

2006-2007

LEWIS

UNIVERSITY



UNDERGRADUATE
Curriculum Guide

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 approximately 65 undergraduate majors and programs of study, 20 graduate programs, and certificates of advanced study. Lewis is one of many institutions sponsored by the De La Salle Christian Brothers, an international Roman Catholic teaching order.

EXPERIENCED FACULTY

Lewis has nearly 170 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 14:1.

ACCREDITATION

Lewis University is accredited by The Higher Learning Commission and a member of the North Central Association. The College of Nursing and Health Professions' basic professional program is approved by the State of Illinois Department of Professional Regulation, and all nursing programs, graduate and undergraduate, are fully accredited by the Commission on Collegiate Nursing Education (One Dupont Circle, Washington, DC 20036) for the 10-year maximum term. Department of Aviation programs are approved by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations (CFR): Approved Dispatcher Program, Approved Flight School, and Approved Aviation Maintenance Technician School. All teacher education programs are approved for entitlement by the Illinois State Board of Education in conjunction with the

Illinois State Teacher Certification Board. In addition, the School of Education has earned NCATE (National Council for Accreditation of Teacher Education) accreditation. Inquiries concerning regional accreditation should be directed to the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. By phone, (800) 621-7440 or (312) 263-0456.

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

A WELCOMING CAMPUS

The Lewis main campus in Romeoville, Illinois, is a picturesque 376-acre setting which houses 1,100 students in 11 residence halls, all within walking distance of well-equipped classrooms, the library, the Student Recreation and Fitness Center, the Student Union, and Sancta Alberta Chapel. Lewis suburban campuses are located in Oak Brook, Shorewood, Hickory Hills and Tinley Park. All campuses are easily accessible to corporate offices in Chicago and the suburbs, making it easy for students to complete professional internships.

ENROLLMENT

Lewis currently has 5,200 students: 3,500 undergraduates and 1,700 graduates. Many are from the Chicago region with international students representing 30 different countries. Lewis welcomes students of all cultures and religious faiths, with a 30 percent minority population, and a ratio of 60 percent Roman Catholic to 40 percent other Christian/non-Christian faiths.



MISSION STATEMENT

Faithful to the Lasallian Heritage in Catholic Higher Education

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

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

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

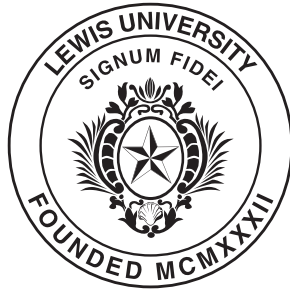
The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.

ASSOCIATION

The process of forming a community of mutual respect, collegiality, collaboration and service.

TABLE OF CONTENTS

Lewis at a Glance	i
Mission Statement	ii
History of Lewis University	2-5
Accreditation	6
Admission Policies	6-10
Advanced Placement Chart	12
Special Programs	11-18
Financial Information	19
Financial Aid	20-21
Financial Aid Programs	21-25
Academic Guidelines	26-31
General Education Requirements	30-31
Academic Policies	32-35
Credit Outside of Formal Coursework	36-37
Grading	37-40
College Level Exam Program (C.L.E.P.)	38
Graduation	40-41
Student Responsibilities and Appeals	41-46
Academic Resources	46-48
Student Life/Student Services	49-54



GENERAL INFORMATION

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 5,200 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 as well as adults of all ages who attend classes at the main campus in Romeoville and at sites throughout the Chicagoland area.

Founded in 1932 under the direction of the Chicago Archdiocese and Bishop Bernard J. Sheil, Lewis began as the Holy Name Technical School, a school for boys which opened with 15 students. The school was established on a campus of 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.

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. The school was incorporated in 1934 under the name Lewis Holy Name Technical School. In 1935, it became the Lewis Holy Name School of Aeronautics, a name which is engraved in stone on the building now known as the Oremus Fine Arts Center.

By 1940, with 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, the Lewis College of Science and Technology granted its first baccalaureate degrees in 1952. For the rest of the decade enrollment grew steadily.

A new phase in the history of Lewis began in 1960 when the Brothers of the Christian Schools assumed direction of the institution at the invitation of the Most Reverend Martin McNamara, Bishop of Joliet. As members of a 325-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. Programs include bachelor's degree completion in business administration, information technology management, healthcare leadership, management, and applied sociology and political science, as well as an RN/BSN completion program. 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 26 years, in NCAA Division II. Lewis' athletic teams have captured the Great Lakes Valley Conference All Sports trophy in 12 of the past 25 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, and swimming; women's softball; and men's baseball.

A comprehensive campus renovation program was launched in 1988 by Brother James Gaffney, FSC, University President, and the Board of Trustees, resulting in new construction, major renovations in current facilities, updating of equipment, and campus beautification. Among the major achievements 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 the School for Professional and Continuing Education; 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 allows eligible students in every major to enhance their educational opportunities through intensive projects arranged through contracts with faculty members, as well as through conferences, immersion seminars and travel.

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, the University approved new undergraduate offerings in healthcare leadership, information technology management, and contemporary global studies, as well as a master's degree in public safety administration. De La Salle Hall was purchased in 2001 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. It currently houses University Advancement and Alumni Offices.

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 Program received accreditation from the Commission on Accreditation for Allied Health Education Programs. 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 shatter 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 two consecutive years by both *The Princeton Review* and *U.S. News and World Report*. The University is included in the top tier of *U.S. News and World Report's* rankings of the best Midwest master's-level universities, most recently placing 58 out of a total of 144 institutions. *The Princeton Review* named Lewis one of the "Best Midwestern Colleges," with Lewis being ranked among a select list of 23 Illinois colleges and 158 Midwest institutions.

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.

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 Theresa Hall, located immediately west, opened in the summer of 2006.

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 approximately 65 undergraduate majors and 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, business administration (MBA), counseling psychology, criminal/social justice, education, information security, management, nursing, organizational leadership, public safety administration, and school counseling and guidance. Graduate programs in education are available in reading and literacy, secondary education, elementary education, special education, curriculum and teacher leadership, curriculum and instruction - instructional technology, reading teacher endorsement, and educational leadership, in addition to certificates of advanced study in general administrative and superintendent endorsement. A dual degree (MSN/MBA) is available at the graduate level.

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. This doctorate is designed for certified teachers and administrators who seek to become leaders in the public and private K-12 sectors.

Among its other new academic programs, Lewis now offers bachelor's degrees in multimedia journalism and diagnostic medical sonography. A master's degree in aviation and transportation, and bachelor's degrees in aviation security, fire service administration, and the philosophy of law will be offered beginning in the fall of 2006.

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 14:1 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.

As Lewis celebrates its 75th anniversary, the University continues to build on its rich tradition of career 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

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

ADMISSION POLICIES

NON-DISCRIMINATION

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

REQUIREMENTS FOR APPLICANTS AS FRESHMAN STUDENTS

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

- 2) Applicants must have accumulated 18 high school units. Three of those units should be in English; the remaining 15 units should be college preparatory in nature.
- 3) Applicants for admission must complete an Admission Application and have their high schools forward a copy of the student transcript. Students should have their ACT or SAT scores sent to the Office of Admission. Veterans must submit a DD214.
- 4) By Illinois state law, all incoming students born after January 1, 1957 who are taking six or more credit hours per semester must have an updated immunization record sent to the Center for Health and Counseling Services. This requirement also applies to all students receiving credit on the Romeoville campus.

ADDITIONAL REQUIREMENTS FOR NURSING STUDENTS

- 5) First-year applicants to the nursing program are strongly advised to have completed one year of high school chemistry and two years of high school mathematics, with a grade of C or above in each class.
- 6) First-year applicants who plan to major in nursing need an ACT composite score of 20 or higher for admission. Applicants with a lower ACT composite score may select a nursing "undeclared" major and enroll in prerequisite nursing coursework. Once the student has completed at least one full-time semester of prerequisite courses for the nursing major and has achieved a cumulative GPA of 2.75, the student may declare a major in nursing.
- 7) Applicants must successfully complete the Nurse Entrance Test (NET): Reading at 55% and Math at 66%. **Admission, progression, curriculum and graduation policies of the first professional degree program in nursing are subject to change in order to comply with requirements of the current Illinois Nursing and Advanced Practice Nursing Act and Rules for Administration**

of Nursing and Advanced Practice Nursing Act 2006.

- 8) Grades in all prerequisite science courses prior to the first semester of the sophomore year must be a minimum of "C" or higher.
- 9) Every College of Nursing and Health Professions student must have completed a physical examination form and received the required immunizations (some of which are in addition to those required by Illinois law) before entering clinical courses.
- 10) Prior to entering clinical courses, every prelicensure College of Nursing and Health Professions student must complete a disclosure form, similar to the disclosure required by the Illinois Department of Finance and Professional Regulations in the application for licensure as an RN.
- 11) Every College of Nursing and Health Professions student is subject to the college's Chemical Impairment Policy.

REQUIREMENTS FOR ADULTS ENTERING DEGREE COMPLETION PROGRAMS (ACCELERATED PROGRAMS)

Lewis University offers undergraduate accelerated degree programs for working adults in business administration, management, fire service administration, healthcare leadership, information technology management, applied sociology and political science, and nursing.

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

To be admitted, students should be at least 24 years of age (or, with regard to the nursing program, a licensed registered nurse), have at least three years of full-time work experience, and have earned at least 32 hours of college credit toward their bachelor's degree. (Credits may be counted for prior college coursework,

military experience, training programs and approved equivalency examinations.)

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

Evaluation of transfer credit is based on the following criteria:

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

REQUIREMENTS FOR 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 admitted to the University upon submission of a completed Application for Admission and verification of successful college attendance or high school graduation. The GED is acceptable.

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

Adults interested in attending Lewis University should contact the Office of Admission for assistance. Applications for admission and official transcripts should be sent directly to the Office of Admission.

REQUIREMENTS FOR ENTERING STUDENTS-AT-LARGE

A student-at-large is defined as an adult student who is 24 years old and who 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.

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

REQUIREMENTS FOR ENTERING INTERNATIONAL STUDENTS

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

In addition to meeting general admission requirements, it is recommended that international students submit international transcripts to an evaluation service which is a member of the National Association of Credential Evaluation Services. International applicants must have official transcripts sent to the University. Copies of all secondary and post-secondary transcripts and the General Certificate of Education (GCE), as well as the original documents themselves, results, diplomas and other certificates not in the English language, must be translated. In addition, students applying for advanced standing must forward catalog course descriptions of all university-level courses under consideration for transfer.

All international students are required to present the appropriate student visa and other documents, as well as to complete the Certified Affidavit of Support Form confirming coverage of all college, personal and travel expenses for

each academic year at Lewis University. Additionally, international students must have proof of health insurance valued at not less than ten thousand (US \$10,000) dollars. The insurance carrier must have a U.S.-based office. International students who cannot show proof of health insurance from a U.S.-based company will be required to purchase health insurance through the University.

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

REQUIREMENTS FOR ENTERING TRANSFER STUDENTS

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

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

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

- 1) An application is submitted.

- 2) Official transcripts are received by the Office of Admission from each college and/or university attended. If the applicant is an admissible transfer student, an evaluation of courses and hours still needed for graduation will be forwarded by the Office of Admission.
- 3) Nurse Entrance Test results are submitted (for nursing majors only).

TRANSFER CREDIT EVALUATION

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

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

- 1) Community college credit must be earned in course work that parallels offerings given at Lewis University or acceptable through an articulation agreement. The Associate in Arts and Associate in Science degrees are accepted.
- 2) Community college terminal programs will transfer if prior articulation has occurred between the particular community college and Lewis University. (For example, law enforcement, marketing, management, and some community college programs in nursing.) To be considered in this category, the courses must fundamentally draw upon the natural or social sciences and be appropriate to the liberal arts curriculum.
- 3) A maximum of 72 semester hours of community college credits (or credits from a two-year school) will be accepted at the time of entry.
- 4) Credit does not transfer from schools of business or data processing or from professional training institutions not accredited by the North Central Association or another regional accrediting association.

- 5) Credit hours for D grades will transfer provided that the applicant has a D grade in a course which is not required by the student's major or minor.
- 6) A maximum of four hours will transfer in physical education activity courses.
- 7) An unlimited number of hours will be accepted from upper division/senior institutions as long as the final 32 hours, including at least four upper-division courses in the major and two courses in the minor, are completed at Lewis.
- 8) Developmental and/or remedial courses completed at another institution are not transferable.

ADDITIONAL CRITERIA FOR NURSING STUDENTS

- 9) Prelicensure students who transfer from an 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 has met the College of Nursing and Health Professions admissions criteria for math skills;
 - e. the student has met the College of Nursing and Health Professions standards on the Nursing Fundamentals and Lab drug calculations; and
 - f. the student must successfully complete the Nurse Entrance Test (NET): Reading at 55% and Math at 66%.
- 10) 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**.
- 11) A Bachelor to BSN prelicensure track has been designated for individuals who hold a Bachelor 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.

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

Admission, progression, curriculum and graduation policies of the first professional degree program in nursing are subject to change in order to comply with requirements of the current Illinois Nursing and Advanced Practice Nursing Act and Rules for Administration of Nursing and Advanced Practice Nursing Act 2006.

ILLINOIS ARTICULATION INITIATIVE IN GENERAL EDUCATION

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

SPECIAL PROGRAMS

1) ACADEMIC EXPLORATION PROGRAM (AEP)

The Academic Exploration Program is designed to assist those students who have not yet decided on a major. Students are given assistance in evaluating their interests, values and skills in pursuit of declaring a major. As first-semester freshmen, students are required to take Introduction to the College Experience: The Academic Exploration Program (76-103) which fulfills the University requirement of Freshman Experience. The Leckrone Academic Resource Center (LARC) serves as the home department and provides career counseling services and academic advising for all AEP students. Freshmen and sophomores are eligible to participate in the program.

2) INTRODUCTION TO THE COLLEGE EXPERIENCE

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.

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

3) 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.

4) ADVANCED PLACEMENT

The Advanced Placement Program of the College Entrance Examination Board provides examinations in 26 different fields. Students earning a grade of three, four or five on selected Advanced Placement Examinations will be granted equivalent college credit. Advanced Placement credit is granted through the Office of Admission. Advanced Placement exams are listed in the areas shown in the Advanced Placement Examinations Chart which follows.

Upon receipt of an AP test score, a letter will be sent to inform the student if he/she is receiving AP credit at Lewis. Those receiving AP credit will receive an evaluation explaining how the credit is applied to Lewis' General Education Curriculum. AP scores should be reported to the Office of Admission as soon as possible.

5) 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

ADVANCED PLACEMENT EXAMINATIONS

Subject Areas	Lewis Credit	AP Exam Score Needed	Credit Hours Earned
Art History	Fine Arts/ Humanities Gen Ed - 01-391 <i>Art History I</i>	3 or higher	3
Biology	Mathematics/Science Gen Ed - 02-100 <i>Intro to Biology</i>	4 or 5	3
Calculus AB & BC	Mathematics/Science Gen Ed - 13-200 <i>Calculus I</i>	3 or higher	4
Chemistry	Mathematics/Science Gen Ed - 03-106 <i>Chemistry</i>	3 or higher	3
Computer Science	Computer Science - 70-180 <i>C Programming</i>	3 or higher	3
Economics			
Microeconomics	Economics - 04-201 <i>Microeconomics</i>	3 or higher	3
Macroeconomics	Social Science Gen Ed - 04-200 <i>Macroeconomics</i>	3 or higher	3
English			
Language and Composition	Communication Gen Ed - 06-111 <i>College Writing I</i>	4 or 5	3
Literature and Composition	Fine Arts/Humanities Gen Ed - 06-220 <i>Topics in Lit.</i>	3 or higher	3
Environmental Science	Mathematics/Science Gen Ed – 02-106 <i>Topics in Environmental Science</i>	4 or 5	3
European History	History Elective Credit	3 or higher	3
French			
Language	Language Elective Credit	3 or higher	3
Literature	Language Elective Credit	3 or higher	3
German			
Language	Language Elective Credit	3 or higher	3
Literature	Language Elective Credit	3 or higher	3
U.S. Government & Politics	Social Science Gen Ed – 18-200 <i>American National Government</i>	3 or higher	3
Comparative Gov. & Politics	Social Science Elective Credit	3 or higher	3
Latin	Language Elective Credit	3 or higher	3
Physics	Mathematics/Science Gen Ed – 17-100 <i>Elementary Laboratory Physics</i>	3 or higher	3
Psychology	Social Science Gen Ed- 26-100 <i>General Psychology</i>	3 or higher	3
Spanish			
Language	Language Elective Credit	3 or higher	3
Literature	Language Elective Credit	3 or higher	3
Statistics	Mathematics Elective Credit	3 or higher	4
Studio Art	Fine Art Elective Credit	3 or higher	3
US History	History Elective Credit	3 or higher	3
World History	History Elective Credit	3 or higher	3

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.
- All students must still take College Writing II to satisfy the general education requirement in writing.

ongoing academic advising to participants in the program. SOC students complete remaining degree requirements when they return to the Lewis campus.

6) SUCCESS PROGRAM

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

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

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

7) SECOND BACHELOR'S DEGREE

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

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

Students seeking a second bachelor's degree must follow degree requirements as outlined in this catalog as they pertain to the completion of a major course of study, fulfill general education 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).

- B. Holders of a bachelor's degree from Lewis University must
- 1) Complete an application form for the second bachelor's degree at the Office of Admission. This application includes:
 - a) approval of the department chairperson (when applicable);
 - b) a listing of the courses needed to complete the major (to be determined by the chairperson); and
 - c) a statement that a minimum of 32 credits must be earned at Lewis in addition to the credits counted in earning the first degree.
 - 2) Obtain clearance from the Business Office of Lewis University.

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

8) RETURNING LEWIS STUDENTS

A returning student is defined as any student who was previously enrolled in Lewis University courses. Returning students must reapply for admission if they have been absent for more than two academic years or if they have attended another college/university after leaving Lewis University. Returning students who attended another college must follow all admission criteria for transfer students.

9) THE SCHOLARS ACADEMY, LEWIS UNIVERSITY'S HONORS PROGRAM

The Scholars Academy provides enriching intellectual opportunities for Lewis University undergraduate students in addition to classroom learning. The Academy emphasizes creative, interactive, interdisciplinary learning to broaden and deepen learning and to develop lifelong learning skills. Guided by the University's Mission Statement and its

Lasallian tradition, the Scholars Academy is rooted in six principles or pillars: dialogue, holism, creativity, experimentation, value inquiry and political/social awareness. These components form the "Scholars Mentality."

CHARACTERISTICS OF SCHOLARS ACADEMY MEMBER

The Scholars Academy is designed for students who have

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

GUIDING PRINCIPLES

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

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

TWO TRACKS WITHIN THE SCHOLARS ACADEMY

A. THE CONTRACT TRACK

Contracts are special projects done in general education courses and/or courses in the major. They provide opportunities

for students to satisfy a curiosity and to pursue a special interest within the boundaries of the course. They also provide opportunities for working closely with the course instructor.

Students in the Contract track must complete five course contracts and acquire 30 units of activity credit to earn a Scholars Diploma. Eligible students can apply for admission to the Contract track at any time. It is generally advisable that transfer students have at least four semesters remaining at Lewis if they hope to complete the requirements.

B. CONNECTIONS PROGRAM TRACK

This option is a by-invitation option. Academically talented first-year students are invited to apply to take a sequence of paired general education courses during their first four semesters. Students admitted to a Connections cohort are exempted from College Writing I (the first of two required writing courses), are awarded scholarship money, and are able to register early for courses.

SCHOLARS ACTIVITIES

Students in both tracks must complete scholars activities, on-campus and off-campus educational enhancements. These out-of-class scholars activities take a variety of forms:

- On-campus colloquia, special academic events that explore stimulating ideas like creativity or topical issues like affirmative action and American foreign policy.
- "City-as-text" experiences which give the student the opportunity to explore the cultural and social variety of the Chicago region and other great American cities. In past years, scholars have had the opportunity to visit the Holocaust Museum in Washington, to

explore Pilsen, one of Chicago's most historically interesting neighborhoods, and to attend special exhibitions at the Art Institute of Chicago.

- Small-scale explorations through attendance at the University's Arts & Ideas events featuring presentations by Lewis faculty and outside speakers.

The Scholars Academy creates its learning community mainly through these activities and also through several social events each year.

LEVELS OF DISTINCTION

Students in the program can achieve a higher level of distinction -- The Distinguished Scholars Diploma -- by doing additional contracts and participating in additional activities.

RECOGNITION

Students are honored through recognition at college awards events and at university graduation ceremonies. Scholars contracts and courses are included on the transcript.

ELIGIBILITY FOR AND CONTINUATION IN THE SCHOLARS PROGRAM

First year students are eligible if they have a high school GPA of 3.25 and a composite score of 24 or above on the ACT. Returning students or transfer students are eligible for admission if they have a cumulative GPA of 3.25 after one semester of college-level work. Members remain on active status if they maintain a 3.25 GPA and make satisfactory progress toward the completion of program requirements.

10) 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)
 Chemistry (Gamma Sigma Epsilon)
 English (Sigma Tau Delta)
 History (Phi Alpha Theta)
 Mathematics (Kappa Mu Epsilon)
 Nursing (Sigma Theta Tau)
 Psychology (Psi Chi)

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).

HONORS SOCIETIES

Lewis University offers membership opportunities in two national honors organizations: Delta Epsilon Sigma (National Scholastic Honor Society) and the National Society of Collegiate Scholars (an organization that bestows honors recognition on academic achievements earned early in the student's college career).

11) STUDY ABROAD OPPORTUNITIES

Lewis University offers three types of study abroad opportunities: semester abroad, travel study trips, and internships. Opportunities vary depending on students' majors and language skills.

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

INTERNATIONAL SEMESTER

Students attend school for one or two semesters abroad at one of Lewis' partner institutions, earning credits at Lewis. Participation in Study Abroad provides cross-cultural experiences in stimulating university contexts. Credits earned in Lewis-affiliated Study Abroad locations transfer as Lewis University credits. Students register at Lewis before leaving for the host institution. Fees and costs are reasonably close to the fees and costs of Lewis University tuition and room/board. Financial aid may be applied in most cases. Study abroad host institutions' calendars coincide closely with Lewis' semesters. All students are required to take a one-credit seminar (including pre-departure, abroad, and re-entry components) and pay a \$300 international study fee.

ELIGIBILITY AND REQUIREMENTS

Basic eligibility for Lewis Study Abroad includes a minimum of junior standing, a 3.0 GPA (2.75 in the College of Education), letters of recommendation, and a personal statement. Further information about specific requirements for each location is available at the International Study Office.

LOCATIONS

Study abroad opportunities are currently available in China, England, France, Ireland, Italy, Mexico, South Africa, and Spain. For a current listing of opportunities, contact the International Study Abroad Program Director.

LIN'AN, CHINA: ZHEJIANG FORESTRY UNIVERSITY IN LIN'AN AND ST. MARY'S COLLEGE (FALL SEMESTER)

Students take four courses, all taught in English: History and Culture of China, Thought and Culture of the USA and China, Conversational Mandarin Chinese, and Conservation Science. A range of field trips complements academic course work.

LONDON, ENGLAND: ST. MARY'S UNIVERSITY (FALL SEMESTER)

This option includes nine credits of required courses on British culture and fine arts, and six credits of the student's choice. Classes are a combination of lectures and guided field trips.

OXFORD, ENGLAND: KEBLE COLLEGE OXFORD AND ST. MARY'S UNIVERSITY (FALL SEMESTER)

Students enroll at the Center for Medieval & Renaissance Studies (CMRS), affiliated with Keble College Oxford. CMRS curriculum is rooted in the liberal arts tradition. Qualified students from all academic disciplines are welcome to apply.

PARIS, FRANCE: THE UNIVERSITY OF PARIS AND MANHATTAN COLLEGE (FALL AND SPRING SEMESTER)

Students can take courses in an array of fields: humanities, social sciences, business administration, sciences, and engineering. Most classes are taught in French and are available to students with a good knowledge of French. Some courses are available in English.

DUBLIN, IRELAND: UNIVERSITY COLLEGE DUBLIN (FALL OR SPRING SEMESTER)

This option is limited to students with a major or minor in the College of Business. Students choose from upper-division courses in accounting, business administration, finance, economics, human resource management, marketing, and MIS in addition to taking a course in Irish culture and attending cultural and social programs. Summer internships in business are also available.

GALWAY, IRELAND: NATIONAL UNIVERSITY OF IRELAND AND LA SALLE UNIVERSITY (FALL AND SPRING SEMESTER)

The University is located on the banks of the River Corrib, close to the city of Galway, a cosmopolitan city with a thriving cultural and commercial community. Courses are offered in business and industrial systems.

FLORENCE, ITALY: ST. MARY'S UNIVERSITY (SPRING SEMESTER)

Students earn three credits of Italian language, six credits of Italian culture, and six credits of their choice. Classes are taught in English, but it is recommended that students take a semester of Italian language prior to studying in Italy.

ROME, ITALY: JOHN CABOT UNIVERSITY (FALL, SPRING, OR SUMMER SEMESTER)

Students choose from courses in art, business administration, English literature, history, social science, theology, and political science in addition to Italian language and culture courses. Although courses are taught in English, it is recommended that students take a semester of Italian language prior to studying in Italy.

ROME, ITALY: AMERICAN UNIVERSITY OF ROME AND LA SALLE UNIVERSITY (FALL AND SPRING SEMESTER)

The American University of Rome is a small private university that is committed to offering liberal studies and professional courses in an international environment. Classes are taught in English, but it is recommended that students take a semester of Italian language prior to studying in Italy.

MEXICO CITY, MEXICO: UNIVERSIDAD LA SALLE (FALL AND SPRING SEMESTER)

The program is designed to take full advantage of one of the world's largest and most cosmopolitan capitals, with a history that spans several centuries. Students can choose from a variety of classes in the areas of Spanish language, Mexican culture, business, journalism, criminal justice, human services, urban studies, and selected other areas of study dependent on their Spanish language skills. It is recommended that students take a Spanish language course prior to studying in Mexico. Summer cultural programs are also available.

CUERNAVACA, MEXICO: UNIVERSIDAD INTERNACIONAL AND ST. MARY'S COLLEGE (SPRING SEMESTER)

Students study Spanish, Latin American history, Mexican culture, and Art in a Mexican university located in this charming and colonial "City of Eternal Spring." The program is open to all majors, and classes are offered in Spanish.

QUERÉTARO, MEXICO: TEC DE MONTERREY AND THE COLLEGE OF SANTA FE (FALL AND SPRING SEMESTER)

Students can choose from a variety of classes, including the Spanish language and Mexican culture. Students with adequate Spanish language skills can also choose from courses in business and communications. It is recommended that students with little or no Spanish language skills take a Spanish language course prior to studying in Mexico.

CAPE TOWN, SOUTH AFRICA: THE UNIVERSITY OF CAPE TOWN AND ST. MARY'S COLLEGE (SPRING SEMESTER)

A wide range of courses is available to choose from, including South African history, culture, politics, and art. All lectures are in English. Students usually also enroll in a service learning course.

MADRID, SPAIN: UNIVERSIDAD COMPLUTENSE DE MADRID AND MANHATTAN COLLEGE (FALL SEMESTER)

Students take five courses, which are offered at four levels, from beginning to advanced, in Spanish language and civilization.

MADRID, SPAIN: UNIVERSIDAD CARLOS III DE MADRID AND ST. MARY'S COLLEGE (FALL SEMESTER)

Students may take courses in "easy Spanish" or take regular courses with Spanish students. It is recommended that students take a Spanish language course prior to studying in Spain.

SEVILLE, SPAIN: CENTER FOR CROSS-CULTURAL STUDY AND ST. MARY'S UNIVERSITY (FALL, SPRING, AND SUMMER SEMESTERS)

Students are invited to expand their world-view through intense immersion in the Spanish culture. Minimal fluency in Spanish language is required.

Contact the International Study Abroad program director.

LEWIS UNIVERSITY TRAVEL STUDY TRIPS

Lewis faculty members periodically organize university-approved educational trips to other countries to provide students the opportunity to travel and learn in different parts of the world. Typically, the travel study lasts 10-14 days; faculty offer one or more courses or seminars (meeting prior to departure, during the trip, and after returning from the trip). Travel study may include visits to universities, government agencies, businesses, museums, and/or other relevant places of interest that provide opportunities for cross-cultural learning.

Past trips have included a 13-day tour of China taken in conjunction with business courses; a nine-day tour of England taken in conjunction with courses in education, an 11-day trip to Ireland taken in conjunction with courses in education, and a ten-day visit to Rome and other Italian cities to study how Christian faith is expressed through the arts. Other travel study opportunities are being developed.

FURTHER INFORMATION

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.

FINANCIAL INFORMATION

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

FULL - TIME UNDERGRADUATE COSTS

Effective for the fall 2006 semester, all traditional full-time students enrolling for 12-18 hours per semester are charged a flat rate of \$19,200 per year, or \$9,600 per semester. Students enrolling in less than 12 hours per semester will be charged \$620 per credit hour. Students enrolling in more than 18 hours per semester will pay the per credit hour charge of \$620 per credit hour for all hours in excess of 18. Students are encouraged to meet with their academic advisor prior to registration each semester.

Students in the first semester of the Success Program, or those that are Student Teaching may apply to be charged at the per-credit hour rate. Requests must be made to the Bursar no later than the first day of the semester. No requests will be approved after the first day of the semester.

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

TESTING FEES

Students who wish to make use of special testing programs available through the University pay the fees charged by the testing agency or by the official examiners, as well as a posting fee. The College Level Examination Program (C.L.E.P.), various

proficiency examinations, and Credit for Experience evaluations have required testing fees in the past.

ROOM AND BOARD

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

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

FEES

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

OFFICIAL NOTICE

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

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

REFUND POLICY

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

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

Tuition refunds are based on the preceding only. Neither the number of class meetings, nor student attendance, is used in computing the refund. Students will remain responsible for all charges, including late fees, unless they follow proper procedures for officially withdrawing from Lewis University, and do so within the published deadlines for refund.

FINANCIAL AID

The Office of Financial Aid Services is committed to developing a partnership with each student and their family. 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 available through the Office of Financial Aid Services, high school guidance offices, and on the Internet at www.fafsa.ed.gov.

FINANCIAL AID ELIGIBILITY

You are eligible for financial aid if

- You are a U.S. citizen or eligible non-citizen.
- You show that you have financial need by completing the FAFSA.
- You are making satisfactory academic progress.

- You are not in default on a federal student loan.
- You are registered with Selective Service if you are a male between the ages of 18 and 25.

HOW TO APPLY

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

DEADLINES

Financial Aid Programs	New Students	Returning Students
Lewis Grant, \$500 reduction	August 1	May 1
Lewis Grant, no money	September 1	September 1
Illinois Monetary Award (MAP), no fall term	September 29	August 1
Illinois Monetary Award (MAP), no money	Announced by ISAC depending on funding levels	September 29

FINANCIAL AID APPLICATION PROCESS

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

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

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

FINANCIAL AID DEFINITIONS

FAFSA – The standard form used by students and families to apply for financial aid. The acronym stands for Free Application for Federal Student Aid.

FINANCIAL AID BUDGET – An average estimate of what it will cost to attend Lewis University depending on a student’s living arrangements indicated on the FAFSA. The Financial Aid Budget is comprised of tuition and fees, room and board, transportation, books and supplies, and personal expenses.

EXPECTED FAMILY CONTRIBUTION – This number, determined by the federal government, is a calculation of the student’s financial information as submitted on the FAFSA.

FINANCIAL NEED – The difference between the student’s budget and the expected family contribution.

GRANTS – Aid dollars awarded that need not be repaid by the student. Federal, state and institutional grants are usually based on a student’s financial need.

SCHOLARSHIPS – Aid dollars awarded to students on the basis of outstanding achievement. Lewis University offers scholarships based on academic merit, as well as talent in art, music, drama and athletics. The scholarships are renewable based on their criteria.

LOANS – Monies that students may borrow to help pay their educational costs. Loan repayments may be deferred while a student is enrolled at least on a half-time basis.

STUDENT EMPLOYMENT – Employment opportunities are available to students to work on-campus or at off-campus community service jobs.

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

FINANCIAL AID PROGRAMS

GRANTS

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

- 1) **FEDERAL PELL GRANT** - A federal grant based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- 2) **ILLINOIS MONETARY AWARD PROGRAM (MAP)** - An Illinois grant based on financial need. Parents and students must be residents of Illinois and meet the published deadlines. Students must be attending an Illinois state-approved institution.
- 3) **ILLINOIS INCENTIVE FOR ACCESS GRANT** - A one-time Illinois state grant in the amount of \$500 awarded to first-year students whose Expected Family Contribution is zero, as determined by the FAFSA. Students must be attending an Illinois state-approved institution.
- 4) **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT** - A federal grant awarded by Lewis University to students who show exceptional financial need, as determined by the FAFSA.

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

SCHOLARSHIPS

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

- 1) **FIRST TIME FRESHMAN ACADEMIC SCHOLARSHIP** – Scholarships awarded based on ACT composite scores and high school grade point average. The awards range from \$4,500 to full tuition. To be eligible for an academic scholarship, the prospective student must complete an admission application and be accepted to Lewis University by February 1. A scholarship competition is held in early spring to award the top scholarships. These scholarships are renewable for four years based on academic performance.
- 2) **TRANSFER STUDENT ACADEMIC SCHOLARSHIP** - Scholarships awarded based on prior academic achievement at a community college or university. The awards range from \$3,500 to \$5,000. These scholarships are renewable for four years based on academic performance.
- 3) **PHI THETA KAPPA SCHOLARSHIP** - An annual scholarship available to transfer students who are Phi Theta Kappa members with a cumulative GPA of at least 3.0 and an associate's degree of 60 credit hours. Official proof of membership must be submitted to the Office of Admission prior to the first date of the student's initial enrollment. This scholarship is renewable for up to three years based on at least a 3.0 Lewis University cumulative GPA.
- 4) **TALENT SCHOLARSHIPS** - Awarded by the Theatre, Art and Music departments based on auditions and participation within the respective department. Awards may be renewed based on continued student participation within the department. Contact the department chairperson for an application.
- 5) **LEWIS UNIVERSITY ATHLETIC AWARDS** - Lewis University is a NCAA Division II Institution and is able to award athletic scholarships. Recommendations for athletic scholarships are made by the Head Coach to the Office of Financial Aid Services. Inquiries should be made to the Office of Athletics.
- 6) **COMMUNITY ORGANIZATION SCHOLARSHIP** – The following scholarships are awarded by area organizations to Lewis University students of their choice:
 - JACOB Scholarship
 - Link Scholarship
 - Extra Effort Award
- 7) **NURSING GRANTS/SCHOLARSHIPS** - Several scholarships are available annually to nursing majors meeting certain eligibility criteria. Examples include the Julianne Murphy Scholarship, awarded annually to a sophomore nursing major, and scholarships available through local and regional community and professional groups. Registered nurses may qualify for funding through the State of Illinois Nursing Assistance Program. For additional information, contact the Office of Financial Aid Services. RNs may also contact the College of Nursing and Health Professions RN advisor.
- 8) **ALUMNI SCHOLARSHIP** - Available to undergraduate full-time students who are dependent children or spouses of Lewis alumni. Awarded annually to students who are accepted for admission prior to June 1

for fall enrollment and December 1 for spring enrollment. Awards are renewable up to four years based on at least a 2.25 Lewis University cumulative GPA.

- 9) **ARMY ROTC SCHOLARSHIPS** - Scholarships that provide tuition assistance, a book allowance, and a monthly living allowance are offered by the U.S. Army to outstanding students enrolling in the four-year Army ROTC program. Applications can be obtained from ROTC units and high school counselors. These tuition scholarships are available to first-year students for four years and transfer students for up to three years.
- 10) **AIR FORCE ROTC SCHOLARSHIPS** - Scholarships that provide tuition assistance per year and a monthly living allowance are offered by the United States Air Force to outstanding students enrolling in the four-year ROTC program. These scholarships are available to first-year students for four years and transfer students for up to three years.
- 11) **LEWIS UNIVERSITY ENDOWED SCHOLARSHIPS** - The University offers a number of endowed scholarships awarded annually from the generosity of our donors. The number of scholarships and the award values vary from year to year. Check with the Office of Financial Aid Services for award criteria and deadline dates.

LOANS

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

- 2) **UNSUBSIDIZED FEDERAL STAFFORD LOAN**
A federal loan program available to students who do not qualify for a Subsidized Stafford Loan as determined by the FAFSA. The primary difference between the loans is that the interest must be paid while the student is enrolled; the principle is deferred until graduation or cessation of at least half-time studies. A student may borrow up to \$2,625 as a freshman; \$3,500 as a sophomore; \$5,500 at the junior-senior level; and \$8,500 at the graduate level. In addition, independent students can borrow an additional \$4,000 at the freshman/sophomore level and \$5,000 at the junior/senior level.
- 3) **FEDERAL PERKINS LOAN** - A low interest (5%) federal loan program sponsored by the federal government and awarded by the University, available to students based on financial need. No payment or interest is charged while the student is enrolled half-time or more. Repayment begins either nine months after graduation or at the cessation of enrollment. Up to \$4,000 is available for each academic year. Priority consideration is given to those students who complete the FAFSA prior to May 1.
- 4) **FEDERAL PLUS LOAN** - A non-need based loan for parents of dependent undergraduate students. The parent may borrow up to the student's cost of attendance. Repayment begins 60 days after the second disbursement is made.

WORK PROGRAMS

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

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

OTHER FINANCIAL AID OPPORTUNITIES

- 1) **VETERANS BENEFITS** - Lewis University is approved for the Montgomery GI Bill Veterans benefits. Contact the Office of Financial Aid Services for a GI Bill Application. A certified copy of a DD214 must be submitted with the application.
- 2) **VOCATIONAL REHABILITATION SERVICES** - Students with disabilities that handicap them vocationally may be eligible for the services of the State of Illinois Department of Rehabilitation. These services include vocational counseling and training; payment of tuition, fees and books; and job placement. Contact the local Department of Rehabilitation Office for details.
- 3) **STUDY ABROAD** - Financial Aid may be available for study abroad programs. Contact the Office of Financial Aid Services for details.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

GRADE POINT AVERAGE

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

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

MAXIMUM TIMEFRAME

A student is expected to complete a bachelor’s degree after attempting 192 credit hours. A student is expected to complete a graduate degree after attempting 59 hours. A student in the aviation certificate program is expected to complete a degree after attempting 98 hours. This policy applies to all enrollments at Lewis University whether or not financial aid was received. Note: If a student reaches the attempted credit hours maximum, he or she will be placed on permanent “financial aid suspension.”

RATE OF COMPLETION REQUIREMENT

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

Hours Attempted by Student	Hours Earned by Student
12+ hours	11+ hours
9 - 11	7+ hours
6 - 8	5+ hours
1 - 5	3 or 4 hours

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

REVIEW AND APPEAL PROCESS

Each student will be reviewed according to the criteria at the end of the spring semester every year. If a student does not meet all three

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

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

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

TITLE IV RETURN OF FUNDS POLICY (EFFECTIVE JULY 1, 1999)

During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time that he or she is enrolled. A student who remains enrolled beyond the 60% point earns all aid for the period. The percentage of aid earned is determined by:

- A) the date the student officially withdraws from the University;
- B) the total number of calendar days comprising the period of enrollment;

- C) the total number of calendar days the student completed during the period of enrollment.

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

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

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

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

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

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

THE TAXPAYER RELIEF ACT OF 1997

The Taxpayer Relief Act of 1997 offers two new tax benefits to the American taxpayer. The first is the Hope Scholarship Tax Credit which allows families up to a \$1500 tax credit against taxes owed. A family may claim a tax credit for

each eligible dependent for a maximum of two tax years. The second tax benefit is the Lifetime Learning Tax Credit. Available to individuals who owe taxes, this tax credit allows the taxpayer, the taxpayer's spouse, and any eligible tax dependents to subtract up to \$1,000 per tax year for an unlimited number of tax years. In both cases, the actual amount of the credit depends on a family's income, the amount of qualified tuition and fees paid, and the amount of certain scholarships and allowances subtracted from the tuition and fees. Please consult your tax accountant/preparer or the Internal Revenue Service for detailed information.

ACADEMIC GUIDELINES

Upon admission to the University, it is the responsibility of the individual student to become informed of all academic information necessary to follow a sound academic program leading to graduation. Admitted students should understand the contents of this catalog, seek academic guidance from advisors, comply with all requirements for graduation, and apply for graduation at the appropriate time. (See page 41.)

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

The University also confers the degree of Associate of Science and the Aviation Maintenance Technology certificate. Both are offered through the Department of Aviation and the requirements are found in the Aviation section of this catalog.

University General Education Requirements for new students are provided on pages 30-31. The requirements for transfer students are determined by the number of hours transferred. The Admission office will evaluate transcripts to

determine which general education courses a transfer student must complete.

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

WRITING COMPETENCY REQUIREMENTS

All undergraduate students applying for graduation must demonstrate their competency in writing. Undergraduate students demonstrate this competency in all courses in which there is a writing component. They must also demonstrate their competency by passing College Writing 1 and 2 (06-111 and 06-112), or their equivalents, and by passing the advanced writing course(s) designated in their major.

COLLEGE WRITING REQUIREMENT

College Writing 1 (06-111) and College Writing 2 (06-112) are English general education course requirements which all students should satisfy during their first or second semester of attendance at Lewis University.

On the basis of a written English Placement Examination, normally administered prior to or at the time of registration, students are placed in the appropriate level of composition relative to their demonstrated skills. These levels include Sentence and Paragraph (06-102); Essay (06-103); College Writing 1 (06-111). This English Placement Examination is required of all students, first-year and transfer, who have not taken the equivalent of College Writing 1 elsewhere. The Director of the English Placement Examination prepares and coordinates the administration of the examination. Students normally take the English Placement Examination during summer registration days (S.O.A.R.), but may have to make an appointment with the Leckrone Academic Resource Center (LARC) to schedule the examination at a more convenient time before classes begin. Students who present scores in Advanced Placement (AP) Examination in Composition or College Level Examination Program (C.L.E.P.) for consideration must still take the English Placement Examination.

Students who complete the Advanced Placement (AP) Examination in Composition with qualifying scores of 4 or 5 will be granted 3 credits toward their 128 hours needed for graduation. All AP scores should be reported to the Office of Admission as soon as possible. The Chair of the Department of English may grant 3 semester hours of credit for College Writing 1 (06-111) to students who have scored 63 or higher in the College Level Examination Program (C.L.E.P.) in Freshman College Composition, depending on the quality of the C.L.E.P. essay and the quality of other possible writing assessments assigned by the Chair. (See below.) Students should report C.L.E.P. scores to the Chair as soon as possible.

The Department of English honors credit for or a waiver of College Writing 1 granted by other accredited colleges and universities. As proof of this credit or waiver, the student must submit appropriate documentation to the admitting office. However, College Writing 2 (06-112) may not be waived. All students must take College Writing 2, except those transfer students who have passed the equivalent of College Writing 2 at another accredited college or university.

ADVANCED PLACEMENT EXAMINATIONS IN ENGLISH

English Language and Composition Test and English Literature and Composition Test

Students who receive a grade of 4 (“well qualified”) or 5 (“extremely well qualified”) on the College Board’s Advanced Placement English Language and Composition Test will be awarded 3 semester hours of credit for College Writing 1 (06-111). These students are still required to write Lewis University’s English Placement Examination. The English Placement Examination is normally administered during initial registration (S.O.A.R.). Moreover, these students must also take College Writing 2 (06-112) to complete the general education requirements in writing. It is recommended that they take College Writing 2 as soon as their

AP scores have been received and verified by the Office of Admission.

Students who receive a score of 3 or higher on the College Board’s Advanced Placement English Literature and Composition Test will receive 3 credit hours for the Humanities general education requirement in Literature. However, students may not use the Literature Test to waive or be awarded credit for College Writing 1.

Grades and Quality Points are not given for AP credits. The Department of English will also honor academic credit or waivers in composition or literature awarded by other accredited colleges and universities. As proof of this credit or waiver, the student must submit appropriate documentation to the admitting office.

COLLEGE LEVEL EXAMINATION PROGRAM (C.L.E.P.): EXAMINATIONS IN WRITING AND LITERATURE

Students who take the C.L.E.P. Examination in Freshman College Composition with Essay must score at least a 63 (approximately 80th percentile) in the national examination to be considered for credit. In addition to taking the examination, the student will still be required to write the English Placement Examination. The English Placement Examination is normally administered during initial registration (S.O.A.R.).

The C.L.E.P. applicant may also be required to submit one or more additional writing tasks to the Chair of the English Department before the student’s request for credit is granted by the Chair. A typical, additional writing task requires the student to complete an essay demonstrating the skills learned in Lewis University’s College Writing 1. Ordinarily, this College Writing 1 task includes the production of prewriting, early drafts, edited revisions, and a polished (edited) copy of the student’s response to an article written by a professional writer. The article is selected by the Department of English.



When the student has submitted a grade of 63 in the C.L.E.P. Freshman College Composition examination and has performed better-than-average on any other assigned writing task or tasks, the Chair of the Department of English will grant 3 hours credit for College Writing 1. In each writing task the student's writing must exhibit in the estimation of the Chair a mastery of the kinds of writing skills learned in Lewis University's College Writing 1.

The Department of English also awards 3 credits in the general education requirement in Literature (Humanities) for successful completion of certain C.L.E.P. literature examinations: American Literature; Analyzing and Interpreting Literature; and English Literature. The student must achieve a score of 55 or better to qualify for 3 semester hours credit. However, these credits may not be applied toward coursework in the English major or College Writing 1.

Grades and Quality Points are not given for C.L.E.P. credits. The Department of English will also honor C.L.E.P. and other academic credit in composition and literature awarded by other accredited colleges and universities. As proof of this credit, the student must submit appropriate documentation to the admitting office.

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 certain courses in the humanities, social sciences and natural sciences designed to introduce the student to the various fields of liberal culture.

Requirements for the major provide the opportunity for a greater depth of study in one academic field. Electives allow the student to select additional courses suited to educational needs. Elective courses should be chosen with a definite purpose, such as providing additional support for the student's future profession or overcoming an educational deficiency.

To meet University requirements, all students must

- 1) complete the General Education Requirements (listed on pages 30-31).
- 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.

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.
THIS PAGE DELINEATES THE OPTIONS.**

TRANSFER CREDIT HOURS	FRESHMAN STUDENT		TRANSFER STUDENT
	0-29	0-29	30 OR MORE
DEGREE	B.A., B.S. or B.E.S.	BSN	B.A., B.S., BSN or B.E.S.
GENERAL EDUCATION	52 CREDIT HOURS	52 CREDIT HOURS	
Communication	College Writing I (3) 06-111 College Writing II (3) 06-112 Intro to Human Com.(3) 10-112	College Writing I (3) 06-111 College Writing II (3) 06-112 Intro Human Com (3) 10-112	College Writing I (3) 06-111 College Writing II (3) 06-112 Intro Human Com (3) 10-112
Fine Arts / Humanities	Fine Arts* (3) Culture & Civ. I (3) 09-101 Culture & Civ. II (3) 09-102 Intro. Philosophy (3) 15-110 Literature* (3)	Fine Arts* (3) Three of these four (9): Culture & Civ. I (3) 09-101 Culture & Civ. II (3) 09-102 Intro. Philosophy (3) 15-110 Literature* (3)	Three of these five (9): Fine Arts* (3) Culture & Civ. I (3) 09-101 Culture & Civ. II (3) 09-102 Intro. Philosophy (3) 15-110 Literature* (3)
Social Science	Social Science* (3) Economics* (3)	Social Science* (3) Economics* (3)	Any three in these two areas (9): Social Science* Economics*
Mathematics** / Science	Mathematics* (3) Science* (3) Science* (3)	Mathematics* (3) Science* (3) Science* (3) Math or Science* (3)	Mathematics* (3) Science* (3) Science* (3)
Mission-Related Courses	Cultural Diversity (3) 20-290 Theology 100-level course (3) 200-level course (3) Action & Values* (3) Intro College Exp † (1) 76-100 † For students with 0-11 transfer credits	Cultural Diversity (3) 20-290 Theology 100-level course (3) 200-level course (3) Ethics* (3) Intro. College Exp. † (1) 76-100 † For students with 0-11 transfer credits	Three in these three areas with at least one Theology (9): Cultural Diversity (3) 20-290 Theology* 100-level course (3) 200-level course (3) Action & Values* (3) (Two Mission-related courses must be taken at Lewis.)
Advanced Writing	Required of Major	Required of Major	Required of Major
Applicability	Students beginning fall 1998 or after.	Students beginning fall 1998 or after.	Students beginning fall 2000 or after. 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.

* 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.

FINE ARTS OPTIONS**ART**

- 01-241 Art Appreciation
- 01-391 Art History I
- 01-392 Art History II
- 01-393 Topics in Art

MUSIC

- 14-110 Music for the Listener
- 14-311 Music History I
- 14-312 Music History II
- 14-313 History of American Music
- 14-114 Music History IV
- 14-115 A History of American Popular Music (Non-Majors)
- 14-116 History of African American Music
- 14-117 A History of Women in Music
- 14-311 Music History Before 1750
- 14-312 Music History of the Classic-Romantic Era
- 14-314 Music of the 20th Century
- 14-315 History of American Popular Music

THEATRE

- 22-135 Introduction to the Theatre Experience
- 22-330 Modern Drama
- 22-431 History of Theatre I

LITERATURE OPTIONS

English courses numbered 06-220 through 06-234 and 06-331 through 06-360.

ACTION AND VALUES OPTIONS**PHILOSOPHY**

- 15-330 Ethics (Action and Values)

THEOLOGY

- 19-310 Christian Action and Values

SOCIAL SCIENCE OPTIONS**POLITICAL SCIENCE**

- 18-200 American National Government
- 18-210 State and Local Government

PSYCHOLOGY

- 26-100 General Psychology

SOCIOLOGY

- 20-100 Principles of Sociology

ECONOMICS

- 04-195 The American Economy
- 04-200 Basic Macroeconomics

MATHEMATICS OPTIONS**MATHEMATICS**

- 13-115 College Mathematics
- 13-119 Intermediate Algebra
- 13-120 Mathematical Analysis
- 13-200 Calculus I
- 13-210 Discrete Mathematics
- 13-211 Calculus for the Life Sciences
- 13-240 Applied Calculus

MANAGEMENT DECISION SCIENCES

- 24-230 Finite Mathematics
- 24-240 Business Calculus

PSYCHOLOGY

- 26-303 Statistics for the Social Sciences

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**

- 02-100 Introduction to Biology
- 02-106 Topics in Environmental Science
- 02-107 Human Heredity
- 02-108 Introduction to Human Biology
- 02-110 General Biology I
- 02-250 Environmental Science for Educators

CHEMISTRY

- 03-105 Introduction to Organic and Biochemistry
- 03-106 Topics in Chemistry
- 03-107 Chemistry of Hazardous Materials
- 03-108 Chemistry and the Environment
- 03-109 Chemistry and Society
- 03-110 General Chemistry I
- 03-118 Foundations of General Chemistry
- 03-122 Introduction to Forensic Chemistry

PHYSICS

- 17-100 Elementary Laboratory Physics
- 17-106 Topics in Physical Science
- 17-110 Weather and Climate
- 17-200 College Physics I
- 17-210 General Physics I

AVIATION

- 46-201 Aviation Physics I
- 46-202 Aviation Physics II
- 47-250 Meteorology I
- 47-252 Meteorology II

Note: BSN students have specific science requirements not included in the listing above.

ACADEMIC POLICIES

LEWIS UNIVERSITY ACADEMIC ASSESSMENT PLAN

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

THE MAJOR

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

DECLARATION OF MAJOR

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

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

CHANGE OF MAJOR

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

DOUBLE MAJOR

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

A student completing the requirements for two majors which earn different degrees will be awarded only one degree. That of the primary major will be given, unless a request is made for the degree appropriate to the secondary major.

TRIPLE MAJOR

A student may complete the major requirements of three departments or programs in the College of Arts and Sciences, thus earning a triple major which will be indicated on the permanent record. To do so, a student must complete 60 credit hours, at least 20 of them at Lewis, and have a minimum GPA of 3.0. To apply for the triple major, a student must request that his or her academic advisors form a Program Approval Committee (PAC) consisting of the chairs of each of the departments involved, as well as the dean. The 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 in the minor must be taken at Lewis.

CERTIFICATION

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

**RESIDENCY REQUIREMENT:
THE 32-HOUR RULE**

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

REGISTRATION AND COURSEWORK

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

BEFORE REGISTRATION

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

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

REGISTRATION

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

CHANGE OF REGISTRATION

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

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

LOWER- AND UPPER-DIVISION COURSES

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

STUDENT COURSE LOAD

Students may register for no more than 18 credit hours each semester, unless a greater number is approved by their advisor and the dean prior to registration. Students requesting to register for more than 18 credits should have a GPA of 3.00 or higher.

FULL-TIME / PART-TIME STATUS

Students attempting 12 or more hours during a semester are considered full-time students. Those attempting fewer than 12 hours during a semester are considered part-time students.

INDEPENDENT STUDY

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

AUDITING COURSES

Students may audit courses for a fee. The instructor's permission on the audit form is required. The fee must be paid at the time of enrollment and is non-refundable. Auditors are subject to the conditions of enrollment established by the instructor, but do not take course examinations. No credit is earned

for audited courses, but the course name and the designation "AU" are listed on the transcript. Students can obtain the audit form from the Office of the Registrar.

PASS / FAIL COURSES

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

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

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

CLASS ATTENDANCE

Students are expected to attend all classes as part of the normal learning process. In addition, students must be especially consistent in attendance during the first ten class days of the semester to confirm registration and to be listed on the official course roster. Students who fail to follow this procedure and who have not

received prior approval from the instructor for absences will be withdrawn from the courses in question by certification of the instructor on the official class lists.

Instructors may publish specific, additional standards of attendance for their classes in the course syllabus. Students may receive failing grades if they do not observe attendance requirements set for their classes.

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

WITHDRAWING FROM A COURSE

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

Withdrawal from courses with the grade of W is allowed through the tenth week of the semester. The date is published officially by the Registrar and is listed in 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

Prior learning assessment allows students with relevant experience to earn college credit through non-traditional alternatives. Prior experiential learning is demonstrated either through the successful completion of national proficiency examination programs or departmental proficiency examinations or through the development and submission of a Prior Learning Portfolio, and other non-college sponsored learning activities according to recommendations of the American Council of Education (such as training programs and certificates), which the student must convincingly demonstrate are the equivalent to Lewis University coursework in a student's major or minor. Credit is not granted on the basis of a student's experience. It is granted for the college-level learning obtained from an experience that the student is able to demonstrate and document. The amount of credit attempted and earned through prior learning is dependent upon the scope and depth of each student's applicable prior college level learning. It is also dependent on, among other things, the student's aptitude for writing, independent reflection and study, and test taking.

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

CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM (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 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 following 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.

CREDIT FOR PRIOR LEARNING PORTFOLIO

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

CREDIT FOR MILITARY TRAINING 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 not take courses at other colleges and universities for transfer to Lewis except for sound academic reasons and with the prior approval of the dean of the college. Exceptions to this policy may be made only for students desiring courses not available at Lewis but which are important to their academic programs and only for a maximum of two courses. In such cases, approval must be secured before the courses are taken, and only the semester credit hours of C or higher will transfer. The grade does not transfer. In any case, the last 32 hours of credit applied toward

graduation must be taken at Lewis University. Ordinarily, once a student has matriculated, no transfer courses will be accepted for the major requirements. Exceptions require the approval of the department chairperson, as well as the dean of the college. There is a charge for posting these credits. Forms and further information can be obtained from the office of the dean.

EDUCATIONAL RIGHTS AND PRIVACY

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

COURSE CREDIT

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

GRADING

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

GRADE POINT AVERAGE

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

COLLEGE LEVEL EXAMINATION PROGRAM (C.L.E.P.)

Exams Accepted for Credit at Lewis University, effective May, 2006.

Exam	%tile	Essay	L.U. Equivalent
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General Exams (For credit, these General Examinations must be taken during the student's first semester of college.)

o Natural Science	55	None	Science (3)
o Humanities	55	None	Humanities (3)
o Social Science/History	55	None	Social Science (3) or History (3)

Subject Exams (These examinations may be taken any time during the student's collegiate career.)

o U.S. History I: Early Colonization to 1877	55	None	09-111
o U.S. History II: 1865 to the Present	55	None	09-112
o Western Civilization I: Ancient Near East to 1648	55	None	09-101
o Western Civilization II: 1648 – Present	55	None	09-102
o Introductory Psychology	53	None	26-100
o Human Growth & Development	53	None	General (3)
o Biology	60	None	02-100
o Chemistry	60	None	03-118
o College Mathematics	55	None	13-115
o College Algebra	55	None	13-119
o Pre-Calculus	55	None	13-120
o Calculus	57	None	13-200
o Introductory Sociology	55	None	20-100
o French Language	50/65	None	General (3/6)
o German Language	50/65	None	General (3/6)
o Spanish Language	50/65	None	General (3/6)
o American Literature	55	None	06-220
o Analyzing and Interpreting Literature	55	None	06-221
o English Literature	55	None	06-221
o Freshman College Composition	63	Yes	06-111

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 General 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.

GPA CALCULATION	GRADE	MEANING	QUALITY POINTS
Counted in GPA	A	Outstanding	4.0 per credit hour
	A-		3.7 per credit hour
	B+	Good	3.3 per credit hour
	B		3.0 per credit hour
	B-		2.7 per credit hour
	C+		2.3 per credit hour
	C	Satisfactory	2.0 per credit hour
	C-		1.7 per credit hour
	D+		1.3 per credit hour
	D		1.0 per credit hour
D-	0.7 per credit hour		
F	0.0 per credit hour		
	IF	Incomplete to Failing	0.0 per credit hour
Not Counted in GPA	P	Passing	
	W	Withdrew	
	N	No Credit	
	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 pages 43-44.

REPEATED COURSES

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

be repeated only once. A grade of F in a required nursing course results in dismissal from the nursing major program. If the grade received by a nursing major in a required support course was N, D or F, the course may be repeated only once.

GRADE REPORT

Lewis University discontinued mailing grade reports as of January, 2006. Your official grade report may be obtained online at www.lewisu.edu/academics/onlineRecords.htm. Students with special needs 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:

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

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 each and every semester of their attendance at Lewis, and they must have submitted an application for graduation in a timely manner. Such a petition must be filed with the Provost no later than two weeks prior to the scheduled commencement.

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

APPLICATION FOR GRADUATION

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

Grad. Month	Deadline to Apply
December	First Class Day of Fall Semester
May	First Class Day of Spring Semester
August	First Class Day of Summer Term

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

GRADUATION HONORS

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

ACADEMIC EXCELLENCE AWARD

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

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

STUDENT RESPONSIBILITIES / APPEALS

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

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

ACADEMIC PROBATION AND DISMISSAL

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

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

COLLEGE OF NURSING AND HEALTH PROFESSIONS

In order to register for and enroll in Foundations of Professional Nursing (30-201) or any subsequent required nursing course at Lewis University, prelicensure nursing students, including transfer students, must have a cumulative GPA of 2.5 or above. Students who earn a grade of W, N, or D in any required nursing course at any level must repeat that course prior to moving to another level of nursing coursework. Students must receive a grade of B in required science courses to progress to the next semester in the program. Students who earn a grade of F in any required nursing course at any level will be dismissed from the College of Nursing and Health Professions. Students who earn two D grades in required nursing courses (two D grades in one course, or one D grade in each of two courses) will be dismissed from the College of Nursing and Health Professions. Dismissal from the College of Nursing and Health Professions does not necessarily result in dismissal from the University.

PROBATION

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

DISMISSAL

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

POLICY AND PROCEDURES FOR APPEALING ACADEMIC DISMISSAL

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

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

RE-ADMISSION AFTER ACADEMIC DISMISSAL

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

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

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

- 3) If the student is still not satisfied with the progress or the results of the inquiry to the instructor and chairperson, the student must submit a letter of appeal to the dean of the college. The letter of appeal must contain a summary of the meetings with the instructor and the chairperson, and it must include any evidence supporting the claim for a grade change.
- 4) The dean will review the material and render the final decision. The dean will communicate the decision in writing to the student. The dean's determination is final.
- 5) Appeals must move with reasonable speed through the review process. The full process should take no longer than four weeks.

COLLEGE OF BUSINESS

- 1) If a student wishes to appeal a final grade for a course, he or she should make an appointment, upon receiving notice of the final grade, with the instructor to review how the final 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 department chair or the assistant dean if the instructor is also the department chair. The department chair or the assistant dean will meet with the instructor to review the student's letter of appeal and the instructor's basis for assigning the final grade in question. If the instructor is not satisfied with the department chair's or the assistant dean's determination of the grade appeal, the instructor has the right to review the matter with the dean. The student will be informed in writing of the determination of the grade appeal.
- 3) If, within six weeks of the issuance of the grade in question, the student is not satisfied with the progress or result of the grade appeal, he or she should submit a letter of appeal to the dean, summarizing

the action to date on the grade appeal and the student's rationale for a change of grade. The dean will review the department chair's or the assistant dean's determination and the student's letter of appeal and respond in writing to the student's grade appeal. The dean's determination is final.

COLLEGE OF EDUCATION

- 1) If a student wishes to question or appeal a grade, the student must, prior to the fourth week of the subsequent semester, contact the instructor of the course to express concern. The instructor of the course will review how the grade was determined with the student.
- 2) If the student is not satisfied with the instructor's explanation, the student can then meet with the department chair or the director of the academic program sponsoring the course to express concern. The chairperson or director will meet with the instructor of the course to ascertain how the grade was determined. The chairperson (director) will then meet with the student to inform the student of the chairperson's determination on the appeal.
- 3) If the student is still not satisfied with the progress or the results of the inquiry to the instructor and chairperson, the student must submit a letter of appeal to the dean of the college. The letter of appeal must contain a summary of the meetings with the instructor and the chairperson, and it must include any evidence supporting the claim for a grade change.
- 4) The dean will review the material and render the final decision. The dean will communicate the decision in writing to the student. The dean's determination is final.
- 5) Appeals must move with reasonable speed through the review process. The full process should take no longer than six weeks.

COLLEGE OF EDUCATION POLICIES AND PROCEDURES FOR APPEALING OTHER ACADEMIC MATTERS

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

- 1) If a student wishes to appeal an academic decision, a written letter of appeal must be sent to the dean of the College.
- 2) The dean will review the situation and render a decision. The dean will communicate the decision in writing to the student.
- 3) If the student is not satisfied with the decision of the dean, the student may petition the Provost. Documentation submitted with the written petition must include the original letter of appeal and the decision of the dean.
- 4) The Provost will establish an ad hoc committee composed of:
 - One faculty member appointed by the dean
 - One representative from the Office of Student Services;
 - One faculty member chosen by the student.
- 5) The ad hoc committee will hear the appeal and make a recommendation to the Provost, who makes the final decision. The Provost will communicate the decision in writing to the student.

COLLEGE OF NURSING AND HEALTH PROFESSIONS

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

- 1) Schedule an appointment with the faculty member responsible for the assignment of the particular grade within six school days after receiving the grade.
- 2) If the student continues to request a review of grade determination, he or she should schedule an appointment with the appropriate director within six school days

- of the meeting with the faculty member.
- 3) The director will, within six school days, review all pertinent materials and meet with both the student and the appropriate faculty member in an attempt to resolve the issue.
 - 4) The director may request a second or third faculty member to review the course material in question. The student should be aware that this may result in the final grade being lower or higher than the original grade.
 - 5) If the student is not satisfied with the progress or result of the grade appeal, the student should, within 10 days, submit a letter of appeal to the dean, summarizing the action to date on the grade appeal and the student's rationale for a change of grade. The dean will review the director's determination and the student's letter of appeal and respond in writing to the student's grade appeal. The dean's determination is final.
 - 6) Anecdotal notes will be made and signed by all participants during all phases of review of the grade.

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 of Student Services;
 - one faculty member chosen by the student.
- 5) The ad hoc committee will hear the appeal and make a recommendation to the Provost, who makes the final decision. The Provost will communicate the decision in writing to the student.

ACADEMIC HONESTY

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

COLLEGE OF BUSINESS

- 1) Students engaging in plagiarism, collusion or other forms of cheating or academic dishonesty are subject to a failing grade on the quiz, exam, paper or project or a failing grade for the course. The penalty for an initial instance of plagiarism, collusion or other forms of cheating or academic dishonesty is determined by the instructor. A notation of the incident is placed on file.
- 2) Upon being informed of the instructor's action, the student may appeal by submitting a letter with a detailed rationale for a lesser penalty to the department chair (or the dean if the instructor is also the department chair). The department chair (or

the dean) will meet with the instructor to review the penalty imposed and the evidence supporting the charge of academic dishonesty and then respond in writing to the student's appeal.

- 3) Upon being informed of the department chair's determination of the appeal, the student may submit a letter of appeal to the dean, summarizing the action to date on the appeal and the student's rationale for a lesser penalty. The dean will meet with the instructor to review the penalty imposed and the evidence supporting the charge of academic dishonesty and submit a recommendation in writing to the Provost, whose determination is final.
- 4) Students guilty of repeated instances of academic dishonesty are subject to expulsion from the University.

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.

ACADEMIC RESOURCES

THE LIBRARY

The Lewis University Library is an important intellectual center on the campus. In addition to books and periodicals, the Library also houses a curriculum collection, a government depository, materials on microform, micro readers/printers and a full array of indices and abstracting services, many of which are computerized. Online public access terminals are accessible and user-friendly. Computerized access is available for the card catalog of the Lewis University Library. Patrons may also access information about the holdings of more than 700 other libraries in Illinois through this computerized system. In addition, more than 50 different periodical databases many of them full-text, are available through the Library. Over 40 of these databases are available online as well.

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

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

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

ACADEMIC COMPUTING FACILITIES

Lewis University is committed to providing learners with access to modern educational technology. The Lewis University Instructional Technology Services Organization (ITSO) provides technology support services for the campus community. Supported technologies include computer labs, networks, Internet access, e-mail, classroom media and distributed learning resources.

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

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

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

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

ELECTRONIC MEDIA

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

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

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

"THE FLYER"

The Flyer is the official publication of the student community at Lewis University. The purpose of *The Flyer* is to report news of the University community consistent with the accepted and highest norms of American journalism and in conformity with the University's Mission.

LECKRONE ACADEMIC RESOURCE CENTER (LARC)

The Leckrone Academic Resource Center is a multipurpose student service center designed to assist students with overall academic and career development. Academic, career, and tutorial services are provided.

ACADEMIC SERVICES (*designed to reinforce and enhance classroom instruction*):

Academic Advising and Registration
 Academic Skills Seminars
 Assessment and Testing
 Bridge Program
 Computer Lab Instruction
 NLN Exams
 SUCCESS Program Services
 Tutoring Services
 Writing Center

CAREER SERVICES

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

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.

MUSIC PROGRAMS

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

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

Lewis University Gospel Choir: An ensemble open to all students who enjoy singing in the African American gospel tradition.

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

Metropolitan Youth Symphony Orchestra: An ensemble of students and players from the community that presents a concert each semester. Auditions are required. Lewis students can earn credit hours.

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

THEATRE

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

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

STUDENT LIFE/STUDENT SERVICES**STUDENT HANDBOOK**

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

ATHLETIC PROGRAM

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

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

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

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

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

AUTOMOBILES

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

RESIDENCE LIFE AND HOUSING

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 the Director and Associate Director(s), and area coordinators, who live on campus, as well as live-in graduate student Residence Life Coordinators and Resident Assistants who are undergraduates trained 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 council 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.

CAMPUS SECURITY

The Office of Campus Security is composed of full-time Supervisors and part-time Student Officers. Campus Security officers are on duty 24/7 and are trained to respond to any situation that poses a threat to the safety and security of the University community.

Services offered by Campus Security include the issuance of student identification cards, parking permits, vehicle jumpstarts, vehicle and room lockouts, and outreach education efforts. Campus Security also offers a walking escort service for all community members on a 24/7 basis.

THE CENTER FOR HEALTH AND COUNSELING SERVICES

The Center for Health and Counseling Services is a multipurpose department that strives to maintain and enhance the physical and emotional health and well being of students.

HEALTH SERVICES

Staffed by University medical personnel including physicians on a part-time basis, Health Services is equipped to handle acute, non-emergency illnesses and minor injuries. The staff is available to provide the following services:

- Treatment of minor illnesses and injuries
- Basic prescription and over-the-counter medications for many non-chronic conditions
- Medical equipment loans (such as heating pads or crutches)
- Tuberculosis skin testing
- Immunization updates and other illness prevention programs
- Referral to community health agencies and specialists.

IMMUNIZATION POLICY

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

International students must have proof of health insurance in an amount not less than ten thousand dollars U.S. (\$10,000). The insurance carrier must have a U.S.-based office. International students who cannot provide

proof of health insurance from a U.S.- based company are required to purchase health insurance through the University.

COUNSELING SERVICES

Dedicated to assisting students with issues or concerns that may impact their academic success or quality of life, Counseling Services is staffed by mental health professionals. Issues and mental health concerns addressed by staff members may include relationships, depression, anxiety, transition to the University, victimization, drug/alcohol abuse, loss, grief, stress, and poor self-concept. Our professionals offer the following services.

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

CLUB SPORTS

Club Sports at Lewis University are designed to provide opportunities for students, faculty and staff of the University community to participate in a variety of sports and recreational activities. Sport clubs are organized and conducted by students under the direction of the Director of Student Recreation, Fitness and Wellness.

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

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services (ISS) provides services and advocacy for international students. The ISS office offers assistance with 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. The office also coordinates access for international students to both University and external resources, for insurance, banking, social security, and daily life needs.

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

The ISA seeks to foster an awareness of other cultures at the Lewis University campus, promote friendships between international students, as well as with American students, and provide support and appreciation for the international student community at Lewis University. It accomplishes this by providing special programs and opportunities for social interaction and constructive culture exchange. All programs and activities are non-political in nature.

The Office of Transcultural Student Services is located in the Br. Raymond McManaman, FSC, Center for Student Organizations & Cultural Resources along with the International Student Services Office, the Office of Latino Student Services, the Culture Center and the Morton Boston Meeting Room.

INTRAMURAL PROGRAM

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

STUDENT RECREATION, FITNESS, AND WELLNESS CENTER

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

JUDICIAL PROCESS

The Dean of Student Services oversees the 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*.

NEW STUDENT ORIENTATION, ADVISING AND REGISTRATION (SOAR)

The University conducts comprehensive orientation, advising, and registration sessions for new students and their parents. The SOAR program acquaints new students with the campus, the academic experience, and various student support services.

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

STUDENT GOVERNING BOARD

The Student Governing Board is the official representative organization for the undergraduate student body. It serves as the major source of student input to the University administration. Board members communicate

with the Office of Student Services in carrying out their responsibilities.

STUDENT LEADERSHIP AND INVOLVEMENT

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

The Student Union, under the supervision of the Office of Student Leadership and Involvement, provides space for recreational activities and meetings. 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.

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.

Several coordinating bodies, corresponding to the major student organizations, represent the specific interests of the organizations and provide a forum for intercommunication.

Commuter Council (CC)

InterFraternity Council (IFC)

Alpha Epsilon Rho

Alpha Eta Rho

Alpha Gamma Chi

Gamma Sigma Tau

Phi Kappa Theta

Sigma Lambda Beta

Delta Sigma Pi

Sigma Delta

Interorganization Council (IOC)

American Association of Airline Executives

American Marketing Association

Beta Beta Beta (Biology Honor Society)

Best Buddies

Black Student Union (BSU)

Fellowship of Justice

International Student Association (ISA)

InterVarsity Christian Fellowship

Latin American Student Organization (LASO)

Philosophy Club

Pre-Law Club

Psychology Club

Student Nurses Association

Teachers of Tomorrow

United Students for the Social Services

Alpha Psi Omega (Theatre)

Phi Alpha Theta

(National History Honor Society)

Phi Sigma Tau (Philosophy)

Psi Chi (Psychology)

Sigma Tau Delta (English)

Society of Physics Students

National Pan Hellenic Council (NPHC)

Alpha Kappa Alpha

Alpha Phi Alpha

Delta Sigma Theta

Zeta Phi Beta

Residence Hall Council (RHC)

TRANSCULTURAL STUDENT SERVICES

The Office of Transcultural Student Services is committed to assisting students in achieving a successful college education in a diverse and culturally enriched environment. The organizations located within the Office of Transcultural Student Services include the Latin

American Student Organization, the Black Student Union, the University Gospel Choir, Expression, and the National Pan Hellenic Council.

In addition, the Office of Transcultural Student Services supports the Office of International Student Services and the activities of the International Student Association.

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

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

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

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

The Office of Transcultural Student Services is located in the Br. Raymond McManaman, FSC, Center for Student Organizations and Cultural Resources along with the International Student Services Office, the Office of Latino Student Services, Culture Center and the Morton Boston Meeting Room.

UNIVERSITY MINISTRY

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

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

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

FAITH

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

- 2) IVCF (InterVarsity Christian Fellowship) -- An inter-denominational Christian group that meets for prayer, Scripture study and contemporary worship. Social events and conferences are planned throughout the year.
- 3) RCIA (Rite of Christian Initiation for Adults) -- A program that explores the Catholic Faith and prepares for the sacraments.

SERVICE

- 1) Local Outreach -- Opportunities for students to tutor as a Big Brother/Big Sister, to serve meals at area homeless shelters, to raise funds for causes like the Chicago AIDS Walk/Run and Misericordia Heart of Mercy Home, and to package donated food at the Greater Chicago Food Depository.
- 2) National and International Outreach -- Volunteers have opportunities to learn about the various regions, cultures and countries while working on projects. In the past, volunteers have gone to Appalachia, Chicago Urban Program, Kansas City, Mexico, and Bolivia.
- 3) Amnesty International -- Lewis University Chapter -- Amnesty envisions a world in which all persons have attained their human rights. This organization consistently campaigns for human rights across the globe. At Lewis, people learn about human rights abuses through research by Amnesty. They then educate the campus and lobby governmental officials.
- 4) Lasallian Volunteer Program -- A unique opportunity for an individual upon graduation to respond to Christ's call to the service of others, especially the poor. The response is a one to three year experience in the field of Christian education or related human development services in the United States.
- 5) Peer Ministry -- A program that prepares and trains undergraduate students to be a pastoral, Christian presence and resource to both resident and commuter students. This program works in close association with the Office of Campus Life in creating a welcoming and supportive environment in both our residence halls and among our commuter students.

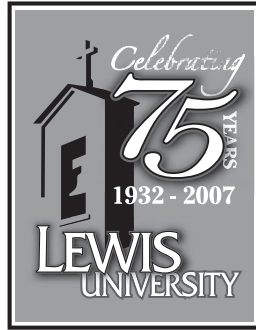
COMMUNITY

- 1) Koinonia is a student-led, faith-based, community-building retreat offered each semester. It has become an important Lewis University tradition.
- 2) A variety of retreat experiences can be developed as needs arise or groups request them. For example, in the fall of each year, a retreat for first year students is planned early in the semester to promote communication and foster unity within the new class.
- 3) A number of prayer and reflective experiences centered around topics of interest to college students or world events are hosted in the chapel and in resident halls throughout the year
- 4) Thursday Nights -- These evenings feature contemporary worship, speakers, prayer and discussion groups.

SANCTA ALBERTA CHAPEL AND THE MIGUEL CENTER FOR UNIVERSITY MINISTRY

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

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



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