 1950s and long before Vatican II, while yet under the auspices of Bishop Sheil, Lewis College became, for at least a decade “the first Catholic coeducational college in the country to feature an administration and faculty consisting of lay people.”

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 the Most Reverend Martin D. McNamara, Bishop of Joliet. As members of a 326-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 and Patron Saint of Educators. 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 added new classrooms and laboratories, two residence halls, the Learning Resource Center, a gymnasium, and a modern aviation technical center to the campus.

A dialogue concerning a 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, thus came to represent an organizational structure that no longer seemed appropriately designated by the term “college.” For that reason, among others, the decision was made in 1973 to become a university. The name was changed officially to Lewis University. As John Henry Cardinal Newman wrote, “To be perfect is to have changed often.”

In July 1975, a significant step in the development of Lewis University occurred with the accreditation by the North Central Association of graduate programs (master's and first professional degree levels). During the 1980s, Lewis University expanded its programs to off-campus sites, 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 at Hickory Hills, and off-campus sites multiplied to meet student demand and enhance student access.

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 School for Professional and Continuing Education (SPCE), established in 2006. Programs include bachelor’s degree completion majors in business administration, information technology management, human resource management, management, organizational leadership, paralegal studies, applied sociology and political science, healthcare leadership and an RN/BSN completion program. New undergraduate programs were approved for fall 2008 in construction administration and hospitality administration, the first two programs to be developed under the School. A graduate program in organizational leadership is also offered.

In addition to a strong curriculum, Lewis provides diverse learning opportunities for its students through its renowned athletics program. The Flyer teams have a history of excellence, first in the NAIA and for the past 32 years, in NCAA Division II. Lewis’ athletic teams have captured the Great Lakes Valley Conference All Sports trophy in 13 of the past 29 years. 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, 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 in the 1990s were the construction of the state-of-the-art Harold E. White Aviation Center; renovation of Benilde Hall to house the College of Business and LUCEP; construction of the Student Recreation and Fitness Center with its swimming pool, indoor track, fitness center and fieldhouse featuring four full-sized courts; and the construction of North Hall, the first new residence hall on the Lewis campus in nearly three decades.

The formation of the Scholars Academy in the 1990s provided students with a structure to enhance their educational opportunities through intensive projects arranged through contracts with faculty members. Additionally, conferences, immersion seminars and travel are offered.

In 1999, the College of Nursing began offering online a master's degree in nursing case management, the first online MSN case management option 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 the College’s planning and program development efforts to increase interdisciplinary programs and respond to the rapidly growing needs of the healthcare professions.

In 2001, De La Salle Hall was purchased from the De La Salle Christian Brothers to provide for additional academic space, and faculty and staff offices. That same year, Lewis also acquired the Fitzpatrick House, located directly across from the main campus on Route 53. The building was part of the homestead that included the original 170 acres of campus, donated to the Archdiocese of Chicago in 1920 by Michael and Frances Fitzpatrick.

In 2003, the School of Education became the College of Education. Fall of 2003 saw a record-breaking enrollment at Lewis, with increases in freshmen, transfer and graduate students. The Athletic Training Education Program received accreditation from the Commission on Accreditation...
for Allied Health Education Programs, and later in 2006, became accredited by the Commission on Accreditation of Athletic Training Education (CAATE). New programs offered for the first time in 2003 included the master of arts degree in elementary education and bachelor’s programs in forensic criminal investigation, nuclear medicine technology, radiation therapy, and business management for adult students. The College of Nursing and Health Professions also launched its program offering in parish nursing early that year. The 2003 Noel-Levitz Student Satisfaction Inventory rated Lewis above the national average in academic advising, instructional effectiveness, campus support services and concern for the individual.

In 2004 and 2005, Lewis continued to break enrollment records, reaching more than 5,000 total students. Lewis’ strengths as an institution of higher learning have been evidenced through various sources. The University has been cited as one of the best colleges in the region for the last eight consecutive years by The Princeton Review and U.S. News & World Report. Numerous national recognitions continue to be awarded each year.

To meet the needs of a growing student population, the University embarked on several construction projects, beginning in the summer of 2004. Major improvements were completed in De La Salle Hall in 2004, including a new Courtyard Café, bookstore and mailroom, additional classrooms and faculty offices. In 2005, construction began in the same building on new facilities for the College of Education and the Andrew Center for Electronic Media, which opened for the spring 2006 semester. In fall 2011, Univision donated an entirely new broadcast TV studio with digital robotics to the Center.

Pope John Paul II Hall opened in the fall of 2005, expanding the University’s residential student facilities and extending its campus further to the south. 39,000 square feet of space houses 95 students in three floors of apartment style living space. Mother Teresa Hall, located immediately west, opened in the summer of 2006. The third of the planned six residence hall village, Dorothy Day Hall, opened in the fall of 2009.

In 2005, the University also dedicated a Founder’s Garden, complete with a statue bearing the likeness of Saint John Baptist de La Salle. Additionally, a new campus was opened in Shorewood in time for the spring 2006 semester.

Lewis now offers more than 80 undergraduate programs of study 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-engineering, among others. Graduate programs are available in aviation and transportation, business administration (MBA), counseling psychology, criminal/social justice, numerous education specializations, information security, finance, nursing, organizational leadership, project management, public safety administration, and school counseling. A dual degree (MSN/MBA) is available at the graduate level.

In 2005, the University began offering its first doctoral program. The College of Education received approval from The Higher Learning Commission to offer courses toward the completion of a Doctorate of Education (Ed.D.) in Educational Leadership for Teaching and Learning. A second doctoral program was approved by the Board of Trustees in 2011. The Doctor of Nursing Practice (DNP) is anticipated to begin in fall 2012.

Lewis was selected by the FAA in the fall of 2007 to offer the only undergraduate program in the state of Illinois for air traffic controllers. Additionally that fall, a master’s for adult nurse practitioners began, and a newly renovated De La Salle Institute in Chicago was dedicated as a new Lewis campus for adult evening classes.

A new addition and renovation to the College of Nursing and Health Professions was completed and dedicated in the spring of 2009 to provide additional simulation labs for students in the largest undergraduate nursing program in the state. Programs were also approved to be offered in the fall of 2010 including a new bachelor’s degree in Transportation Studies and minors in several foreign languages, cyber security science, and pastoral ministry. A master’s for family nurse practitioners was also approved.

Construction of a state-of-the-art Science Center addition and renovation began in the fall of 2010, which opened in January 2012. Additionally a second elevator was added to the Learning Resource Center. Ground was broken on a multipurpose athletic field and complex in spring of 2011, which was ready for fall 2011.

The strategic plan for the University calls for continued growth and expansion, with the student as 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 13:1 provides close, personal attention and classroom interaction.

As Lewis’ history continues to unfold, the University’s values-centered curriculum provides students with the necessary foundation for ethical decision making. Academic programs and learning experiences prepare students for careers, enhance their professional capabilities and promote personal growth and competence. The development of the complete person is promoted through the pursuit of wisdom and justice. Lewis makes available the choice of an affordable institution of higher education by continuously seeking sources of grants and scholarships to supplement tuition costs.

The University continues to build on its rich tradition of professional preparation combined with liberal learning. Traditional programs are being enhanced and new majors developed in response to community needs, career trends, and an increasingly global and technological society.

**ACCREDITATION / REGULATION**

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). The College of Business programs are accredited by the Accreditation Council for Business Schools and Programs. Department of Aviation and Transportation Studies 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. The Athletic Training Education Program is accredited by CAATE (Commission on Accreditation of Athletic Training Education). 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. For further information, visit the NCATE Web site at www.ncate.org.

Complaints about Lewis University may be reported to the Illinois Board of Higher Education, 431 East Adams, 2nd floor, Springfield, Illinois 62701 or www.ibhe.org.

**STUDENT / CONSUMER INFORMATION**

**CATALOG INFORMATION**

Both the general University requirements and the departmental requirements for majors, minors, and certificate programs described in this catalog are current as of the time of publication. Those requirements may, however, change from time to time during the course of a student’s enrollment at Lewis. It is the student’s responsibility to monitor any changes to requirements published during their enrollment and to discuss with appropriate University or departmental personnel how, if at all, the changes affect the student’s academic program. A student whose curricular plan satisfies both the University requirements for graduation and the requirements for one of more majors that are in effect at the time of matriculation is eligible for an Associate of Science, Aviation Maintenance Technology Certificate, Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing or Bachelor of Elected Studies degree from Lewis University.

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

COPYRIGHT LAWS

Students must abide by all copyright laws including the transmission of any information, software or other material that is protected by copyright (music and videos) or other proprietary rights (including trade secret materials), or derivative works thereof, without obtaining permission of the copyright owner or holder.

EDUCATIONAL RIGHTS

Lewis University complies with the rules governing the implementation of the Federal Educational Rights and Privacy Act (FERPA) as passed by the 93rd Congress with the 1992 amendments and issued by the Department of Health, Education and Human Services. The compliance is accomplished through procedures found in the Student Handbook.

Additionally, Lewis University recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person’s major life activities, and which necessitate modifications to the facilities, programs, or services of the University.

For further information on accommodations or accessibility on campus, contact the Director of Academic Support Services in LARC.

IMMUNIZATION POLICY

The Illinois College Student Immunization Act requires all students born after Jan. 1, 1957 enrolled in six (6) or more credit hours on the Romeoville campus to provide written evidence of current immune status with respect to certain communicable diseases. Documentation must be submitted to Health Services by the fourth week of the first term enrolled to avoid a non-refundable $50 late fee, and a Medical Hold for future class registration.

Every College of Nursing and Health Professions student must have a physical examination form completed before entering clinical courses.

NON-DISCRIMINATION

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

PRIVACY STATEMENT

In accordance with the Financial Services Modernization Act of 1999, known as the Gramm-Leach-Bliley Act, all institutions of higher education are now subject to provisions of the Act related to the administrative, technical and physical safeguarding of consumer information. Lewis University fully supports these provisions and is implementing practices and procedures to protect your private information.

STUDENT RIGHT-TO-KNOW

Public Law 101-542, more commonly referred to as the Student Right-to-Know and Campus Security Act was signed into law on November 8, 1990. The federal legislation requires institutions of higher education receiving federal financial assistance to provide information regarding graduation rates of its students to prospective and current students, and crime statistics and campus security information to current students and employees. Six-year graduation rates for cohorts of entering freshmen and campus crime statistics, as required by the federal legislation, will be updated annually on the University Web site.
The Illinois Board of Higher Education requires that we publish the number of graduates: 2011-2012 academic year – 1,508; Fall 2011 enrollment – 6,394; most recent graduation rate – 62% based on 2005 cohort year.

TUITION AND FEES
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.

ADMISSION POLICIES

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

ADDITIONAL REQUIREMENTS FOR NURSING STUDENTS
4) 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.
5) First-year applicants who plan to major in nursing should contact the Office of Admission for the current minimum ACT composite score.
6) Applicants must successfully complete the Kaplan Admission Test (KAT). Please contact admissions for current passing scores. Passing scores are determined by the nursing faculty each year. Admission, progression, curriculum, and graduation policies of the pre-licensure track are subject to change in order to comply with the requirements of the current Illinois Nursing and Advanced Practice Nursing Act, Rules for the Administration of Nursing and Advanced Practice Nursing Act, and The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008).
7) Students must receive a grade of “C” in required science courses to progress to the next semester in the program. Students who receive only one failing grade in a science (C-, D, F, or W), will be allowed to repeat that course once. Science theory and science labs are counted as separate classes. Upon a second failed science, or if the student fails or withdraws from both theory and lab during the semester, the student will be notified that they have been academically dismissed from the nursing major. A student may repeat a required general education support course in which they earn a “C-”, “D”, “F”, or “W” only once and if the student does not earn a minimum of a “C” on the second attempt they will be academically dismissed from the nursing major. Dismissal from the College of Nursing and Health Professions does not necessarily result in dismissal from the University.
9) Prior to entering clinical courses, every pre-licensure College of Nursing and Health Professions student must complete a disclosure form, similar to the disclosure required by the Illinois Department of Finance and Professional Regulations in the application for licensure as an RN and meet requirements of clinical agency.
10) Every pre-licensure nursing student must have completed a physical examination form and received the required immunizations. Yearly drug screenings, background checks, and flu shots must be completed every consecutive fall semester and prior to entering Sophomore II clinical courses.
11) Every College of Nursing and Health Professions student is subject to the college’s Chemical Impairment Policy.
REQUIREMENTS FOR HOMESCHOoled APPLICANTS

Applicants for admission who have been homeschooled must complete an Admission Application and submit an official transcript of coursework. Students should have their ACT or SAT scores sent to the Office of Admission. Homeschooled students may need to submit additional details regarding the curriculum. In addition, an interview may be requested. Additional details for homeschooled applicants can be found at www.lewisu.edu/homeschool on the University Web site.

REQUIREMENTS FOR GENERAL EDUCATION DEVELOPMENT TEST (GED) APPLICANTS

1) Applicants must provide an official copy of the GED Score Report and a copy of the GED Diploma.

2) Applicants will be considered for admission only if they score in the upper 50th percentile, or greater, on each of the five subject tests.

3) Applicants who are younger than 24 years of age by the start of the applied term are required to submit an official ACT or SAT score report.

CONDITIONAL ADMISSION

The Office of Admission may admit 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.

Upon conditional admission, students are required to attend meetings and activities that provide them 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. Advising and support services are provided through the Leckrone Academic Resource Center (LARC).

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. (Transfer students are not required to submit ACT or SAT scores or high school transcript.) Credits earned through Prior Learning Assessment cannot be used to meet the minimum credit hour requirement for admission.

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.

3) Kaplan Admission Test results are submitted (for nursing majors only).

REQUIREMENTS FOR ADULTS ENTERING DEGREE COMPLETION PROGRAMS (ACCELERATED PROGRAMS)

Lewis University offers undergraduate accelerated degree programs for working adults. Current programs offered in this delivery format can be found at www.lewisu.edu/academics/spce/

To be admitted, students should be at least 24 years of age; have earned a minimum of 12 semester (18 qtr.) hours of transferable credit at a regionally accredited post-secondary institution; have earned a minimum of a 2.0 (4.0 scale) cumulative grade point average based on all transferable courses to be considered for admission; and have at least three years of full-time work experience. Credits earned through Prior Learning Assessment cannot be used to satisfy the transfer credit hour requirement for admission into an accelerated program.

Fire Service Administration: A fire service related associate’s degree or equivalent hours in the fire service field from an accredited college is required.
RN/BSN: A nursing degree completion major must be a registered professional nurse in Illinois; must be a graduate of a state-approved diploma, associate's degree, or foreign nursing program; must have attained a 2.5 (4.0 scale) cumulative GPA for transfer credits (see specific program information).

The same admission criteria apply to all students who wish to register for an accelerated course offered through SPCE. Students must meet with an academic advisor to complete a form that confirms the request for enrollment into an accelerated course.

To apply for admission, students should complete an Application for Admission through the Office of Graduate and Adult Admission 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 Higher Learning Commission of the North Central Association or another regional accrediting association.

2) A maximum of four credit hours will transfer in physical education activity courses.

3) “D” grades will be accepted as transfer credit provided that the applicant has a “D” grade in a course not 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) may be accepted at the time of admission.

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 6 hours of Mission-based courses, are completed at Lewis.

6) All transferable prior learning credit earned before enrolling at Lewis, and in combination with community college credit, may not exceed 72 credit hours.

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

8) There are no time limits with respect to when credits were earned in order to be accepted for transfer.

9) Course grades do not transfer.

REQUIREMENTS FOR ADULT FIRST YEAR STUDENTS (NON-ACCELERATED)

An adult first year student is defined as an undergraduate applicant 24 years of age or older with no previous college experience. Adult first year students may be considered for admission to the University upon submission of a completed Application for Admission and verification of high school graduation. Applicants who completed the GED must follow admission criteria as noted in that section. Students who have Prior Learning Assessment credit must submit these documents for review of transferable credit.

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 Office of Admission.

REQUIREMENTS FOR ENTERING INTERNATIONAL STUDENTS

Current information regarding requirements for entering international students can be found at http://lewisu.edu/admissions/international.

REQUIREMENTS FOR ENTERING STUDENTS-AT-LARGE

A student-at-large is defined as a student who wishes to enroll in courses but does not plan to complete a degree at Lewis University.

Students-at-large must submit proof of prior college credit. An unofficial college transcript is acceptable provided that the student does not plan to obtain a degree from Lewis University. Students-at-large may pursue their studies on a part-time or full-time basis but do not receive institutional financial assistance. Those students who do seek a degree must complete an Application for Admission and submit official transcripts from each college or university previously attended.

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 (See Academic Policies for other requirements). Credit by examination nor Prior Learning Assessment can 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 requirements, 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).
   3) Obtain approval of the department chair (required when applicable).
   4) Complete the Kaplan Admission Test (KAT) as part of the application process for nursing majors.

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 (See Academic Policies for other requirements).
   2) Obtain clearance from the Business Office of Lewis University.
   3) Complete the Kaplan Admission Test (KAT) as part of the application process for nursing majors.

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

A Bachelor to BSN pre-licensure track has been designated for individuals who hold a bachelor’s degree from an accredited four-year college. Upon completion of this accelerated track, the graduate will be granted a Bachelor of Science in Nursing degree and be eligible to sit for the national examination for licensure (NCLEX) as a registered nurse.

RETURNING LEWIS STUDENTS

A returning student is defined as any student who was previously enrolled in Lewis University courses, and has either been absent for more than two calendar years, or has attended another college/university after leaving Lewis University. Returning students must reapply for admission and be re-admitted to the University before enrolling in additional courses.

Returning students who attended another college must follow all admission criteria for transfer students, and must take all major, minor, and general education requirements listed in
the current catalog. Transferable courses do not count toward the Lewis Grade Point Average (GPA). Returning students who left on academic probation will return under the same standing and must interview with the Director of Academic Support Services.

**TRANSFER CREDIT AND PLACEMENT**

**ILLINOIS ARTICULATION INITIATIVE IN GENERAL EDUCATION**

Lewis University participates fully in the General Education Portion of the Illinois Articulation Initiative (IAI). Transfer students who have completed the IAI general education core courses with a previous institution will have to complete only the appropriate Mission-based courses as part of the graduation requirements for Lewis University. Visit the Illinois Articulation Initiative Web site at www.itransfer.org for more information on approved courses from each participating Illinois college.

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 Office of Admission for assistance. Transfer guides for the Illinois community colleges can be accessed at www.lewisu.edu/transfers on the Lewis University Web site.

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

1) Transfer credit must be earned from schools accredited by The Higher Learning Commission of the North Central Association or another regional accrediting agency.

2) Transfer credit must be earned in coursework that parallels offerings given at Lewis University or is acceptable through an articulation agreement. The Associate in Arts and Associate in Science degrees are accepted.

3) 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.

4) 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. An unlimited number of hours will be accepted from upper division/senior institutions. Transferable credit must be degree applicable.

5) Credit hours for “D” grades will transfer provided that the course is not equivalent to the required College Writing courses or required by the student’s major or minor.

6) A maximum of four hours will transfer in physical education activity courses.

7) All transferable prior learning credit earned before enrolling at Lewis, and in combination with community college credit, may not exceed 72 credit hours.

8) All transfer students must complete the final 32 hours of their degree, including at least four upper-division courses in the major, two upper-division courses in the minor, and 6 hours of University Mission courses at Lewis.

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

**ADDITIONAL CRITERIA FOR NURSING STUDENTS**

10) Pre-licensure students who transfer from an CCNE/NLNAC 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 2.75 or above based on a 4.0 point scale;

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

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

d) the student must successfully complete the Kaplan Admission Test (KAT).
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 pre-licensure track are subject to change in order to comply with the requirements of the current Illinois Nursing and Advanced Practice Nursing Act, Rules for the Administration of Nursing and Advanced Practice Nursing Act, and The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008).

RN/BSN students are awarded 12 semester hours of credit on the basis of demonstrating fulfillment of basic nursing competencies measured through passing the NCLEX exam and receiving licensure as a professional nurse in the state of Illinois. These hours are held in escrow until the student successfully completes L5-432, Promoting Healthy Communities.

Evaluation of transfer credit for adult, accelerated students is based on the following criteria:

1) Credits transfer from schools accredited by The Higher Learning Commission of the North Central Association or another regional accrediting association.
2) A maximum of four credit hours will transfer in physical education activity courses.
3) “D” grades will be accepted as transfer credit provided that the applicant has a “D” grade in a course not 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) may be accepted at the time of admission.
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 6 hours of Mission-based courses, are completed at Lewis.
6) All transferable prior learning credit earned before enrolling at Lewis, and in combination with community college credit, may not exceed 72 credit hours.
7) Developmental and or remedial courses completed at another institution are not transferable.
8) There are no time limits with respect to when credits were earned in order to be accepted for transfer.
9) Course grades do not transfer.

HIGH SCHOOL /COLLEGE DUAL CREDIT FOR FRESHMEN

Lewis University allows incoming freshmen to transfer in college courses earned through a dual credit experience in high school. Students must submit official college transcripts for review to the Office of Admission. Credit will be evaluated consistent with policies for transfer students.

Community college courses will be evaluated from the Associate of Arts or Associate of Science degree programs. Credit from an Associate of Applied Science program may not transfer. College credit guidelines earned through Advanced Placement, International Baccalaureate, and CLEP are discussed under the Special Programs heading of this section of the catalog.

SPECIAL PROGRAMS

1) INTRODUCTION TO THE COLLEGE EXPERIENCE (ICE)

The Introduction to the College Experience (ICE) course is designed to assist the new student by providing information and skills essential for a successful college experience. The one-credit hour course for first year college students reviews key University information on policies, procedures, and services; it identifies for the student positive college readiness skills (study skills, time management, etc.); furthermore, it outlines career planning opportunities; and finally it provides information to enhance the advising sessions with the student’s academic advisor. Small groups of 12-15 students meet once a week and are directed by a selected faculty or staff mentor. The course is required for all new students entering the University with fewer than 12 credit hours. Usually incoming first year students are asked to read a contemporary text in preparation for this class. First year General Education courses may also allude to this “Common Reader.”

The content of courses offered in this program can be found in the Course Descriptions. See 76-100; 76-103; 76-108.

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) INTERNATIONAL BACCALAUREATE PROGRAM

The International Baccalaureate Program, an international assessment agency with its head office in Geneva, Switzerland, is committed to high quality teaching and learning among member high schools the world over. The curriculum and assessment center of the International Baccalaureate is located in Cardiff, Wales. This center oversees two examination sessions per year. Students take two kinds of courses and two kinds of examinations: Standard Level and Higher Level. Lewis University automatically awards credit hours only in those subjects in which a student has earned a score of “5” or higher in a Higher Level IB examination. For further information see www.lewisu.edu/admissions/undergraduate/ib.htm

5) THE SCHOLARS ACADEMY, LEWIS UNIVERSITY HONORS PROGRAM

The Scholars Academy provides enriching intellectual opportunities for Lewis University undergraduate students. The Academy emphasizes creative, interactive, interdisciplinary, and lifelong learning. Guided by the University’s Mission Statement and its Lasallian tradition, the Scholars Academy is founded upon four pillars: Inquiry, Integration, Dialogue, and Service. Current information regarding the Scholar’s Academy can be found at www.lewisu.edu/academics/scholars

6) DEPARTMENTAL HONORS ORGANIZATIONS

The following departments and colleges have nationally affiliated honors organizations. For admission to membership, students must meet criteria established by the national organization.

- Biology (Beta Beta Beta)
- Computer Science (Upsilon Pi Epsilon)
- English (Sigma Tau Delta)
- History (Phi Alpha Theta)
- Mathematics (Pi Mu Epsilon)
- Nursing (Sigma Theta Tau)
- Philosophy (Phi Sigma Tau)
- Physics (Sigma Pi Sigma)
- Political Science (Pi Sigma Alpha)
- Psychology (Psi Chi)
- Theology (Theta Alpha Kappa)

A number of departments have professional organizations that are open to majors and, in some cases, non-majors (e.g., The American Marketing Association, The Philosophy Club).

7) HONORS SOCIETIES

Lewis University offers membership opportunities in three national honors organizations: Delta Epsilon Sigma (National Scholastic Honor Society) the National Society of Collegiate Scholars (an organization that bestows honors recognition on academic achievements earned early in the student’s college career), and Alpha Sigma Lambda (an organization dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student’s career).

8) STUDY ABROAD

Lewis University offers three types of study abroad opportunities: semester abroad, travel study trips, and internships.

To learn more about any of these opportunities, visit the International Study Office in the Leckrone Academic Resource Center, check www.lewisu.edu/academics/studyabroad, or call (815) 836-5593.
# Advanced Placement Examinations

<table>
<thead>
<tr>
<th>Subject Areas</th>
<th>Lewis Credit</th>
<th>AP Exam Score Needed</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Fine Arts/ Humanities Gen Ed - 01-391 Art History I</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Mathematics/Science Gen Ed - 02-100 Intro to Biology</td>
<td>4 or 5</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Mathematics/Science Gen Ed - 13-200 Calculus I</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Mathematics/Science Gen Ed - 13-200 Calculus I and 13-201 Calculus II</td>
<td>3 or higher</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Univ. Elective Credit - 70-196 Topics in Computer Science</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Economics - 04-201 Microeconomics</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Social Science Gen Ed - 04-200 Macroeconomics</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Literature</td>
<td>Communication Gen Ed - 06-111 College Writing 1</td>
<td>4 or 5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts/Humanities Gen Ed - 06-220 Topics in Lit.</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Mathematics/Science Gen Ed - 02-106 Topics in Environmental Science</td>
<td>4 or 5</td>
<td>3</td>
</tr>
<tr>
<td>European History</td>
<td>Univ. Elective Credit - 09-106 Topics in History</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Literature</td>
<td>Language Elective - 21-123 First Year French 1</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Language Elective - 21-106 Lit. in a Foreign Language</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>German</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Literature</td>
<td>Language Elective - 21-127 First Year German 1</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Language Elective - 21-106 Lit. in a Foreign Language</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
<td>Social Science Gen Ed – 18-200 American National Government</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Gov. &amp; Politics</td>
<td>Social Science Elective-18-106 Topics in Political Science</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Latin</td>
<td>Language Elective Credit - 21-131 First Year Latin 1</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Physics</td>
<td>Mathematics/Science Gen Ed – 17-100 Elementary Laboratory Physics</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>Social Science Gen Ed- 26-100 General Psychology</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Literature</td>
<td>Language Elective - 21-103 First Year Spanish 1</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Language Elective - 21-106 Lit. in a Foreign Language</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>University Elective Credit - 76-190</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Studio Art: Drawing</td>
<td>Fine Arts Elective Credit - 01-106 The Subject is Art</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Studio Art: 2-D Design</td>
<td>Fine Arts Elective Credit - 01-130 2-D Design Fundamentals</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Studio Art: 3-D Design</td>
<td>Fine Arts Elective Credit - 01-133 3-D Design</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>History Elective Credit - 09-106 Topics in History</td>
<td>3 or higher</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>History Elective Credit - 09-106 Topics in History</td>
<td>3 or higher</td>
<td>3</td>
</tr>
</tbody>
</table>

**Please note:**

1. Students enrolled in Lewis’ Connections Program may receive only elective credit for select AP scores.
2. Students enrolled in Lewis’ Pre-Pharmacy Dual Acceptance Program with Midwestern University may receive only elective credit for select AP scores.
3. Students who declare Biology as a major may be awarded only elective credit for AP Biology scores.
4. All students must still take College Writing 2 to satisfy the general education requirement in writing.
5. Additional AP exam scores may be acceptable upon review by the Office of Admission and the appropriate Dean.
## INTERNATIONAL BACCALAUREATE PROGRAM

<table>
<thead>
<tr>
<th>Subject Areas</th>
<th>Lewis University Credit</th>
<th>Required HL Score</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language A1</td>
<td>Humanities Gen Ed - 06-220 Topics in Literature</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Language A2</td>
<td>Foreign Language Elective - 21-2XX</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Second Year Target Language 1**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language B</td>
<td>Foreign Language Elective - 21-1XX</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>First Year Target Language 1**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classical Greek</td>
<td>Foreign Language Elective - 21-129</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>First Year Classical Greek 1**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>Economics Gen Ed - 04-200 Macroeconomics</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Business and Management</td>
<td>Business Administration Elective - 61-200</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Geography</td>
<td>Social Science Gen Ed - 18-T01</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Islamic History</td>
<td>History Elective - 09-106 Topics in History</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Information Technology in a Global Society</td>
<td>Sociology Elective - 20-106 Topics in Sociology</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Humanities Gen Ed - 15-110 Intro to Philosophy</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>Social Science Gen Ed - 26-100 General Psychology</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Social and Cultural Anthropology</td>
<td>Sociology Elective - 20-106 Topics in Sociology</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Science Gen Ed - 02-100 Intro to Biology</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Science Gen Ed - 03-110 General Chemistry I**</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Physics</td>
<td>Science Gen Ed - 17-120 Integrated Science I</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics Gen Ed - 13-120 Mathematical Analysis</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Computer Science Elective - 70-200</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduction to Computer Science**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>Fine Arts Gen Ed - 14-110 Music for the Listener</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Fine Arts Gen Ed - 22-135 Intro to Theatre Experience</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Fine Arts Gen Ed - 01-241 Art Appreciation</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

* At the discretion of the Department Chair/Program Director, a student who earns a score of 6 or 7 may be awarded additional elective credit (up to twice the hours listed above) with the submission of a qualifying portfolio. The chair may require an interview with the student.

** The Chair/Program Director may grant credit for the second course in the sequence if the applicant demonstrates relevant knowledge and skills. In this case, no additional credit hours will be awarded for either course, regardless of score.
**FINANCIAL INFORMATION**

**FULL-TIME UNDERGRADUATE COSTS**

Current information related to tuition and fees is found at www.lewisu.edu/welcome/offices/business/bursar/tuitionrates.htm

**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 (C.L.E.P.), various proficiency examinations, and Prior Learning Assessment are administered by the School for Professional and Continuing Education.

**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**

Fees charged for special services are published in the University Course Schedule each semester.

Each semester, a financial information section is also 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**

The following policies refer to all registered courses (classroom-based, online, blended, practicum, research, clinical, student teaching, field experience and independent study).

When dropping or withdrawing from a course, students should use the following definition of a week: A week begins at 12:00 am, Monday, CST; ends at 11:59 pm, Sunday, CST.

**FIVE WEEK COURSES**

Drop within first week, 100% refund, course does not appear on transcript.

Drop within second week, 50% refund, course does not appear on transcript.

**SEVEN OR EIGHT WEEK COURSES**

Drop within first week, 100% refund, course does not appear on transcript.

Drop within second week, 50% refund, course does not appear on transcript.

**MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP WEEKEND-DELIVERY COURSES**

Drop prior to first Saturday of class, 100% refund, course does not appear on transcript.

Drop after first Sunday of class, 50% refund, course does not appear on transcript.

**SEMINARS**

Seminar enrollment is on a first-come, first-served basis. In order to receive 100% tuition reimbursement, students MUST officially drop by 5:00 pm on the Wednesday prior to the starting date of the seminar.

**FINANCIAL AID**

The Office of Financial Aid Services is committed to developing a partnership with students and their families. That partnership is three-fold and consists of federal and state resources, institutional resources, and student/family 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 only available on the Internet at www.fafsa.ed.gov

Current information related to Financial Aid is found at www.lewisu.edu/admissions/finaid/pdf/Financial-Aid.pdf

**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 found at www.lewisu.edu/admissions/finaid/finaidpolicies.htm

**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 30.)

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 Transportation Studies and the requirements are found in the Aviation section of this catalog.

University General Education Requirements for new students are provided on pages 20-21. The requirements for transfer students are determined by the number of hours transferred. The Office of Admission will evaluate transcripts to determine which general education courses a transfer student must complete.

**COLLEGE WRITING REQUIREMENTS**

All students are required to complete College Writing 1 (06-111) and College Writing 2 (06-112) during their first three semesters at Lewis. The course sequence is designed to prepare students for the academic writing that will be required in their major and other coursework.

To support student success, the Department of English reviews student test or entrance scores, and administers a Writing Placement Examination, normally administered at the time of registration (SOAR). Based on their demonstrated skills, students are placed into the course that will best meet their needs: Sentence and Paragraph (06-103); College Writing 1 (06-111).

College Writing 1 may be waived for students who present a College Composition C.L.E.P. score of 63 or higher, an A.P. English Language and Composition score of 4 or higher, or who are accepted into the Connections Program of the Scholars Academy. Credit for acceptable A.P. and C.L.E.P. scores will appear on the student’s transcript as 06-111 (3 credits), but waivers do not appear on the transcript. All students, however, are still required to complete the Writing Placement Examination.

Transfer credits for College Writing 1 and 2 may be awarded for equivalent coursework completed at other accredited colleges and universities if appropriate documentation is presented to the admitting office and approved by the Department of English.

**COLLEGE READING REQUIREMENTS**

Academic Reading Coursework is provided to prepare students for the rigors of academic reading that will be required in their major and other coursework. Based on their demonstrated skills, students may be required to take the sequence of Academic Reading courses; however, any student may elect to take a reading course to handle college-level texts. To provide support for students entering the University, the Department of Reading and Literacy administers the Nelson-Denny Reading Test to all incoming freshmen at the time of registration (SOAR). Based on the results of this assessment, students may be placed in a course that best meets their needs: Academic Reading I (57-150) and Academic Reading II (57-151).

Placement decisions are based on total scores on the Nelson-Denny according to the following criteria:
1. The baccalaureate graduate of Lewis University will:

- read, write, speak, calculate, and use technology at a demonstrated level of proficiency. This can include the ability to:

- research, comprehend, evaluate, and synthesize scholarly texts and other information sources.
- communicate to analyze, inform, and persuade.
- speak effectively in small groups and formal settings.
- process and use quantitative and qualitative data.
- use technological tools to retrieve, analyze, evaluate, and communicate information.

2. understand the major approaches to knowledge. This can include the ability to:

- comprehend and practice the scientific method.
- understand events, ideas, and disciplines within their historical contexts.
- comprehend the methods and concepts of philosophy.
- analyze and appreciate the history, genres, and critical vocabulary of literature and mass media.
- experience and value the forms, aesthetics, and history of the arts.
- use the grammar and vocabulary of theology through which faith seeks understanding.

3. understand the place of faith, religion, and spirituality in the search for truth and meaning. This can include the ability to:

- comprehend the beliefs, histories, and roles of various religious traditions.
- assess the Christian tradition, especially the Roman Catholic Christian tradition, not only on its own merits but also in relation to other ways of construing the world.
- consider the significance of spirituality in his or her life.

4. understand and prepare for moral and ethical decision-making. This can include the ability to:

- define and apply the concepts and theories that underlie moral and ethical decision-making.
- consider the value of service to the world community.

5. become an informed, involved, and responsible citizen of a diverse yet interconnected national and global community through a grounding in economic, political,
social, and historical influences that are inherent in shaping, developing, and advancing nations and the world. This can include the ability to:

- understand economic and political theory and practice in both the United States and the world.
- investigate how citizens of the United States and the world interact with one another, their community institutions, and their governments.
- understand how social systems across cultures influence and are influenced by human behavior and development.
- explore the histories, influences, and expressions of national and international cultures.
- recognize and respect the diversity of societies in both the United States and the world.

6. think critically and creatively. This can include the ability to:

- analyze and evaluate information.
- synthesize and evaluate problem-solving strategies.
- implement effective and innovative solutions to problems.

7. possess the knowledge, skills, and dispositions to enter or advance a career, or to begin graduate study. This can include the ability to:

- demonstrate the skills for lifelong learning.
- appreciate the value of lifelong learning.

MISSION-RELATED COURSES

The Mission-related courses at Lewis University, among all the general education requirements, represent the hallmark of a Catholic and Lasallian education, which is founded on a profound respect for the person. Mission-related courses specifically advocate the Mission values of Lewis University. These courses have several purposes. One goal is to engage students in the pursuit of knowledge and the practice of association, two overarching Mission values, but their primary goal is to encourage students to consider the implications of three other Mission values: justice, fidelity, and wisdom. These courses challenge students to critique the contemporary world, while advocating the cultivation of social, spiritual, and ethical values in the context of scholarly writings and personal introspection. Finally, they urge students to acknowledge and to use higher-order principles in their interactions with others and as a means of understanding the world around them.

The Department of Sociology’s Cultural Diversity course (20-290) informs students about the diversity of racial, ethnic, and religious groups in America with a special emphasis on the analysis of class, age, and gender inequalities, the histories of diverse groups, and public policy issues. Students also develop a greater respect for cultural and ethnic differences among peoples the world over as well as greater appreciation for their own familial and social heritage.

Consistent with the Mission of Lewis University, as well as its Catholic and Lasallian heritage, the Department of Theology offers a variety of courses which provide a diverse population with a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth and one’s relationship with God. Theology courses are intended to provide students with an opportunity to personally explore religious questions from a Christian, especially Roman Catholic, perspective. Such a theological approach involves working to understand what one believes.

The Ethics course (15-330) in the Department of Philosophy and the Christian Action and Values course (19-310) in the Department of Theology integrate reflection and action through the development of higher learning skills. Students are challenged to clarify their own values through the study of ethicists and moralists. Students develop their own perspectives on timeless and timely ethical and moral issues. Personal experience and responsibility, social behavior and interactions with other humans, and human relationships with the physical universe are examined, together with the nature of virtue, vice, goodness, and evil, and what constitutes prudent judgment. In both courses, students use critical thinking skills. Ethics focuses on assessing critically various ethical viewpoints, while Christian Action and Values focuses on the fundamental principles of Christian morality.

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.
### SOME GENERAL EDUCATION REQUIREMENTS HAVE COURSE OPTIONS. THESE PAGES DELINEATE THE OPTIONS.

<table>
<thead>
<tr>
<th>TRANSFER CREDIT HOURS</th>
<th>FRESHMAN STUDENT</th>
<th>TRANSFER STUDENT</th>
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<tbody>
<tr>
<td><strong>DEGREE</strong></td>
<td><strong>52 CREDIT HOURS</strong></td>
<td><strong>52 CREDIT HOURS</strong></td>
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<td>B.A., B.S. or B.E.S.</td>
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<td>0-29</td>
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<td>B.S.N.</td>
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<td>College Writing 1 (3) 06-111</td>
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<td>College Writing 2 (3) 06-112</td>
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<td></td>
<td>Intro Human Com (3) 10-112</td>
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<tr>
<td><strong>COMMUNICATION</strong></td>
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<tr>
<td><strong>FINE ARTS / HUMANITIES</strong></td>
<td></td>
<td>College Writing 1 (3) 06-111</td>
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<td>Fine Arts* (3)</td>
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<td>Culture &amp; Civ. II (3) 09-102</td>
</tr>
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<td>Intro. Philosophy (3) 15-110</td>
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<tr>
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<td>Economics* (3)</td>
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<td>Mission-Related Courses</td>
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<td>Cultural Diversity (3) 20-290</td>
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<td>200-level course (3)</td>
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<td></td>
<td>Action &amp; Values* (3)</td>
<td>Action &amp; Values* (3)</td>
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<td>Intro College Exp. (1) 76-100</td>
<td>Intro College Exp. (1) 76-100</td>
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<td>† For students with 0-11 transfer credits</td>
<td>† For students with 0-11 transfer credits</td>
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<td>Required of Major</td>
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<td>Students beginning fall 1998 or after.</td>
<td>Students beginning fall 1998 or after.</td>
</tr>
</tbody>
</table>

* 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

**Fine Arts Options**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>01-241</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>01-391</td>
<td>Art History I</td>
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<tr>
<td>01-392</td>
<td>Art History II</td>
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<tr>
<td>01-393</td>
<td>Topics in Art</td>
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**Music**

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<tbody>
<tr>
<td>14-110</td>
<td>Music for the Listener</td>
</tr>
<tr>
<td>14-115</td>
<td>A History of American Popular Music (Non-Majors)</td>
</tr>
<tr>
<td>14-116</td>
<td>History of African American Music</td>
</tr>
<tr>
<td>14-117</td>
<td>History of Jazz</td>
</tr>
<tr>
<td>14-311</td>
<td>Music History I</td>
</tr>
<tr>
<td>14-312</td>
<td>Music History II</td>
</tr>
<tr>
<td>14-313</td>
<td>History of American Music</td>
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**Theatre**

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<tbody>
<tr>
<td>22-135</td>
<td>Introduction to the Theatre Experience</td>
</tr>
<tr>
<td>22-330</td>
<td>Modern Drama</td>
</tr>
<tr>
<td>22-431</td>
<td>History of Theatre I</td>
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</table>

**Literature Options**

English courses numbered 06-220 through 06-238 and 06-331 through 06-360.

**Action and Values Options**

**Philosophy**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>15-330</td>
<td>Ethics (Action and Values)</td>
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**Theology**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>19-310</td>
<td>Christian Action and Values</td>
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</table>

**Social Science Options**

**Political Science**

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<tbody>
<tr>
<td>18-200</td>
<td>American National Government</td>
</tr>
<tr>
<td>18-210</td>
<td>State and Local Government</td>
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**Psychology**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>26-100</td>
<td>General Psychology</td>
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**Sociology**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>20-100</td>
<td>Principles of Sociology</td>
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**Economics**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>04-195</td>
<td>The American Economy</td>
</tr>
<tr>
<td>04-200</td>
<td>Basic Macroeconomics</td>
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**Mathematics Options**

**Mathematics**

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<th>Course Title</th>
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<tr>
<td>13-115</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>13-119</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>13-120</td>
<td>Mathematical Analysis</td>
</tr>
<tr>
<td>13-200</td>
<td>Calculus I</td>
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<tr>
<td>13-210</td>
<td>Discrete Mathematics</td>
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<tr>
<td>13-211</td>
<td>Calculus for the Life Sciences</td>
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<tr>
<td>13-240</td>
<td>Applied Calculus</td>
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**Management Decision Sciences**

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<tr>
<td>24-230</td>
<td>Finite Mathematics</td>
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<tr>
<td>24-240</td>
<td>Business Calculus</td>
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**Psychology**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>26-303</td>
<td>Statistics for the Social Sciences</td>
</tr>
</tbody>
</table>

**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. 19-100 or 19-106 is a prerequisite for any 200-level course.

**Science Options**

**Biology**

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<tr>
<td>02-100</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>02-106</td>
<td>Introduction to Environmental Science</td>
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<tr>
<td>02-107</td>
<td>Human Heredity</td>
</tr>
<tr>
<td>02-108</td>
<td>Introduction to Human Biology</td>
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<tr>
<td>02-110</td>
<td>General Biology I</td>
</tr>
<tr>
<td>02-122</td>
<td>Integrated Science II</td>
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<td>02-250</td>
<td>Environmental Science for Educators</td>
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**Chemistry**

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<td>03-105</td>
<td>Introduction to Organic and Biochemistry</td>
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<tr>
<td>03-106</td>
<td>Topics in Chemistry</td>
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<tr>
<td>03-107</td>
<td>Chemistry of Hazardous Materials</td>
</tr>
<tr>
<td>03-108</td>
<td>Chemistry and the Environment</td>
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<tr>
<td>03-109</td>
<td>Chemistry and Society</td>
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<tr>
<td>03-110</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>03-122</td>
<td>Introduction to Forensic Chemistry</td>
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**Physics**

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<tr>
<td>17-100</td>
<td>Elementary Laboratory Physics</td>
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<tr>
<td>17-106</td>
<td>Topics in Physical Science</td>
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<tr>
<td>17-110</td>
<td>Weather and Climate</td>
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<td>17-120</td>
<td>Integrated Science I</td>
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<td>17-200</td>
<td>College Physics I</td>
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**Aviation**

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<tr>
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<td>47-250</td>
<td>Meteorology I</td>
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<tr>
<td>47-252</td>
<td>Meteorology II</td>
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</table>

*Note: BSN students have specific science requirements not included in the listing above: 02-101 and 02-103 A&p*
ACADEMIC POLICIES

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 (12-16 hrs.). At minimum, a 2.0 GPA is required for graduation. A higher GPA in the major may be required by some programs.

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 A 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 transcript. 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. No application for a triple major may be made after a student enters the final semester at Lewis. 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 student 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. Each person and the University Registrar will receive a copy of the contract. If the PAC rejects a request for a triple major, the dean will supply the student with a written rationale for the decision.

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 (6-8 hrs.) in the minor must be taken at Lewis. A 2.0 GPA (“C” average) in the minor is required for graduation.
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 traditional 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. The student must obtain a registration access code from his/her advisor in order to register online.

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.”

**UNIVERSITY GRADUATION 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 courses in the fine arts/humanities, social studies and natural sciences, communication and mathematics, designed to introduce the student to the various fields of liberal culture. Mission-related courses are also required.

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 the General Education Requirements (listed on pages 20-21).

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.

**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

In 16-week courses, students may add classes through the first week of the semester. Students may drop classes through the second week of the semester. No grade will be assigned for such dropped courses, and any refunds will be applied according to the University Course Schedule.

Students may make all registration changes in person in the Office of the Registrar or online. 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 3.0 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 defined as an individual course of study designed by the student together with a faculty member, and directed by a faculty member. Independent study requires agreement of a plan of study and approval of the faculty member, department chair, and dean prior to registration. 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 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. See the University Course Schedule. 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. Students who audit a course must establish regular attendance during the first two weeks of class or they will be submitted as a “No Show.” No credit is earned for audited courses, but the course name and the designation “AU” are listed on the transcript. Students who do not follow the attendance policy in the syllabus may earn a “W” as a final grade. Students can obtain the audit form from the Office of the Registrar. Nursing courses may not be audited.

Students may audit most courses offered in the College of Arts and Sciences and the School for Professional and Continuing Education. Ordinarily, students may not audit studio or laboratory performance-based courses. Students’ work in audited classes will not be formally assessed and no grades will be issued. Auditors are expected to read required texts and are permitted to ask and answer questions in class. Courses taken for audit do not apply toward any academic degree and do not count as part of a student’s full or part-time course load for purposes of financial aid or loan deferments.

The following policies apply to auditing:
1. Auditing is permitted only if classroom seating is available.
2. Potential auditors must receive written permission from the instructor and in some cases, permission of the department chair, or program director.
3. Auditors receive only provisional permission to attend classes until course registration is completed at the end of the add/drop period.

4. A student’s total number of for-credit and audited courses may not total more than 18 hours without approval from the appropriate academic dean’s office.

5. Once auditor status is invoked for a course, the student may not change auditor status to for-credit status.

6. Students may not register for a course for credit in the same semester they are auditing that course.

Audit forms obtained in the Office of the Registrar should be signed by the student, instructor (and perhaps chair or director) and then submitted to the Business Office.

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” 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, both on-ground and online, during the first two weeks 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 list.

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. To withdraw from a course, you must complete a Withdrawal Form from 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 the University Course Schedule. 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 (PLA)

Prior learning assessment is a term used by colleges to describe the process of earning college credit for learning acquired through a student’s work, training, volunteer experiences, and personal life (Colvin 2006). Credit is not granted on the basis of a student’s experience; instead it is granted for college-level learning which can be demonstrated and documented. At Lewis University, PLA includes the successful completion of national proficiency examinations, departmental challenge examinations, special licensure and credentials in a profession, and the development and submission of a Prior Learning Portfolio.
# COLLEGE LEVEL EXAMINATION PROGRAM (C.L.E.P.)

Exams Accepted for Credit at Lewis University, effective 2006 (revised 2010).

<table>
<thead>
<tr>
<th>EXAM</th>
<th>%TILE</th>
<th>ESSAY</th>
<th>L.U. EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Exams</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Natural Science</td>
<td>55</td>
<td>None</td>
<td>Science, 17-106 (3)</td>
</tr>
<tr>
<td>o Humanities</td>
<td>55</td>
<td>None</td>
<td>Hum., 14-T01 (3)</td>
</tr>
<tr>
<td>o Social Science/History</td>
<td>55</td>
<td>None</td>
<td>Social Science, 18-T01(3)</td>
</tr>
<tr>
<td><strong>Subject Exams</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o U.S. History I: Early Colonization to 1877</td>
<td>55</td>
<td>None</td>
<td>09-111</td>
</tr>
<tr>
<td>o U.S. History II: 1865 to the Present</td>
<td>55</td>
<td>None</td>
<td>09-112</td>
</tr>
<tr>
<td>o Western Civilization I: Ancient Near East to 1648</td>
<td>55</td>
<td>None</td>
<td>09-101</td>
</tr>
<tr>
<td>o Western Civilization II: 1648 – Present</td>
<td>55</td>
<td>None</td>
<td>09-102</td>
</tr>
<tr>
<td>o Introductory Psychology</td>
<td>53</td>
<td>None</td>
<td>26-100</td>
</tr>
<tr>
<td>o Human Growth &amp; Development</td>
<td>53</td>
<td>None</td>
<td>18-T01 (3)</td>
</tr>
<tr>
<td>o Biology</td>
<td>60</td>
<td>None</td>
<td>02-100</td>
</tr>
<tr>
<td>o Chemistry</td>
<td>60</td>
<td>None</td>
<td>03-106</td>
</tr>
<tr>
<td>o College Mathematics</td>
<td>55</td>
<td>None</td>
<td>13-115</td>
</tr>
<tr>
<td>o College Algebra</td>
<td>55</td>
<td>None</td>
<td>13-119</td>
</tr>
<tr>
<td>o Pre-Calculus</td>
<td>55</td>
<td>None</td>
<td>13-120</td>
</tr>
<tr>
<td>o Calculus</td>
<td>57</td>
<td>None</td>
<td>13-200</td>
</tr>
<tr>
<td>o Introductory Sociology</td>
<td>50</td>
<td>None</td>
<td>20-100</td>
</tr>
<tr>
<td>o French Language</td>
<td>50/65</td>
<td>None</td>
<td>Elective (3/6)</td>
</tr>
<tr>
<td>o German Language</td>
<td>50/65</td>
<td>None</td>
<td>Elective (3/6)</td>
</tr>
<tr>
<td>o Spanish Language</td>
<td>50/65</td>
<td>None</td>
<td>Elective (3/6)</td>
</tr>
<tr>
<td>o American Literature</td>
<td>55</td>
<td>None</td>
<td>06-220</td>
</tr>
<tr>
<td>o Analyzing and Interpreting Literature</td>
<td>55</td>
<td>None</td>
<td>06-221</td>
</tr>
<tr>
<td>o English Literature</td>
<td>55</td>
<td>None</td>
<td>06-220</td>
</tr>
<tr>
<td>o College Composition</td>
<td>63</td>
<td>Yes</td>
<td>06-111</td>
</tr>
</tbody>
</table>

General Education credit is awarded for passing scores in all tests except for Foreign Languages. After passing the test, the student must contact the department chairperson for the potential of additional work or assessments. In the case of Elective credits, the Dean of the College of Arts and Sciences or the appropriate chairperson/director will identify the course which is equivalent to the earned C.L.E.P. credit. The School for Professional and Continuing Education oversees and processes all student applications for C.L.E.P. credit attempted after matriculation at Lewis.
Credits awarded for prior learning are transcripted on a pass/no credit basis, and do not affect the student’s grade point average. A Lewis student may earn up to 30 credits through PLA, but those credits are not considered in satisfying the 32-hour residency requirement of the University. Credits earned through PLA cannot be used to satisfy the transfer credit hour requirement for admission into an accelerated degree program.

The University-wide approach for PLA provides a system for working with adult students enrolled in an undergraduate degree program offered by the four Colleges, or in an accelerated undergraduate degree program delivered through the School for Professional and Continuing Education (SPCE). Registrations for PLA are coordinated by SPCE, and all adult students who would like to pursue credit through PLA must attend a free orientation program before registering. The orientation will include detailed information about each PLA method available, the time commitment involved for this alternative approach to earning credits, and other related processes. Key features of the PLA program at Lewis include:

- Students may pursue academic credit through PLA after they have earned 12 credit hours at Lewis; all credits pursued and earned through PLA must be completed prior to the student’s last semester at the University.
- A maximum of 30 credit hours may be earned at Lewis through PLA. Consult the specific College/School or degree program for specifications on hours that may be applied to the major through PLA.
- The appropriate faculty in each College/School will determine the required college equivalent learning to be demonstrated by a student for each method of PLA. College/program administrators will determine the appropriate subject matter expert, i.e., faculty member, who will evaluate a student’s examination, credentials, and/or portfolio.
- SPCE will coordinate student registrations for PLA; students will be billed through the Business Office.
- Once a student has registered to develop a PLA portfolio, the timeline for completion of an individual portfolio (by subject area) will be one calendar year.

Contact the School for Professional and Continuing Education (SPCE) at (815) 836-5570 for additional information on PLA.

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**CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM (C.L.E.P.)**

**COLLEGE OF ARTS AND SCIENCES**

The College Level Examination Program (C.L.E.P.) is a national standardized testing program that can be taken by students who believe that they have academic strength in area examinations. C.L.E.P. tests are administered at testing centers around the country. Access [www.collegeboard.com/testing](http://www.collegeboard.com/testing) for information. Three hours of credit in each area will be granted to students who score in the designated percentile or above in the General and Subject Examinations. General examinations are given in Social Sciences, Natural Sciences, and Humanities. General Examinations must be taken during or prior to completing one full semester of college education. Subjects Examinations may be taken any time during the student’s collegiate career. A student may, at the discretion of the Director of Foreign Languages, earn additional credits for scoring considerably above the national average in Spanish, German, or French. Grades and Quality Points are not given for C.L.E.P. credits. General and Subject Examinations are listed in the table on the previous page.

**COLLEGE OF BUSINESS**

The College of Business does not grant credit for the C.L.E.P. Examination for business-related courses. Students who want to take other C.L.E.P. 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 C.L.E.P. 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 elective credit through successful completion of Excelsior Nursing Challenge Exams. RN students holding current certifications in certain specialty areas may also receive elective credit.

**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. Applications for departmental examinations are made through the School for Professional and Continuing Education.

**CREDIT FOR MILITARY TRAINING AND OTHER ACTIVITIES**

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 take courses at other colleges and universities to transfer back to Lewis only with the prior written approval of the dean of the college. Only grades of “C” or higher will transfer. In any case, the last 32 hours of credit applied toward graduation, including at least four upper-division courses in the major and two upper-division courses in the minor, must be taken at Lewis University. A maximum of 72 total semester hours of community college credit will be accepted for transfer. 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 appropriate dean.

**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,” and “W” 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>
<td>4.0 per credit hour</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td></td>
<td>3.7 per credit hour</td>
</tr>
<tr>
<td></td>
<td>B+</td>
<td>Good</td>
<td>3.3 per credit hour</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td></td>
<td>3.0 per credit hour</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td></td>
<td>2.7 per credit hour</td>
</tr>
<tr>
<td></td>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3 per credit hour</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td></td>
<td>2.0 per credit hour</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>Passing</td>
<td>1.7 per credit hour</td>
</tr>
<tr>
<td></td>
<td>D+</td>
<td></td>
<td>1.3 per credit hour</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>1.0 per credit hour</td>
</tr>
<tr>
<td></td>
<td>D-</td>
<td></td>
<td>0.7 per credit hour</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Failing</td>
<td>0.0 per credit hour</td>
</tr>
<tr>
<td></td>
<td>IF</td>
<td>Incomplete</td>
<td>0.0 per credit hour</td>
</tr>
</tbody>
</table>

| Not Counted in GPA | P     | Passing |
|                   | W     | Withdrew |
|                   | AU    | Audit   |
|                   | I     | Incomplete |

**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 IF 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 Faculty Academic Appeals 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 on page 32.

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” or “I” on the second attempt do not replace the previous grade.

Students who earn a grade of “D” or “W” in any required nursing course at any level must repeat that course prior to moving to another level of nursing coursework. Students who earn a grade of “I” in any required nursing course at any level will be dismissed from the College of Nursing and Health Professions. Students who earn two “D” or receive two “W” grades in required nursing courses (two “D” or “W” grades in one course, or one “D” or “W” grade in each of two courses) will be dismissed from the College of Nursing and Health Professions. Students must receive a grade of “C” in required science courses to progress to the next semester in the program. Students who receive only one failing grade in a science (C-, D, F, or W), will be allowed to repeat that course once. Science theory and science labs are counted as separate classes. Upon a second failed science, or if the student fails or withdraws from both theory and lab during the semester, the student will be notified that they have been academically dismissed from the nursing major. A student may repeat a required general education support course in which they earn a “C-”, “D”, “F”, or “W” only once and if the student does not earn a minimum of a “C” on the second attempt they will be academically dismissed from the nursing major. Dismissal from the College of Nursing and Health Professions does not necessarily result in dismissal from the University.

GRADE REPORT

Lewis University discontinued mailing grade reports as of January 2006. Grade reports may be obtained online at www.lewisu.edu/academics/onlinerecords.htm. Students with special requests may contact the Office of the Registrar for assistance after grades have been posted.

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:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Class Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-28</td>
<td>Freshmen</td>
</tr>
<tr>
<td>29-58</td>
<td>Sophomores</td>
</tr>
<tr>
<td>59-89</td>
<td>Juniors</td>
</tr>
<tr>
<td>90 and above</td>
<td>Seniors</td>
</tr>
</tbody>
</table>
GRADUATION

The University holds 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.

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. It is important to understand that the student’s record becomes permanent upon graduation. Nothing is added, deleted, or changed on the student’s transcript after the graduation date.

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 in 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.

GRAD. MONTH   DEADLINE TO APPLY*
December       Prior to Second Week of Fall Semester
May           Prior to Second Week of Spring Semester
August        Prior to Second Week of Summer Term

*Specific dates appear in the course schedule.

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 prior learning assessment.

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 should also consult specific program requirements in respective College Handbooks for any additional requirements.

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:

<table>
<thead>
<tr>
<th>Hours Earned</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-33</td>
<td>1.75</td>
</tr>
<tr>
<td>34-50</td>
<td>1.90</td>
</tr>
<tr>
<td>51+</td>
<td>2.00</td>
</tr>
</tbody>
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REGISTRATION AND PROGRESSION

In order to register for Sophomore II level nursing courses at Lewis University, pre-licensure nursing students, including transfer students, must have a cumulative GPA of 2.75 or above. Students who earn a grade of “D” or “W” in any required nursing course at any level must repeat that course prior to moving to another level of nursing coursework. 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” or receive two “W” grades in required nursing courses (two “D” or “W” grades in one course, or one “D” or “W” grade in each of two courses) will be dismissed from the College of Nursing and Health Professions. Students must receive a grade of “C” in required science courses to progress to the next semester in the program. Students who receive only one failing grade in a science (C-, D, F, or W), will be allowed to repeat that course once. Science theory and science labs are counted as separate classes. Upon a second failed science, or if the student fails or withdraws from both theory and lab during the semester, the student will be notified that they have been academically dismissed from the nursing major. A student may repeat a required general education support course in which they earn a “C-”, “D”, “F”, or “W” only once and if the student does not earn a minimum of a “C” on the second attempt they will be academically dismissed from the nursing major. 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 Academic Study Skills (57-153), a three hour course that emphasizes the development of better learning through improved study skills. For SPCE students, students who are on academic probation are not allowed to take more than nine credit hours of accelerated courses per semester and must develop an academic improvement plan in consultation with their academic advisor in SPCE. This improvement plan may include required participation in academic skill enhancement workshops.

Academic probation is a period of one regular semester (fall, spring, and/or summer terms) 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. Due to the timing of the five- and eight-week accelerated sessions, academic probation may be addressed at times other than January, May, and August. 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 professional staff in the Leckrone Academic Resource Center will review the academic standing of each student subject to dismissal. Written notification of academic dismissal will be sent by the Associate Provost for Academic Support via certified mail.

POLICY AND PROCEDURE FOR APPEALING ACADEMIC 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 Dismissal and Appeals Committee by the dismissed student according to the instructions outlined in the letter of dismissal. Written appeals must include specific reasons and details justifying re-admission consideration. Appeals will be accepted only if they are in writing.

2) The Dismissal and Appeals Committee, which includes faculty representatives from each of the Colleges/School and professional staff from the Leckrone Academic Resource Center (LARC) and SPCE advising staff, will review the material and render a recommendation to the Provost.

3) The Provost will review the material and recommendation, render a final decision and communicate the decision to the student in writing via certified mail.
RE-ADMISSION AFTER ACADEMIC DISMISSAL

Students dismissed from the University for academic reasons may apply for re-admission in one of the following ways. More specific information is available through the Director of Academic Support Services.

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 Dismissal and Appeals Committee will review the courses taken and determine whether such a student has demonstrated the ability to do satisfactory work if readmitted to Lewis. If a student is allowed to return to the University, the student’s GPA will not be altered, and coursework transferred into the university will have no effect on the Lewis GPA. In addition, the student must meet with professional staff in the Leckrone Academic Resource Center or SPCE advising staff to develop an Academic Recovery Plan.

2) An academically dismissed student who does not attend any school for three calendar years may then apply through the Admission Office/Office of Graduate and Adult Admission. Re-application must also be made through the Academic Skills 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, and 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

1) If a student wishes to appeal a final grade for a course, the student must, prior to the third week of the subsequent fall or spring semester, contact the instructor of the course to express concern.* The instructor of the course will review with the student how the grade was determined.

2) If the student is not satisfied with the explanation, he or she may submit a letter of appeal with a rationale for a change of grade to the program director/department chair of the program where the course is offered or to the dean’s office if the instructor is the department chair. The program director/department chair or dean’s designee will communicate with the instructor to review the student’s letter of appeal and to ascertain how the grade was determined.

The program director/department chair or dean’s designee will then meet with the student to inform the student of the program director/department chair or dean’s designee’s determination on the appeal.

3) If the student is still not satisfied with the result of the grade appeal and wants to appeal to the dean, 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, the program director/department chair or dean’s designee, 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 and to the instructor of the course. The dean’s determination is final.
5) Appeals must move with reasonable speed through the review process. The full process from when the student first contacts the instructor should take no longer than four weeks. Anecdotal notes will be made and signed by all participants in all phases of review of the grade.

*Students in programs with a lockstep sequence and/or who must maintain a specified GPA may need to accelerate the grade appeal process. Please consult your college guidelines for specifics.

UNIVERSITY 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 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.

ACADEMIC RESOURCES

THE LIBRARY

The Lewis University Library is an important intellectual center on campus. In addition to books and periodicals, the library houses a curriculum collection, a government depository, materials in microfilm, micro reader/printers, copy machines and a full array of indices and abstracting services.

Information related to Library services and hours can be found at www.lewisu.edu/academics/library/

HEART PACEMAKER WEARERS

Heart pacemaker wearers should be aware that an electronic theft detection system is in use at the main entrance of the library and at the elevator. The system is not believed to pose any problem to pacemaker wearers.

CELLULAR PHONES

The use of cellular phones is strongly discouraged in the library due to the disruptive nature of the ringing and talking.

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.

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 Chicago, Hickory Hills, Oak Brook, Shorewood, and Tinley Park locations.
The Center for Academic Technology Solutions provides instruction and support for faculty and students for a variety of software applications, mobile devices and multi-media projects.

**CAMPUS MEDIA**

The purpose of campus media at Lewis University is to provide students with a practical learning environment for students to develop the skills, knowledge, editorial judgment and leadership abilities to pursue a media career after graduation. Opportunities include: *The Flyer* and *Online Flyer*, official student publications of Lewis University, WLRA Radio Station and the Lewis University Television Network. Additional information can be found at www.lewisu.edu/academics/communications/organizations.htm and www.lewisu.edu/wlra

**ACADEMIC SUPPORT WORKSHOPS FOR ADULT STUDENTS**

Academic support workshops are offered at no cost to currently enrolled adult students (i.e., 24 years of age or older) in undergraduate and graduate degree programs. New and continuing adult students have the opportunity to receive specialized instruction in math, writing, and reading that is relevant to the courses associated with their program of study. Workshops are also offered on study skills, ways to navigate technology such as Blackboard, and resources available through the Library. These workshops are offered in a non-credit format and are available at times appropriate for adult student schedules. Additional resource information may be available on Blackboard. Contact the School for Professional and Continuing Education (SPCE) or the Leckrone Academic Resource Center (LARC) for further information.

**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. Academic, career, and tutorial services are provided. Detailed information about services offered can be found at www.lewisu.edu/resources/larc

**TUTORIAL SERVICES**

Tutorial Services encourage 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. Further information can be found at www.lewisu.edu/resources/larc/tutorialservices.htm

**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. Further information can be found at www2.lewisu.edu/music/data/ensemble.html

**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. Participation in productions or coursework, and training in acting, directing, stagecraft and design prepares students for careers in theatre, teaching or continued study at the graduate level. Further information can be found at www.lewisu.edu/academics/theatre/plt.htm

**UNIVERSITY TESTING CENTER**

The School for Professional and Continuing Education (SPCE) operates a Testing Center to serve the University community and college-bound students in the Chicagoland area. Testing services will include professional fields which require national licensure and certification testing, whether paper-based or computerized. Scheduling depends upon program/group needs rather than requests from individuals for special test times. The Center is not used for proctoring examinations for University classes.

Contact SPCE at (815) 836-5570 for further information. SPCE is a member of the National College Testing Association (NCTA) which provides standards and guidelines for post-secondary test centers.
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. Additional information can be found at www.lewisu.edu/admissions/undergraduate/athletics.htm

AUTOMOBILES

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

CAMPUS POLICE DEPARTMENT

The Lewis University Police Department is responsible for maintaining a safe and secure campus environment which facilitates student development. The Police Department is composed of police officers certified by the State of Illinois, civilian campus safety staff and student workers. More information about the Department can be found at www.lewisu.edu/police

CAREER SERVICES

The Office of Career Services is located in the Leckrone Academic Resource Center (LARC). Counselors are committed to helping students research career options that correspond with their individual skills, values, interests, and goals. The personal and professional development of students is promoted through career counseling, resume writing, and job search assistance. Additional information can be found at www.lewisu.edu/resources/careerservices

THE CENTER FOR HEALTH AND COUNSELING SERVICES

The Center for Health and Counseling Services is a multi-purpose department that strives to maintain and enhance the physical and emotional health and wellbeing of students.

Staffed by University medical personnel including nurses on a full-time basis and physicians on a part-time basis, Health Services is equipped to handle acute, non-emergency illnesses and minor injuries. 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 and mental health concerns addressed by staff members may include relationships, depression, anxiety, life transitions, victimization, drug/alcohol abuse, loss, grief, stress, and self esteem issues. Further information can be found at www.lewisu.edu/studentservices/health

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. Club Sports are organized and conducted by students under the direction of the Director of Student Recreation, Fitness and Wellness. Additional information can be found at www.lewisu.edu/studentservices/fitnesscenter/clubsports

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services (ISS) provides services and advocacy for international students. The ISS office offers assistance with USCIS (formerly the INS) 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. In addition, the Office of International Student Services moderates the activities of the International Student Association (ISA). Additional information can be found at www.lewisu.edu/studentservices/iss

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. Intramural competition is open to full-time students, faculty, administrators, and staff. Current programs and activities can be found at www.lewisu.edu/studentservices/fitnesscenter/intramurals

JUDICIAL PROCESS

The Dean of Student Services oversees the Student Judicial Process. Violations of University Behavioral Standards and Policies are adjudicated at various levels depending on the severity of the alleged violation. The entire Judicial Process, as well as University Behavioral Standards and Policies are outlined in detail in the Lewis University Student Handbook found at www.lewisu.edu/studenthandbook

MULTICULTURAL STUDENT SERVICES

The Office of Multicultural Student Services is committed to assisting students in achieving a successful college education in a diverse and culturally enriched environment. The office also advises over 15 student organizations; which include the Latin American Student Organization (LASO), the Black Student Union (BSU), the University Gospel Choir, Gay Straight Alliance (GSA), Greek Lettered Latinos/as, and the National Pan Hellenic Council (NPHC). For further information, please go to www.lewisu.edu/studentservices/multicultural

RESIDENCE LIFE

At Lewis University, residence halls are more than a place to sleep and eat. They are extensions of the classroom; they are places where students learn how to appreciate diversity by living and working with people different from themselves. Students learn decision-making skills, they develop independence, they gain self-confidence, and they learn to accept responsibility. The Residence Life staff consists of full-time professionals, graduate and undergraduate students, all of whom reside on campus. Residence Life staff is licensed to provide support to students living on campus. Student involvement and community decision making are key ingredients in the Residence Life program. Each residence hall has a Residence Hall Association representative who lives in that facility. These students organize activities throughout the year and provide input to the Residence Life staff on a variety of topics, including maintenance, technology, and programming. Further information can be found at www.lewisu.edu/studentservices/housing

STUDENT DEVELOPMENT AND LEADERSHIP

The Office of Student Development and Leadership, independently and in cooperation with the Student Governing Board and various student organizations, provides campus-wide social and educational activities for all students. Programs have included leadership skill development, alcohol education, hazing education, fundraising events, community service opportunities, hypnotists, musicians and concerts, dances, comedians, and caricature artists. The Student Union, under the supervision of the Office of Student Development and Leadership, provides space for recreational activities and meetings. Student lounges are also housed in the Student Union. The Flyers’ Den, operated by Sodexo Management Services, is located in the lower level of the Union and features a snack bar. Common Grounds, also operated by Sodexo Management Services, is located in Fitzpatrick Hall and offers a 24-hour convenience store and study lounge. Both of the lounges are popular among resident and commuter students alike. Additional information can be found at www.lewisu.edu/sdl
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. Information about the Board can be found at www.lewisu.edu/sdl/sgb

STUDENT HANDBOOK

The Student Handbook contains the policies, regulations, services and activities pertinent to student life at Lewis University. The Student Handbook information supplements the material in this catalog. Students are responsible for knowing and abiding by the contents of the Student Handbook. The Handbook can be found at www.lewisu.edu/studenthandbook

STUDENT ORGANIZATIONS

Lewis University recognizes only those organizations whose constitutions and activities are consistent with the Mission and Catholic and Lasallian tradition of the University and have been approved and recognized by the Student Governing Board. Information on the current student organizations can be found at www.lewisu.edu/sdl/

STUDENT RECREATION, FITNESS, AND WELLNESS CENTER

All Lewis University students receive free membership to the Student Recreation and Fitness Center. Students need a current Lewis ID to gain access. Amenities include access to all areas of the facility (fieldhouse, fitness center, free weight area, group exercise studio and pool), eligibility to participate in intramural sports and group fitness activities, access to Academic Reading 1 (57-150) and Academic Reading 2 (57-151) outdoor adventure clinics and trips, and access to all wellness programs and activities. Current activities can be found at www.lewisu.edu/studentservices/fitnesscenter

UNIVERSITY MINISTRY

University Ministry, in harmony with Lewis’ Catholic and Lasallian identity, embraces and nurtures enlightened religious experience within our community. University Ministry’s primary focus is to be a sign and instrument of the Gospel. Therefore we proclaim and celebrate the Gospel and invite the University Community to this mission. We seek to light our students’ hearts on fire for God’s Kingdom valuing:

• Faith – loving the generous God made known to us through Jesus and the Holy Spirit and in the giftedness and dignity of all human beings;
• Service – becoming more generous and loving in our time, talents, and treasures;
• Community – celebrating our joys and sharing our sorrows with each other.

Information on services and programs offered by University Ministry, are found at www.lewisu.edu/studentservices/ministry