

# LEWIS AT A GLANCE

## OUTSTANDING ACADEMIC PROGRAMS

Lewis University is a comprehensive Catholic university located southwest of Chicago, where the traditions of liberal learning, values, and preparation for professional work come together with a synergy that gives the University its educational identity and focus. Founded in 1932, Lewis is a dynamic, coeducational university offering more than 80 undergraduate majors and programs of study, 25 graduate programs, and certificates of advanced study. Lewis is one of many institutions sponsored by the De La Salle Christian Brothers, an international Roman Catholic teaching order.

## EXPERIENCED FACULTY

Lewis has 200 full-time faculty members who take their students' personal and professional success to heart. The greater majority hold terminal degrees in their fields. Many are experienced practitioners. The student/faculty ratio is 13:1.

## ACCREDITATION

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

the Illinois State Teacher Certification Board. In addition, the College of Education has earned NCATE (National Council for Accreditation of Teacher Education) accreditation. For further information, visit the NCATE Web site at [www.ncate.org](http://www.ncate.org). Inquiries concerning regional accreditation should be directed to the North Central Association of Colleges and Schools, 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604. By phone, (800) 621-7440 or (312) 263-0456.

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.

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

## A WELCOMING CAMPUS

The Lewis main campus in Romeoville, Illinois, is a picturesque 376-acre setting which houses 1,300 students in 12 residence halls, all within walking distance of well-equipped classrooms, the library, the Student Recreation and Fitness Center, the Student Union, and Sancta Alberta Chapel. Lewis regional campuses are located in Oak Brook, Shorewood, Hickory Hills and Tinley Park. Additionally, classes are offered in Chicago at De La Salle Institute, and at numerous sites throughout the greater Chicagoland area. Adult undergraduate and graduate programs are offered in Albuquerque, N.M.

## ENROLLMENT

Lewis currently has 6,200 undergraduate and graduate students. Many are from the Chicago region with international students representing more than 20 different countries. Lewis welcomes students of all cultures and religious faiths. Students of color represent 30 percent of the student body, and approximately 60 percent of the student population is Roman Catholic.



# 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

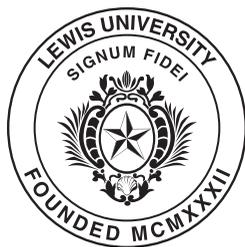
The result of the integration of reflection and action developed through higher learning throughout all of life.

## 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.



# GENERAL INFORMATION

## HISTORY OF LEWIS UNIVERSITY

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Inspired by its Catholic and Lasallian heritage, Lewis University offers a values-centered curriculum, rich in the Mission values of knowledge, fidelity, wisdom, and justice and guided by the spirit of association which fosters community in all teaching, learning and service. Lewis provides approximately 6,200 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 and adults of all ages.

Founded in 1932 under the direction of the Chicago Archdiocese and Bishop Bernard J. Sheil, Lewis began as the Holy Name Technical School, a school for boys which opened with 15 students. The school was established on a campus of 170 acres of farmland that was donated to the archdiocese by Michael and Frances Fitzpatrick of Lockport. From the beginning, Frank J. Lewis, the noted Chicago philanthropist and industrialist, took an active interest in the school. He assisted with the funding of various buildings that became the nucleus of the University. Brother Hildolph Caspar, FSC and the German Franciscan Brothers of the Holy Cross from Springfield, Illinois, served as teachers and administrators during the critical first years of the school's operation.

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

By 1940, with World War II threatening, the newly titled Lewis School of Aeronautics began emphasizing programs of direct utility to the armed forces, such as flight training. The high school department was closed in 1942, and the campus

given over to the U.S. Navy for its flight instructors program. By the end of the war, hundreds of pilots had received training at Lewis. The suspension of normal academic activities had given the Lewis administration and faculty an opportunity to rethink the school's objectives. As a consequence, when regular classes resumed in the autumn of 1944, the reorganized school included a junior college. As returning servicemen increasingly sought further education, this new venture quickly evolved into a traditional arts and sciences curriculum. By 1949, women were admitted as students and high school classes were discontinued. More appropriately named, Lewis College of Science and Technology granted its first baccalaureate degrees in 1952. For the rest of the decade enrollment grew steadily. Perhaps as early as 1949, according to an unsigned manuscript in the Lewis archives, but certainly throughout the 1950s and long before Vatican II, while yet under the auspices of Bishop Sheil, Lewis College for at least a decade "became the first Catholic coeducational college in the country to feature an administration and faculty consisting of lay people."

A new phase in the history of Lewis began in 1960 when the Brothers of the Christian Schools assumed direction of the institution at the invitation of the Most Reverend Martin McNamara, Bishop of Joliet. As members of a 326-year-old religious congregation devoted exclusively to teaching, the De La Salle Christian Brothers brought to Lewis a new tradition of Lasallian values, based on the teachings of Saint John Baptist de La Salle, their founder and Patron Saint of Educators. The first group of Lasallian brothers on campus successfully combined their efforts with those of the dedicated lay faculty to inaugurate a program of major improvements. The institution became Lewis College in 1962 and achieved accreditation by the North Central Association in 1963.

The growth of higher education in the 1960s was reflected in the school's rapidly increasing enrollment, which reached 2,000 students by 1970. To accommodate the larger student body, a major construction program added new classrooms and laboratories, two residence halls, the Learning

Resource Center, a gymnasium, and a modern aviation technical center to the campus.

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

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

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

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

The Lewis University Career Education Program (LUCEP) was first established in the fall of 1990 to offer an accelerated undergraduate degree program in business administration for working adults. The degree offerings have expanded rapidly and are now delivered through the School for Professional and Continuing Education (SPCE), established in 2006. Programs include bachelor's degree completion majors in business administration, information technology management, human resource management, management, organizational leadership, paralegal studies, healthcare leadership and an RN/BSN completion program. New undergraduate programs were approved for fall 2008 in construction administration and hospitality administration, the first two programs to be developed under the School. A graduate program in organizational leadership is also offered.

In addition to a strong curriculum, Lewis provides diverse learning opportunities for its students through its renowned athletics program. The Flyer teams have a history of excellence, first in the NAIA and for the past 27 years, in NCAA Division II. Lewis' athletic teams have captured the Great Lakes Valley Conference All Sports trophy in 12 of the past 27 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 LUCEP; construction of the Student Recreation and Fitness Center with its swimming pool, indoor track, fitness center and fieldhouse featuring four full-sized courts; and the construction of North Hall, the first new residence hall on the Lewis campus in nearly three decades.

The formation of the Scholars Academy in the 1990s 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 the Office of Alumni and Parent Relations.

In 2003, the School of Education became the College of Education. Fall of 2003 saw a record-breaking enrollment at Lewis, with increases in freshmen, transfer and graduate students. The Athletic Training Education Program received accreditation from the Commission on Accreditation for Allied Health Education Programs, and later in 2006, became accredited by the Commission on Accreditation of Athletic Training Education (CAATE). New

programs offered for the first time in 2003 included the master of arts degree in elementary education and bachelor's programs in forensic criminal investigation, nuclear medicine technology, radiation therapy, and business management for adult students. The College of Nursing and Health Professions also launched its program offering in parish nursing early that year. The 2003 Noel-Levitz Student Satisfaction Inventory rated Lewis above the national average in academic advising, instructional effectiveness, campus support services and concern for the individual.

In 2004 and 2005, Lewis continued to break enrollment records, reaching more than 5,000 total students. Lewis' strengths as an institution of higher learning have been evidenced through various sources. The University has been cited as one of the best colleges in the region for the last seven consecutive years by both *The Princeton Review* and *U.S. News & World Report*.

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 Teresa Hall, located immediately west, opened in the summer of 2006. The third of the planned six residence hall village, Dorothy Day Hall, opened in the fall of 2009.

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

Lewis now offers more than 80 undergraduate 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 and transportation, business administration (MBA), counseling psychology, criminal/social justice, numerous education specializations, information security, management, finance, nursing, organizational leadership, public safety administration, and school counseling. A dual degree (MSN/MBA) is available at the graduate level.

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

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

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

Construction on a state-of-the-art Science Center addition and renovation began in the fall of 2010, scheduled to open in January 2012. Additionally a

second elevator was added to the Learning Resource Center. Ground was broken on a multipurpose athletic field and complex in spring of 2011, scheduled to be ready for fall 2011.

The strategic plan for the University calls for continued growth and expansion, with the student as the center of an interactive learning environment. Multiple opportunities exist for learners of all ages to explore connections between formal classroom instruction and learning beyond the classroom. The student-faculty ratio of 13:1 provides close, personal attention and classroom interaction.

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

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

## ACCREDITATION

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Lewis University is accredited by The Higher Learning Commission and a member of the North Central Association. The College of Nursing and Health Professions' basic professional program is approved by the State of Illinois Department of Professional Regulation, and all nursing programs, graduate and undergraduate, are fully accredited by the Commission on Collegiate Nursing Education (One Dupont Circle, Washington DC, 20036). The College of Business programs are accredited by the Accreditation Council for Business Schools and Programs. Department of Aviation and

Transportation Studies programs are approved by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations (CFR): Approved Dispatcher Program, Approved Flight School, and Approved Aviation Maintenance Technician School. The Athletic Training Education Program is accredited by CAATE (Commission on Accreditation of Athletic Training Education). All teacher education programs are approved for entitlement by the Illinois State Board of Education in conjunction with the Illinois State Teacher Certification Board. In addition, the College of Education has earned NCATE (National Council for Accreditation of Teacher Education) accreditation. For further information, visit the NCATE Web site at [www.ncate.org](http://www.ncate.org).

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## 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 chosen from a college preparatory curriculum.
- 3) Applicants for admission must complete an Admission Application and have their high schools forward a copy of the official 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.
- 7) Applicants must successfully complete the Kaplan Admission Test (KAT). Please contact admissions for current passing scores. Passing scores are determined by the nursing faculty each year. **Admission, progression, curriculum and graduation policies of the 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.**
- 8) Grades in all prerequisite science courses prior to the second semester of the sophomore year must be a minimum of “C” or higher. The student earning a grade of “C-”, “D”, “F” or “W” in the following required science courses: Chemistry 105, Anatomy & Physiology I and Lab, Anatomy & Physiology II and Lab, and Microbiology and Lab, may repeat that science course once, receiving a grade of “C” or better on the second attempt. Failure to receive a grade of “C” or better, OR a second failure in the above mentioned science courses, will result in

dismissal from the nursing major and/or ineligibility for admission to the major.

- 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, i.e. drug screening and background checks) 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 and meet requirements of clinical agency.
- 11) Every College of Nursing and Health Professions student is subject to the college's Chemical Impairment Policy.

### REQUIREMENTS FOR HOME SCHOOL APPLICANTS

Applicants for admission who have been homeschooled must complete an Admission Application and submit an official transcript of coursework. Students should have their ACT or SAT scores sent to the Office of Admission.

Homeschooled applicants are required to set up an on-campus interview with an admission counselor. An academic letter of recommendation from a teacher outside of the household and a writing sample or personal statement is also encouraged. Students will need to submit a final official transcript with a graduation date in order to enroll at Lewis. Additional details for homeschooled applicants can be found at [www.lewisu.edu/homeschool](http://www.lewisu.edu/homeschool) on the University Web site.

### HIGH SCHOOL /COLLEGE DUAL CREDIT FOR FRESHMEN

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

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

### CONDITIONAL ADMISSION

The Office of Admission may admit a limited number of first year students each year who, despite not meeting regular University entrance requirements, exhibit a strong potential to successfully complete a bachelor's degree.

Upon conditional admission, students are required to attend meetings and activities that provide them with the individual attention necessary to focus upon improving their academic skills. During the first semester, every attempt is made to enroll the student in the required writing and reading courses. Additional University courses act as supplements to complete the first semester schedule of classes. Advising and support services are provided through the Leckrone Academic Resource Center (LARC).

### REQUIREMENTS FOR ENTERING TRANSFER STUDENTS

A transfer student applicant (traditional programs) is defined as a degree-seeking student who has earned a minimum of 12 semester (18 quarter) hours of transferable credit at a regionally accredited post-secondary institution. Transfer student applicants need to have earned a minimum 2.0 cumulative transfer grade point average (higher for some majors) based upon all transferable courses to be considered for admission. 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.) Credits earned through Prior Learning Assessment cannot be used to meet the minimum credit hour requirement for admission.

Official transcripts from all colleges/universities attended must be sent to the Office of Admission. Students must be in good academic, disciplinary and

financial standings at previous colleges/universities attended. An evaluation of transfer credit will be forwarded with the acceptance letter showing courses accepted in transfer and courses/hours that still need to be completed at Lewis.

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

- 1) An application is submitted.
- 2) Official transcripts are received by the Office of Admission from each college and/or university attended.
- 3) Kaplan Admission Test results are submitted (for nursing majors only).

### TRANSFER CREDIT EVALUATION

Lewis curriculum requirements allow a complete transfer of credit, in most cases, for incoming transfer students. Course grades, however, do not transfer. Students with questions should contact the Office of Admission for assistance. Transfer guides for the Illinois community colleges can be accessed at [www.lewisu.edu/transfers](http://www.lewisu.edu/transfers) on the Lewis University Web site.

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

- 1) Transfer credit must be earned from schools accredited by The Higher Learning Commission of the North Central Association or another regional accrediting agency. 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.
- 2) Transfer credit must be earned in coursework that parallels offerings given at Lewis University or is acceptable through an articulation agreement. The Associate in Arts and Associate in Science degrees are accepted.
- 3) Community college terminal programs will transfer if prior articulation has occurred between the particular community college and Lewis University. (For example, law enforcement,

marketing, management, and some community college programs in nursing.) To be considered in this category, the courses must fundamentally draw upon the natural or social sciences and be appropriate to the liberal arts curriculum.

- 4) A maximum of 72 semester hours of community college credits (or credits from a two-year school) will be accepted at the time of entry. An unlimited number of hours will be accepted from upper division/senior institutions. Transferable credit must be degree applicable.
- 5) Credit hours for "D" grades will transfer provided that the course is not equivalent to the required College Writing courses or required by the student's major or minor.
- 6) A maximum of four hours will transfer in physical education activity courses.
- 7) All transferable prior learning credit earned before enrolling at Lewis, and in combination with community college credit, may not exceed 72 credit hours.
- 8) All transfer students must complete the final 32 hours of their degree, including at least four upper-division courses in the major, two upper-division courses in the minor, and 6 hours of University Mission courses at Lewis.
- 9) Developmental and/or remedial courses completed at another institution are not transferable.

### ADDITIONAL CRITERIA FOR NURSING STUDENTS

- 10) 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 must successfully complete the Kaplan Admission Test (KAT):

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

- 11) 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**.
- 12) A Bachelor to BSN prelicensure track has been designated for individuals who hold a bachelor's degree from an accredited four-year college. Upon completion of this accelerated track, the graduate will be granted a Bachelor of Science in Nursing degree and be eligible to sit for the national examination for licensure (NCLEX) as a registered nurse.

### ILLINOIS ARTICULATION INITIATIVE IN GENERAL EDUCATION

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

### REQUIREMENTS FOR ADULTS ENTERING DEGREE COMPLETION PROGRAMS (ACCELERATED PROGRAMS)

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

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

*Following are additional criteria stipulated by program:*

**Business Administration, Construction Administration, Hospitality Administration, Information Technology Management, Management:** Business course grades of "C" or higher will be accepted for transfer into the major.

**Fire Service Administration:** A fire service related associate's degree or equivalent hours in the fire service field from an accredited college is required.

**RN/BSN:** A nursing degree completion major must be a registered professional nurse in Illinois; must be a graduate of a state-approved diploma, associate's degree, or foreign nursing program; must have attained a 2.5 (4.0 scale) cumulative GPA for transfer credits (see specific program information).

The same admission criteria apply to all students who wish to register for an accelerated course offered through SPCE. Students must meet with an

academic advisor to complete a form that confirms the request for enrollment into an accelerated course.

To apply for admission, students should complete an Application for Admission through the Office of Graduate and Adult Admission and submit official transcripts from each college/university the student has previously attended. Evaluation of transfer credit is based on the following criteria:

- 1) Credits transfer from schools accredited by The Higher Learning Commission of the North Central Association or another regional accrediting association.
- 2) A maximum of four credit hours will transfer in physical education activity courses.
- 3) "D" grades will be accepted as transfer credit provided that the applicant has a "D" grade in a course not required by the student's major or minor.
- 4) A maximum of 72 semester hours of community college credits (or credits from a two-year school) may be accepted at the time of admission.
- 5) An unlimited number of hours will be accepted from upper division/senior institutions as long as 32 hours, including 12 hours of upper-division major courses and 6 hours of Mission-based courses, are completed at Lewis. All transferable prior learning credit earned before enrolling at Lewis, and in combination with community college credit, may not exceed 72 credit hours.
- 6) Developmental and or remedial courses completed at another institution are not transferable.
- 7) There are no time limits with respect to when credits were earned in order to be accepted for transfer.
- 8) 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 high school graduation. The GED is acceptable. Students who have Prior Learning Assessment credit must submit these documents for review of transferable credit.

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 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 550 (paper-based) and 213 (computer-based) or 79-80 (Internet-based) is required for undergraduate admission; the score of 550 (written) and 217 (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. Details on how to apply can be found at [www.lewisu.edu/international/apply](http://www.lewisu.edu/international/apply) on the University Web site.

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 directly 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 requesting transfer credit for upper-division coursework (translated into English) must forward catalog course descriptions of all university-level courses under consideration for transfer. Course translation and evaluation of transfer credit may be required through the selected evaluation service.

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 (U.S. \$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 International Student Services at [www.lewisu.edu/student-services/iss](http://www.lewisu.edu/student-services/iss) for appropriate forms and procedures at least six months in advance of the desired semester of attendance.

### REQUIREMENTS FOR ENTERING STUDENTS-AT-LARGE

A student-at-large is defined as a student who wishes to enroll in courses and 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.

## SPECIAL PROGRAMS

### 1) INTRODUCTION TO THE COLLEGE EXPERIENCE (ICE)

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

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

### 2) HIGH SCHOOL SCHOLARS

High school seniors who are in the top ten percent of their class and who are recommended by the principal or guidance counselor may enroll in one

## 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	Mathematics/Science Gen Ed - 13-200 <i>Calculus I</i>	3 or higher	4
Calculus BC	Mathematics/Science Gen Ed - 13-200 <i>Calculus I</i> and 13-201 <i>Calculus II</i>	3 or higher	8
Chemistry	Mathematics/Science Gen Ed - 03-106 <i>Chemistry</i>	3 or higher	3
Computer Science	Univ. Elective Credit - 70-196 <i>Topics in Computer Science</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	Communication Gen Ed - 06-111 <i>College Writing 1</i>	4 or 5	3
Literature	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	Univ. Elective Credit - 09-106 <i>Topics in History</i>	3 or higher	3
French			
Language	Language Elective - 21-123 <i>First Year French 1</i>	3 or higher	3
Literature	Language Elective - 21-106 <i>Lit. in a Foreign Language</i>	3 or higher	3
German			
Language	Language Elective - 21-127 <i>First Year German 1</i>	3 or higher	3
Literature	Language Elective - 21-106 <i>Lit. in a Foreign Language</i>	3 or higher	3
Human Geography	Social Science Gen Ed - 18-T01	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-18-106 <i>Topics in Political Science</i>	3 or higher	3
Latin	Language Elective Credit - 21-131 <i>First Year Latin 1</i>	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 - 21-103 <i>First Year Spanish 1</i>	3 or higher	3
Literature	Language Elective - 21-106 <i>Lit. in a Foreign Language</i>	3 or higher	3
Statistics	University Elective Credit - 76-190	3 or higher	3
Studio Art	Fine Arts Elective Credit - 01-106 <i>The Subject is Art</i>	3 or higher	3
U.S. History	History Elective Credit - 09-106 <i>Topics in History</i>	3 or higher	3
World History	History Elective Credit - 09-106 <i>Topics in History</i>	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.
4. All students must still take College Writing 2 to satisfy the general education requirement in writing.
5. Additional AP exam scores may be acceptable upon review by the Office of Admission and the appropriate Dean.

## INTERNATIONAL BACCALAUREATE PROGRAM

Subject Area	Lewis University Credit	Required HL Score	Credit Hours Earned
Language A1	<i>Humanities Gen Ed - 06-220 Topics in Literature</i>	5	3
Language A2	<i>Foreign Language Elective - 21-2XX Second Year Target Language 1**</i>	5	3
Language B	<i>Foreign Language Elective - 21-1XX First Year Target Language 1**</i>	5	3
Classical Greek	<i>Foreign Language Elective - 21-129 First Year Classical Greek 1**</i>	5	3
Latin	<i>Foreign Language Elective - 21-131 First Year Latin 1**</i>	5	3
Economics	<i>Economics Gen Ed - 04-200 Macroeconomics</i>	5	3
Business and Management	<i>Business Administration Elective - 61-200 Principles of Management</i>	5	3
Geography	<i>Social Science Gen Ed - 18-T01</i>	5	3
(Modern) History	<i>Humanities Gen Ed - 09-102 Culture and Civilization II</i>	5	3
Islamic History	<i>History Elective - 09-106 Topics in History</i>	5	3
Information Technology in a Global Society	<i>Sociology Elective - 20-106 Topics in Sociology</i>	5	3
Philosophy	<i>Humanities Gen Ed - 15-110 Intro to Philosophy</i>	5	3
Psychology	<i>Social Science Gen Ed - 26-100 General Psychology</i>	5	3
Social and Cultural Anthropology	<i>Sociology Elective - 20-106 Topics in Sociology</i>	5	3
Biology	<i>Science Gen Ed - 02-100 Intro to Biology</i>	5	3
Chemistry	<i>Science Gen Ed - 03-110 General Chemistry I**</i>	5	4
Physics	<i>Science Gen Ed - 17-120 Integrated Science I</i>	5	3
Mathematics	<i>Mathematics Gen Ed - 13-120 Mathematical Analysis</i>	5	4
Computer Science	<i>Computer Science Elective - 70-200 Introduction to Computer Science**</i>	5	3
Music	<i>Fine Arts Gen Ed - 14-110 Music for the Listener</i>	5	3
Theatre Arts	<i>Fine Arts Gen Ed - 22-135 Intro to Theatre Experience</i>	5	3
Visual Arts	<i>Fine Arts Gen Ed - 01-241 Art Appreciation</i>	5	3

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

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

course at Lewis University each semester while completing their final year of high school. Applications are to be made through the Office of Admission. Seniors who are accepted are designated High School Scholars and receive free tuition for this program.

### **3) ADVANCED PLACEMENT (AP)**

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 evaluated through the Office of Admission. Advanced Placement exams are listed in the areas shown in the Advanced Placement Examinations Chart.

Upon receipt of an AP test score, a letter will be sent to inform the student applicant 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 within the first semester of enrollment at Lewis.

### **4) SERVICE MEMBERS OPPORTUNITY COLLEGE (SOC)**

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

### **5) INTERNATIONAL BACCALAUREATE PROGRAM**

The International Baccalaureate Program, an international assessment agency with its head office in Geneva, Switzerland, is committed to high quality teaching and learning among member high schools

the world over. The curriculum and assessment center of the International Baccalaureate is located in Cardiff, Wales. This center oversees two examination sessions per year. Students take two kinds of courses and two kinds of examinations: Standard Level and Higher Level. Lewis University automatically awards credit hours only in those subjects in which a student has earned a score of "5" or higher in a Higher Level IB examination. Some departments award elective or general education credit; others award credit toward the major or minor. The Chair of a department in which course credit is granted may award up to twice the credit hours for examination scores of "6" or "7" if a student submits in the judgment of the Chair a qualifying IB portfolio in the subject area. All additional hours awarded are elective credit – not applicable to the major or minor – unless otherwise authorized by the Chair. A Chair in certain departments may also choose to grant credit for the second course in a sequence if appropriate; if the second course in a sequence is awarded credit, no additional hours may be awarded for either the first or the second course.

### **6) SECOND BACHELOR'S DEGREE**

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

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

experience (Prior Learning Assessment) 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).
  - 3) Obtain approval of the department chair (required when applicable).
  - 4) Complete the Kaplan Admission Test (KAT) as part of the application process for nursing majors.
- B. Holders of a bachelor's degree from Lewis University must
  - 1) Complete an application form for the second

bachelor's degree at the Office of Admission. This application includes:

- a) approval of the department chairperson (when applicable);
  - b) a listing of the courses needed to complete the major (to be determined by the chairperson); and
  - c) a statement that a minimum of 32 credits must be earned at Lewis in addition to the credits counted in earning the first degree (See Academic Policies for other requirements).
- 2) Obtain clearance from the Business Office of Lewis University.
  - 3) Complete the Kaplan Admission Test (KAT) as part of the application process for nursing majors.

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

### 7) RETURNING LEWIS STUDENTS

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

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

## 8) THE SCHOLARS ACADEMY, LEWIS UNIVERSITY'S HONORS PROGRAM

The Scholars Academy provides enriching intellectual opportunities for Lewis University undergraduate students. The Academy emphasizes creative, interactive, interdisciplinary, and lifelong learning. Guided by the University's Mission Statement and its Lasallian tradition, the Scholars Academy is founded upon four pillars: Inquiry, Integration, Dialogue, and Service.

### CHARACTERISTICS OF SCHOLARS ACADEMY MEMBERS

The Scholars Academy is designed for students who have

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

### GUIDING PRINCIPLES

The Scholars Academy is guided by the University Mission and 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 PROGRAMS WITHIN THE SCHOLARS ACADEMY

### I. CONTRACTS

Contracts are special projects done in general-education courses and/or courses in the major. They provide opportunities for students to pursue special interests within the boundaries of the course. They also enable students to work closely with their instructors.

### II. CONNECTIONS

The Connections program consists of paired interdisciplinary courses that enable Scholars to satisfy general-education requirements.

Scholars majoring in physical science should consider the Physical Science Connections program, designed for students who are interested in Biochemistry, Chemistry, Chemical Physics, Forensic Chemistry, Mathematics, Physics, and Pre-Engineering.

### SCHOLARS ACTIVITIES

Out-of-class scholars activities take a variety of forms:

- On-campus colloquia that explore stimulating ideas like creativity or topical issues like affirmative action and American foreign policy.
- "City-as-Text" experiences, which give students the opportunity to explore the cultural and social variety of the Chicago region and other great American cities.
- Small-scale explorations through the University's Arts & Ideas events.
- Meetings of the Honors Council of the Illinois Region and the National Collegiate Honors Council, which enable Scholars to meet and to share their work with other honors students across the state and the nation.
- Service-outreach programs and study-abroad experiences, which offer Scholars additional opportunities for meaningful out-of-classroom learning.

## LEVELS OF DISTINCTION

Students may aspire to either the Scholars Diploma or the Distinguished Scholars Diploma. Each level of distinction is defined by a set number of in-classroom and out-of-classroom learning experiences.

- To achieve the Scholars Diploma, students complete six in-classroom learning experiences: three in general-education courses, two in the major, and one capstone (a final project in the major). The general-education requirements may be met by contracts and/or Connections courses; the major requirements will be met by contracts.
- To achieve the Distinguished Scholars Diploma, students complete eight in-classroom learning experiences: four in general-education courses, three in the major, and one capstone (a final project in the major). The general-education requirements may be met by contracts and/or Connections courses; the major requirements will be met by contracts.
- All program participants need to earn 30 units of activity credit, including one service-learning activity and one presentation. The Distinguished Scholars Diploma requires 55 activities units.

## RECOGNITION

Students are honored through recognition at college awards events and at university graduation ceremonies. Scholars contracts and courses are included on transcripts and showcased in electronic portfolios.

## 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 active if they maintain a 3.25 GPA and complete at least one in-classroom learning

experience each semester. One audit meeting per year and a graduation exit interview with the director are required.

## 9) DEPARTMENTAL HONORS ORGANIZATIONS

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

Biology (Beta Beta Beta)

Computer Science (Upsilon Pi Epsilon)

English (Sigma Tau Delta)

History (Phi Alpha Theta)

Mathematics (Pi Mu Epsilon)

Nursing (Sigma Theta Tau)

Philosophy (Phi Sigma Tau)

Physics (Sigma Pi Sigma)

Political Science (Pi Sigma Alpha)

Psychology (Psi Chi)

Theology (Theta Alpha Kappa)

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

## 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).

## 10) 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

Lewis students attend college/university for one or two semesters in a foreign country at one of Lewis' partner institutions. Lewis is a member of the Lasallian International Programs Consortium. Student participation in Study Abroad provides international, cross-cultural experiences in stimulating university contexts. Earned credits and grades for equivalent courses at these affiliated institutions transfer as Lewis University credits. Students apply and register through Lewis before departing for the host institution. Fees and costs are reasonably close to the fees, tuition, and room and board costs of Lewis University. In most cases, the Study Abroad host institutions' semesters 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 an international study fee.

Contact the Study Abroad Office in LARC, ext. 5593, for application materials and additional information regarding deadlines, costs, course equivalents, specifics of the locations, and procedures. Before going abroad, students are encouraged to take at least one semester of foreign language.

### ELIGIBILITY AND REQUIREMENTS

Applicants must be approved for participation by Lewis University and the partnering institution. Basic eligibility to participate in Study Abroad includes a minimum of a 3.0 GPA or better and junior status. Students from all majors are welcome. Fluency in a language is not required. It is recommended that interested students begin

preparing for this opportunity early in their college program. Most applications are due at the beginning of the semester before the Study Abroad semester. Further information about specific requirements for each location is available at the International Study Abroad Office.

### LOCATIONS

Study abroad opportunities are currently available in Argentina, Australia, Brazil, England, France, Ireland, Italy, Mexico, South Africa, and Spain. Additional information about each location can be found online at [www.LasallianStudyAbroad.org](http://www.LasallianStudyAbroad.org)

### 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.

### 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](http://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 2011 semester, all traditional full-time students enrolling for 12-18 hours per semester are charged a flat rate of \$24,770 per year, or \$12,385 per semester. Students enrolling in less than 12 hours per semester will be charged \$750 per credit hour. Students enrolling in more than 18 hours per semester will pay the per credit hour charge of \$750 per credit hour for all hours in excess of 18.

Personal expenses vary according to the needs of the individual student.

## TESTING FEES

Students who wish to make use of special testing programs available through the University pay the fees charged by the testing agency or by the official examiners, as well as a posting fee. The College Level Examination Program (C.L.E.P.), various proficiency examinations, and Prior Learning Assessment are administered by the School for Professional and Continuing Education.

## ROOM AND BOARD

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

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

## FEES

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

## 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 contact the Business Office with questions and need 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 completion of a Drop Form in the Registrar's Office or online, 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](http://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](http://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 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.

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

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. To be eligible for an academic scholarship, the prospective student should complete an admission application and be accepted to Lewis University by February 1. 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. All transfer applicants are considered. 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. 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:

<b>Undergraduate</b>	0-33 hours	1.75 cum. GPA
	34-50 hours	1.90 cum. GPA
	51+ hours	2.00 cum. GPA
<b>Graduate</b>	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.

<b>Hours Attempted by Student</b>	<b>Hours Earned by Student</b>
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 and withdrawals 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:

- Federal Direct Stafford Unsubsidized Loans
- Federal Direct Stafford Subsidized Loans
- Federal Direct 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 39.)**

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

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

University General Education Requirements for new students are provided on pages 30-31. The requirements for transfer students are determined by the number of hours transferred. The Office of Admission will evaluate transcripts to determine which general education courses a transfer student must complete.

Students who are absent from Lewis for more than two consecutive years must follow the catalog requirements in effect upon return. (See page 15.)

### COLLEGE WRITING REQUIREMENTS

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

To support student success, the Department of English reviews student test or entrance scores, and administers a Writing Placement Examination, normally administered at the time of registration (SOAR). Based on their demonstrated skills, students are placed into the course that will best meet their needs: Sentence and Paragraph (06-102); Essay (06-103); College Writing I (06-111).

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

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

### A.P., C.L.E.P., AND I.B. CREDIT FOR LITERATURE EXAMINATIONS

To satisfy the general education requirement in literature and earn three credits for 06-220, students must present a score of 3 or higher in the A.P. Examination in Literature and Composition; or a score of 55 or higher in C.L.E.P. Analyzing and Interpreting Literature; or a score of 5 or higher in I.B. Language A1.

Credits awarded for A.P., C.L.E.P., and I.B. scores, however, do not apply toward coursework in the English major.

Transfer credits for the general education literature requirement may be awarded for equivalent coursework completed at other accredited colleges and universities if appropriate documentation is presented to the admitting office and approved by the Department of English.

### CHARACTERISTICS OF A BACCALAUREATE GRADUATE

The baccalaureate graduate of Lewis University will:

1. read, write, speak, calculate, and use technology at a demonstrated level of proficiency. This can include the ability to:
  - research, comprehend, evaluate, and synthesize scholarly texts and other information sources.
  - communicate to analyze, inform, and persuade.
  - speak effectively in small groups and formal settings.
  - process and use quantitative and qualitative data.
  - use technological tools to retrieve, analyze, evaluate, and communicate information.
2. understand the major approaches to knowledge. This can include the ability to:
  - comprehend and practice the scientific method.
  - understand events, ideas, and disciplines within their historical contexts.
  - comprehend the methods and concepts of philosophy.
  - analyze and appreciate the history, genres, and critical vocabulary of literature and mass media.
  - experience and value the forms, aesthetics, and history of the arts.
  - use the grammar and vocabulary of theology through which faith seeks understanding.
3. understand the place of faith, religion, and spirituality in the search for truth and meaning. This can include the ability to:
  - comprehend the beliefs, histories, and roles of various religious traditions.
  - assess the Christian tradition, especially the Roman Catholic Christian tradition, not only on its own merits but also in relation to other ways of construing the world.
  - consider the significance of spirituality in his or her life.
4. understand and prepare for moral and ethical decision-making. This can include the ability to:
  - define and apply the concepts and theories that underlie moral and ethical decision-making.
  - consider the value of service to the world community.
5. become an informed, involved, and responsible citizen of a diverse yet interconnected national and global community through a grounding in economic, political, social, and historical influences that are inherent in shaping, developing, and advancing nations and the world. This can include the ability to:
  - understand economic and political theory and practice in both the United States and the world.
  - investigate how citizens of the United States and the world interact with one another, their community institutions, and their governments.
  - understand how social systems across cultures influence and are influenced by human behavior and development.
  - explore the histories, influences, and expressions of national and international cultures.
  - recognize and respect the diversity of societies in both the United States and the world.
6. think critically and creatively. This can include the ability to:
  - analyze and evaluate information.
  - synthesize and evaluate problem-solving strategies.
  - implement effective and innovative solutions to problems.

7. possess the knowledge, skills, and dispositions to enter or advance a career, or to begin graduate study. This can include the ability to:
- demonstrate the skills for lifelong learning.
  - appreciate the value of lifelong learning.

### MISSION-RELATED COURSES

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

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

Consistent with the Mission of Lewis University, as well as its Catholic and Lasallian heritage, the Department of Theology offers a variety of courses which provide a diverse population with a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth and one's relationship with God. Theology courses are intended to provide students with an opportunity to personally explore religious questions

from a Christian, especially Roman Catholic, perspective. Such a theological approach involves working to understand what one believes.

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

### GENERAL EDUCATION REQUIREMENTS APPLYING TO ALL TRANSFER STUDENTS

General education requirements may be fulfilled by transfer coursework or coursework taken at Lewis University. However, all transfer students must complete two of the three required Mission-based general education courses at Lewis.

## ACADEMIC POLICIES

### THE MAJOR

The major is a sequence of courses in a department or program designed to prepare students, according to departmental or program objectives, for certain careers and/or for graduate work. All students are required to complete at least one set of major requirements for graduation from the University, including at least four upper-division major courses (12-16 hrs.). At minimum, a 2.0 GPA is required for graduation. A higher GPA in the major may be required by some programs.

## DECLARATION OF MAJOR

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

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

## CHANGE 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 transcript. To do so, a student must complete 60 credit hours, at least 20 of them at Lewis, and have a minimum GPA of 3.0. No application for a triple major may be made after a student enters the final semester at Lewis. To apply for the triple major, a student must request that his or her academic advisors form a Program Approval Committee (PAC) consisting of the chairs of each of the departments involved, as well as the dean. The student will present to the PAC a brief statement explaining the benefits of the third major, along with letters of support from advisors or faculty members in the majors. The PAC will determine on an individual case basis which classes will be required and decide upon the required number of credits for each major. In each case, the decision of the PAC will be detailed in a written contract, signed by the department chairs, the dean and the student. Each person and the University Registrar will receive a copy of the contract. If the PAC rejects a request for a triple major, the dean will supply the student with a written rationale for the decision.

## MINORS

Students pursuing a minor should follow the requirements of a specific minor found in this catalog. These requirements must be completed by graduation. Credit for "D" grades does not transfer toward the hours that are required for the minor. Two upper-division courses (6-8 hrs.) in the minor must be taken at Lewis. A 2.0 GPA ("C" average) in the minor is required for graduation.

## 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."

## UNIVERSITY GRADUATION REQUIREMENTS APPLICABLE TO ALL UNDERGRADUATE STUDENTS

The curriculum is divided into three parts: general education requirements, requirements for the major and elective courses. The general education requirements specify courses in the fine arts/humanities, social studies and natural sciences, communication and mathematics, designed to introduce the student to the various fields of liberal culture. Mission-related courses are also required.

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

To meet University requirements, all students must

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

**SOME GENERAL EDUCATION REQUIREMENTS HAVE COURSE OPTIONS. THESE PAGES DELINEATE 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) <b>Three of these four (9):</b> Culture & Civ. I (3) 09-101 Culture & Civ. II (3) 09-102 Intro. Philosophy (3) 15-110 Literature* (3)	<b>Three of these five (9):</b> 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)	<b>Any three in these two areas (9):</b> 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	<b>Three in these three areas with at least one Theology (9):</b> Cultural Diversity (3) 20-290 Theology* 100-level course (3) 200-level course (3)  Action & Values* (3)  <b>(Two Mission-related courses must be taken at Lewis.)</b>
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.
<p>* Course options for the Fine Arts, Literature, Social Science, Economics, Mathematics, Science, Action and Values, and Theology are listed on the following page.</p> <p>** Education majors are required to complete an additional 3 credit hour Mathematics course.</p>			

**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  
 14-115 A History of American  
 Popular Music  
 (Non-Majors)  
 14-116 History of African  
 American Music  
 14-117 History of Jazz  
 14-311 Music History I  
 14-312 Music History II  
 14-313 History of American 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 Introduction to  
 Environmental Science  
 02-107 Human Heredity  
 02-108 Introduction to Human  
 Biology  
 02-110 General Biology I  
 02-122 Integrated Science II  
 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  
 03-122 Introduction to Forensic  
 Chemistry

**PHYSICS**

- 17-100 Elementary Laboratory  
 Physics  
 17-106 Topics in Physical  
 Science  
 17-110 Weather and Climate  
 17-120 Integrated Science I  
 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:  
 02-101 and 02-103 A&P*

## REGISTRATION

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

## CHANGE OF REGISTRATION

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

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

## LOWER- AND UPPER-DIVISION COURSES

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

## STUDENT COURSE LOAD

Students may register for no more than 18 credit hours each semester, unless a greater number is approved by their advisor and the dean prior to registration. Students requesting to register for more than 18 credits should have a GPA of 3.0 or higher.

## FULL-TIME / PART-TIME STATUS

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

## INDEPENDENT STUDY

Independent study is defined as an individual course of study designed by the student together with a faculty member, and directed by a faculty member. Independent study requires agreement of a plan of study and approval of the faculty member, department chair, and dean prior to registration. The program of reading, exams, research, experimentation or field work, along with discussions, is mutually agreed upon. Independent study is offered by a department or program only to its majors or minors. A student applying for independent study should be a junior or senior with at least a 3.00 GPA. Students can obtain the independent study form from the office of the dean of the college. All conditions and approvals of independent study must be completed prior to the registration period, and late registration is not permitted for independent study. The independent study form must accompany the registration form in order for the registration to be processed.

## AUDITING COURSES

Students may audit courses for a fee. See the *University Course Schedule Book*. The instructor's permission on the audit form is required. The fee must be paid at the time of enrollment and is non-refundable. Auditors are subject to the conditions of enrollment established by the instructor, but do not take course examinations. Students who audit a course must establish regular attendance during the first two weeks of class or they will be submitted as a “No Show.” No credit is earned for audited courses, but the course name and the designation “AU” are listed on the transcript. Students who do not follow the attendance policy in the syllabus may earn a “W” as a final grade. Students can obtain the audit form from the Office of the Registrar. *Nursing courses may not be audited.*

Students may audit most courses offered in the College of Arts and Sciences and the School for Professional and Continuing Education. Ordinarily, students may not audit studio or laboratory performance-based courses. Students' work in audited classes will not be formally assessed and no grades will be issued. Auditors are expected to read required texts and are permitted to ask and answer questions in class.

Courses taken for audit do not apply toward any academic degree and do not count as part of a student's full or part-time course load for purposes of financial aid or loan deferments.

The following policies apply to auditing:

1. Auditing is permitted only if classroom seating is available.
2. Potential auditors must receive written permission from the instructor and in some cases, permission of the department chair, or program director.
3. Auditors receive only provisional permission to attend classes until course registration is completed at the end of the add/drop period.
4. A student's total number of for-credit and audited courses may not total more than 18 hours without approval from the appropriate academic dean's office.
5. Once auditor status is invoked for a course, the student may not change auditor status to for-credit status.
6. Students may not register for a course for credit in the same semester they are auditing that course.

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

### **PASS / FAIL COURSES**

Students may take no more than one course per semester on a pass/fail basis. Courses taken pass/fail cannot be among those required by the major, the minor or the General Education curriculum. Approval of the course instructor and permission of

the dean of the college in which the student is a major is required in order for a P/F grade to be attempted. A few courses are offered exclusively on a pass/fail basis.

Application forms to take a course on a pass/fail basis are available in the office of the dean.

Completed application forms must be returned to the Registrar before the third Friday of the semester.

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

### **CLASS ATTENDANCE**

Students are expected to attend all classes as part of the normal learning process. In addition, students must be especially consistent in attendance, both on-ground and online, during the first two weeks of the semester to confirm registration and to be listed on the official course roster. Students who fail to follow this procedure and who have not received prior approval from the instructor for absences will be withdrawn from the courses in question by certification of the instructor on the official class 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. To withdraw from a course, you must complete a Withdrawal Form from the Office of the Registrar. A student cannot withdraw from a course simply by not attending. Non-attendance will result in a grade of “F.”

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

## EARNING DEGREE CREDIT OUTSIDE OF FORMAL COURSEWORK

### PRIOR LEARNING ASSESSMENT (PLA)

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

Credits awarded for prior learning are transcribed on a pass/no credit basis, and do not affect the student’s grade point average. A Lewis student may earn up to 30 credits through PLA, but those credits are not considered in satisfying the 32-hour residency requirement of the University. Credits earned through PLA cannot be used to satisfy the

transfer credit hour requirement for admission into an accelerated degree program.

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

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

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

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

#### **COLLEGE OF ARTS AND SCIENCES**

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

#### **COLLEGE OF BUSINESS**

The College of Business does not grant credit for the C.L.E.P. Examination for business-related courses. Students who want to take other C.L.E.P. Examinations should follow the procedure of the College of Arts and Sciences.

#### **COLLEGE OF NURSING AND HEALTH PROFESSIONS**

- 1) Students who want credit for successful performance in specific general education courses via C.L.E.P. Examinations should contact the College of Arts and Sciences. Inquiries may also be made through the Leckrone Academic Resource Center.
- 2) RN/BSN students may receive elective credit through successful completion of Excelsior

Nursing Challenge Exams. RN students holding current certifications in certain specialty areas may also receive elective credit.

### **CREDIT BY EXAMINATION: DEPARTMENTAL**

Students may petition a department to take an examination to receive credit for a course offered by the department. Some departments do not offer credit by examination. See the department chairperson for information concerning credit by examination for that particular department. Applications for departmental examinations are made through the School for Professional and Continuing Education.

### **CREDIT FOR MILITARY TRAINING AND OTHER ACTIVITIES**

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

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

### **COURSEWORK AWAY FROM LEWIS**

Once students have matriculated at Lewis University, they may 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

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


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

Exam	%tile	Essay	L.U. Equivalent
<b>General Exams</b> (For credit, these General Examinations must be taken during the student's first semester of college.)			
o Natural Science	55	None	Science, 17-106 (3)
o Humanities	55	None	Hum., 14-T01 (3)
o Social Science/History	55	None	Social Science, 18-T01(3)
<b>Subject Exams</b> (These examinations may be taken any time during the student's collegiate career, except during the student's last semester.)			
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	18-T01 (3)
o Biology	60	None	02-100
o Chemistry	60	None	03-106
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	50	None	20-100
o French Language	50/65	None	Elective (3/6)
o German Language	50/65	None	Elective (3/6)
o Spanish Language	50/65	None	Elective (3/6)
o American Literature	55	None	06-220
o Analyzing and Interpreting Literature	55	None	06-221
o English Literature	55	None	06-220
o 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 Elective credits, the Dean of the College of Arts and Sciences or the appropriate chairperson/director will identify the course which is equivalent to the earned C.L.E.P. credit. The School for Professional and Continuing Education oversees and processes all student applications for C.L.E.P. credit attempted after matriculation at Lewis.

these credits. Forms and further information can be obtained from the office of the appropriate dean.

## EDUCATIONAL RIGHTS

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

Additionally, Lewis University recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws which are designed to eliminate discrimination against qualified individuals with disabilities.

Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the University.

For further information on accommodations or accessibility on campus, contact the Academic Skills Coordinator in LARC.

## COURSE CREDIT

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

## GRADING

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

### GRADE POINT AVERAGE

The Grade Point Average (GPA) is determined by dividing the total number of credit hours a student has attempted into the total number of quality points earned. The grades of "P," "AU," "I," and "W" do not enter into the calculation of the GPA. The

grade of "F" earned in a pass/fail course is included in the calculation of the GPA. Grades earned at other colleges or universities are not included in calculating the GPA.

GPA CALCULATION	GRADE	MEANING	QUALITY POINTS	
Counted in GPA	A	Outstanding	4.0 per credit hour	
	A-		3.7 per credit hour	
Counted in GPA	B+	Good	3.3 per credit hour	
	B		3.0 per credit hour	
	B-		2.7 per credit hour	
	C+		Satisfactory	2.3 per credit hour
	C			2.0 per credit hour
Counted in GPA	C-	Passing	1.7 per credit hour	
	D+		1.3 per credit hour	
	D		1.0 per credit hour	
	D-		0.7 per credit hour	
Counted in GPA	F	Failing	0.0 per credit hour	
	IF		Incomplete to Failing	0.0 per credit hour
Counted in GPA	P	Passing		
	W		Withdraw	
	AU		Audit	
	I	Incomplete		

## DEAN'S LIST

Every semester, the colleges publish a Dean's List of Honor Students. To be eligible, a student must have completed at least 12 hours during the semester, with a grade point average of at least 3.25 and with no "D" or "F" grades. A grade of Incomplete (I) will cause a student's name to be omitted from the Dean's List. Credit hours taken on a pass/fail basis are not included among the 12 hours needed to be eligible for the Dean's List of Honor Students.

## INCOMPLETE GRADE

An Incomplete (I) grade is given when students are prevented from completing the course requirements by the last day of classes by circumstances beyond their control -- as explained to the satisfaction of the instructor. Incomplete work must be made up within the first six weeks of the following semester, or the grade IF will be assigned for the course. In exceptional circumstances, a student may request an extension of time in order to complete the work. The approval of the dean of the college, as well as the instructor, is required. This extension must be requested before the end of the six-week deadline.

## CHANGE OF GRADE

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

A change of grade requires the approval of both the instructor and the appropriate college dean. To appeal a grade, see the Grade Appeal Process on page 42.

## REPEATED COURSES

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

grade received by a nursing major in a required nursing course was "W" 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 "D," "W," or "F," the course may be repeated only once. The student earning a grade of "C-," "D," "F" or "W" in the following required science courses: Chemistry 105, Anatomy & Physiology I and Lab, Anatomy & Physiology II and lab, and Microbiology and Lab, may repeat that science course once, receiving a grade of "C" or better on the second attempt. Failure to receive a grade of "C" or better, OR a second failure in the above mentioned science courses, will result in dismissal from the nursing major and/or ineligibility for admission to the major.

## GRADE REPORT

Lewis University discontinued mailing grade reports as of January 2006. Grade reports may be obtained online at [www.lewisu.edu/academics/onlinerecords.htm](http://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 in every semester of their attendance at Lewis, and they must have submitted an application for graduation in a timely manner. Such a petition must be filed with the Provost no later than two weeks prior to the scheduled commencement.

For this policy, the term "extreme hardship" includes only those circumstances beyond the control of the student. These circumstances would involve major illnesses or the impending death of the student, or loved one, significant financial or political

crisis/burden making future semester participation nearly impossible, or a circumstance of similar magnitude. The desire to participate with one's peers is an inadequate circumstance. Being three (3) credits from graduation is only a requisite to appealing to participate; it is not a request by itself which is deemed acceptable.

### APPLICATION FOR GRADUATION

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

Grad. Month	Deadline to Apply
December	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 prior learning assessment.

### 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.

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

### **ACADEMIC PROBATION AND DISMISSAL**

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

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

### **REGISTRATION AND PROGRESSION**

In order to register for and enroll in Foundations of Professional Nursing (30-201) at Lewis University, prelicensure nursing students, including transfer students, must have a cumulative GPA of 2.75 or above. Students who earn a grade of “W” 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 “C” in required science courses to progress to the next semester in the program. The student earning a grade of “C-”, “D”, “F” or “W” in the following required science courses: Chemistry 105, Anatomy & Physiology I and Lab, Anatomy & Physiology II and lab, and Microbiology and Lab, may repeat that science course once, receiving a grade of “C” or

better, on the second attempt. Failure to receive a grade of “C” or better, OR a second failure in the above mentioned science courses, will result in dismissal from the nursing major and/or ineligibility for admission to the major. 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. For SPCE students, students who are on academic probation are not allowed to take more than nine credit hours of accelerated courses per semester and must develop an academic improvement plan in consultation with their academic advisor in SPCE. This improvement plan may include required participation in academic skill enhancement workshops.

Academic probation is a period of one regular semester (fall, spring, and/or summer terms) during which a student must satisfactorily complete all courses registered for and raise his or her GPA to the required minimum, as a condition for remaining in the University. An Incomplete (I) grade is evidence of failure to meet the conditions of probation. Due to the timing of the five- and eight-week accelerated sessions, academic probation may be addressed at times other than January, May, and August.

Academic probation may bring with it restrictions on a student’s participation in campus activities, as indicated in the *Student Handbook*.

## DISMISSAL

Students who do not achieve the required grade point average during their semester of academic probation are subject to dismissal from the University. The professional staff in the Leckrone Academic Resource Center will review the academic standing of each student subject to dismissal. Written notification of academic dismissal will be sent by the Associate Provost for Academic Support via certified mail.

## POLICY AND PROCEDURE FOR APPEALING ACADEMIC DISMISSAL FROM THE UNIVERSITY

- 1) If a student wishes to appeal a decision to dismiss, a written letter of appeal must be sent to the Dismissal and Appeals Committee by the dismissed student according to the instructions outlined in the letter of dismissal. Written appeals must include specific reasons and details justifying re-admission consideration. Appeals will be accepted only if they are in writing.
- 2) The Dismissal and Appeals Committee, which includes faculty representatives from each of the Colleges/School and professional staff from the Leckrone Academic Resource Center (LARC) and SPCE advising staff, will review the material and render a recommendation to the Provost.
- 3) The Provost will review the material and recommendation, render a final decision and communicate the decision to the student in writing via certified mail.

## RE-ADMISSION AFTER ACADEMIC DISMISSAL

Students dismissed from the University for academic reasons may apply for re-admission in one of the following ways. More specific information is available through the 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 Dismissal and Appeals

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

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

## DISCIPLINARY DISMISSAL

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

Students dismissed from the University for misconduct lose all fees and payments, as well as the right to attend classes or make use of University facilities. Such students are re-admitted to the University only upon approval of the Office of

Student Services. Students dismissed from the University prior to the end of a semester receive no academic credit for that semester.

### GRADE APPEAL PROCESS

- 1) If a student wishes to appeal a final grade for a course, the student must, prior to the third week of the subsequent fall or spring semester, contact the instructor of the course to express concern.\* The instructor of the course will review with the student how the grade was determined.
- 2) If the student is not satisfied with the explanation, he or she may submit a letter of appeal with a rationale for a change of grade to the program director/department chair of the program where the course is offered or to the dean's office if the instructor is the department chair. The program director/department chair or dean's designee will communicate with the instructor to review the student's letter of appeal and to ascertain how the grade was determined. The program director/department chair or dean's designee will then meet with the student to inform the student of the program director/department chair or dean's designee's determination on the appeal.
- 3) If the student is still not satisfied with the result of the grade appeal and wants to appeal to the dean, the student must submit a letter of appeal to the dean of the college. The letter of appeal must contain a summary of the meetings with the instructor, the program director/department chair or dean's designee, and it must include any evidence supporting the claim for a grade change.
- 4) The dean will review the material and render the final decision. The dean will communicate the decision in writing to the student and to the instructor of the course. The dean's determination is final.
- 5) Appeals must move with reasonable speed through the review process. The full process from when the student first contacts the instructor should take no longer than four weeks.

- 6) Anecdotal notes will be made and signed by all participants in all phases of review of the grade. *\*Students in programs with a lockstep sequence and/or who must maintain a specified GPA may need to accelerate the grade appeal process. Please consult your college guidelines for specifics.*

### UNIVERSITY POLICIES AND PROCEDURES FOR APPEALING OTHER ACADEMIC MATTERS

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

- 1) If a student wishes to appeal an academic decision, a written letter of appeal must be sent to the appropriate academic dean.
- 2) The dean will review the situation and render a decision. The dean will communicate the decision in writing to the student.
- 3) If the student is not satisfied with the decision of the academic dean, the student may petition the Provost. Documentation submitted with the written petition must include the original letter of appeal and the decision of the academic dean.
- 4) The Provost will establish an *ad hoc* committee composed of:
  - one faculty member appointed by the appropriate academic dean;
  - one representative from the Office 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 instructor level. If

the student is not satisfied with the instructor's explanation, the student may appeal at the department/program level. Appeal of the department/program decision must be made to the dean of the college/school. The dean reviews the appeal and makes the final decision in all cases except those in which suspension or expulsion is recommended, and in these cases the Provost makes the final decision.

### **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.

### **COPYRIGHT LAWS**

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

## **ACADEMIC RESOURCES**

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### **THE LIBRARY**

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

The Lewis University Library has a comfortable seating capacity for more than 400 students. There are three group study rooms available as well as a faculty study room, two library conference rooms, the very popular Media Classroom, handsomely decorated and appointed with seminar seating for 30 people, and the Library Computer Lab which seats 26 people. Additionally, the library is a wireless site for laptop personal computers.

The library provides 27 computers attached to laser printers for word-processing, catalog and database searching, internet access, and e-mail. These PCs are equipped with Microsoft Office 2007 and programs for spreadsheet and database work. Additionally, these PCs have internet access for database and internet searching. These PCs access 45 computerized database-searching facilities. A list of databases, updated each fall and spring, with coverage information, the percentage of full text, and how databases can be accessed is in the Library Newsletter, available at the circulation desk.

Students have access to a computerized catalog and additional computerized periodical indexes (including full text availability) through the Lewis University Library's membership in CARLI. CARLI stands for the Consortium of Academic and Research Libraries. I-SHARE is a computer-based catalog of library materials that can be used to find descriptive information about items located in approximately 71 libraries throughout Illinois. Additionally, I-SHARE also provides current information about the availability status whether an item is checked out or available for borrowing) for items located in the more than 71 libraries that are members of the CARLI organization. Access to I-SHARE is provided through the Lewis Library Web page.

For the Lewis Library, as well as the other 71 libraries in CARLI, I-SHARE is used as an online catalog for the library's book collection and as a means of tracking the circulation functions. Students use their IDs with a bar-coded strip as their library card. Also, the process of direct borrowing from other libraries is greatly enhanced by the ID system. A further

explanation of a student's direct borrowing options is available from any Lewis librarian.

The Lewis University Library is a member of several important interlibrary groups. LIBRAS (which stands for Library Association) is a very active, important consortium of academic libraries in the Chicago and suburban areas. Lewis is also a member of the South Metropolitan Regional Higher Education Consortium and the Chicago and South Consortium of Medical and Academic Libraries. These various consortia enhance the Lewis University Library's ability to fill the needs of the students of Lewis University, both full- and part-time, on the Romeoville campus, as well as the off-campus sites.

Bibliographic instruction may be arranged through the reference department. Workshops emphasizing specialized research functions and abilities are also available for credit.

The library is a place for quiet research and study, and socializing is not permitted. Students who fail to observe these policies may lose library privileges. Also, theft and/or mutilation of library materials is:

- a violation of University policies and regulations. Violators are subject to disciplinary action up to and including expulsion from the University.
- a violation of Illinois Compiled Statutes, Chapter 720, Section 5, Article 16B. Violators are subject to fines and/or imprisonment in accordance with the Illinois criminal procedures.

Library hours during the regular session are:

Mon - Thurs.	7:45 a.m. - Midnight
Friday	7:45 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 7:00 p.m.
Sunday	Noon - Midnight

Library hours are extended before and during exam periods and any exceptions to the hours listed above are posted at the library entrances.

## HEART PACEMAKER WEARERS

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

## CELLULAR PHONES

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

## ACADEMIC COMPUTING FACILITIES

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

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 Chicago, 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.

## CAMPUS MEDIA

The purpose of campus media at Lewis University is to provide students with a practical learning environment for students to develop the skills, knowledge, editorial judgment and leadership abilities to pursue a media career after graduation.

## MEDIA ADVISORY BOARD

At Lewis University, the campus oversight committee for all media activities is the Media Advisory Board comprised of students, media advisors and university administrators.

The board consists of the dean of the College of Arts and Sciences; the editor-in-chief and moderator of *The Flyer*; the editor and moderator of the *Online Flyer*; the general managers of WLRA and the Lewis University Television Network; the advisors and program directors of these media; the director of Public Relations; the dean of Student Services; the associate dean of the College of Arts and Sciences; director of University Ministry; the chairperson of the Department of Communications; a Student Governing Board representative(s); and a representative from the Office of Marketing and Communications.

The responsibilities of the Media Advisory Board include the establishment and review of policy for all campus media, the review and recommendation of resources and the review of budgets and expenditures. The Media Advisory Board also publishes the *Campus Media Handbook* which consists of best practices, operational guidelines and policies for all campus media.

**THE FLYER AND ONLINE FLYER**

*The Flyer* and *Online Flyer* are the official student publications of Lewis University. All Lewis University students are encouraged to join the staff of *The Flyer* and *Online Flyer*. *The Flyer* and *Online Flyer* provide a practical learning environment for students interested in careers in journalism, computer graphic design, electronic publishing, advertising, public relations, photography and media production. Since 2000, *The Flyer* and *Online Flyer* have won more than 50 statewide, regional and national journalism awards, including the Pacemaker award for the *Online Flyer*.

The mission of *The Flyer* and *Online Flyer* is to publish student media consistent with the mission of a Catholic, private institution of higher education and the highest norms of American journalism. In fulfilling this mission, *The Flyer* and *Online Flyer* report news and information relevant to Lewis students, provide a forum for the discussion of issues, and serve as a central location to find out about student and University activities, events and programs.

*The Flyer* and *Online Flyer* are operated by Lewis University students under the direction of a faculty advisor. *The Flyer* is published 12 times a year. *The Online Flyer* is published at least once a week during the semester and can be accessed at [www.lewisflyer.com](http://www.lewisflyer.com). *The Flyer* and *Online Flyer* are published in the Multimedia Lab using current industry standard desktop and electronic publishing hardware and software. *The Flyer* is located in Pope John Paul Hall-12. For more information call (815) 836-5234 or e-mail [lewisflyernews@gmail.com](mailto:lewisflyernews@gmail.com)

**WLRA RADIO STATION**

WLRA is the non-commercial educational radio station owned by and licensed to Lewis University. Broadcasting in stereo at 88.1 on the FM dial and simulcast on the Internet at [www.lewisu.edu/wlra](http://www.lewisu.edu/wlra). WLRA is a class "A" radio station with potential listeners numbering around one million. Music, news, talk, sports, and educational material comprise WLRA's 24-hour broadcast day. The goals of WLRA

Radio are to provide quality news and entertainment programming in a manner consistent with the Mission of Lewis University as a Catholic, private institution of higher education and with the accepted norms and best practices of American broadcasting.

WLRA is the flagship station of the Flyer Sports Radio Network. WLRA has transmitted Lewis University sporting events and talk shows from across the country. In addition to sporting events, WLRA has broadcast cultural music and events from Lewis University as well as student produced productions from various campus locations and locations in the community.

WLRA Radio was the first college radio station in the country to become entirely digital. WLRA is equipped with the latest state-of-the-art broadcasting technology. The studios include an on-air control room, conference studio, news production, digital audio production, producing offices, student management offices, and music library. WLRA Radio Station's studios and offices are located in the Andrew Center of Electronic Media in De La Salle Hall. WLRA is open to all students who wish to participate in broadcasting. Students interested in participating in WLRA's activities can contact WLRA's general manager or program director at (815) 836-5214 or e-mail the radio station at [wlra@lewisu.edu](mailto:wlra@lewisu.edu). Visit the WLRA Radio Station Web site at [www.lewisu.edu/wlra](http://www.lewisu.edu/wlra).

WLRA is managed and staffed by Lewis University students under the director of Electronic Media. For more information, contact the Office of Electronic Media at (815) 836-5400.

**LEWIS UNIVERSITY TELEVISION NETWORK**

The Lewis University Television Network is the Lewis University campus cable television local origination channel. Channel 6 provides career training and professional experience for communications majors and other interested students. In addition, these channels promote University activities, programs, and events through their news shows, daily bulletin board, and weekly schedule of programs.

The Lewis University television production facilities are equipped with the latest state-of-the-art broadcasting technology. The facilities include a television control room, 25 x 30 television studio, news set, non-linear video editing, producing offices, student management offices, and videotape library. The Lewis University Television Network also has a *live* electronic newsgathering vehicle complete with microwave transmitter, 45-foot mast, video editing, and two-way radio. The Lewis University Television Network studios and offices are located in the Andrew Center of Electronic Media in De La Salle Hall.

The Lewis University Television network also provides a 24-hour electronic message board of upcoming university events on Channel 25 with background music of WLRA Radio. University organizations and departments can post messages by sending them to the Office of Student Services.

The Lewis University Television Network is operated by Lewis University students under the direction of the Department of Communications in the College of Arts and Sciences. A student senior producer and field producers manage the Lewis University Television Network's operations. Students interested in participating in the network's activities should consult the director of Electronic Media at (815) 836-5400. Visit the Lewis Television Network Web site at [www.lewisu.edu/academics/broadcast](http://www.lewisu.edu/academics/broadcast)

#### **CABLE TELEVISION**

Lewis University provides more than 80 channels of cable television to all rooms in the residence halls and various classrooms.

#### **ACADEMIC SUPPORT WORKSHOPS FOR ADULT STUDENTS**

Academic support workshops are offered at no cost to currently enrolled adult students (i.e., 24 years of age or older) in graduate and undergraduate degree programs. New and continuing adult students have the opportunity to receive specialized instruction in math, writing, and reading that is relevant to the courses associated with their program of study. Workshops are also offered on study skills, ways to navigate technology such as Blackboard, and

resources available through the Library. These workshops are offered in a non-credit format and are available at times appropriate for adult student schedules. Additional resource information may be available on Blackboard. Contact the School for Professional and Continuing Education (SPCE) or the Leckrone Academic Resource Center (LARC) for further information.

#### **LECKRONE ACADEMIC RESOURCE CENTER (LARC)**

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

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

- Academic Advising and Registration
- Academic Skills Seminars
- Assessment and Testing
- Bridge Program
- Computer Lab Instruction
- 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
- Resumé 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.

Participation in productions or coursework, and training in acting, directing, stagecraft and design prepares students for careers in theatre, teaching or continued study at the graduate level.

## UNIVERSITY TESTING CENTER

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

Contact SPCE at (815) 836-5570 for further information. SPCE is a member of the National College Testing Association (NCTA) which provides standards and guidelines for post-secondary test centers.

## STUDENT LIFE/STUDENT SERVICES

### CAREER SERVICES

The Office of Career Services is located in the Leckrone Academic Resource Center (LARC). Counselors are committed to helping students research career options that correspond with their individual skills, values, interests, and goals. The personal and professional development of students is promoted through career counseling, resumé writing, and job search assistance.

### 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, soft ball, 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

At Lewis University, residence halls are more than a place to sleep and eat. They are extensions of the classroom; they are places where students learn how to appreciate diversity by living and working with people different from themselves. Students learn decision making skills, they develop independence, they gain self confidence, and they learn to accept responsibility. The Residence Life staff consists of full-time professionals, graduate and undergraduate students, all of whom reside on campus. Residence Life staff is licensed to provide support to students living on campus. Student involvement and community decision making are key ingredients in the Residence Life program. Each residence hall has a Residence Hall Association representative who lives in that facility. These students organize activities throughout the year and provide input to the Residence Life staff on a variety of topics, including maintenance, technology, and programming. For more information please contact us at (815) 836-5275 or e-mail [reslife@lewisu.edu](mailto:reslife@lewisu.edu)

### CAMPUS SECURITY

The Office of Campus Security is composed of full-time professional security staff, and part-time student officers. Campus Security staff are on duty 24/7 and are trained to respond to various emergency situations that arise on campus. Services offered by Campus Security include the issuance of student identification cards, parking permits, vehicle jumpstarts, vehicle and room lockouts, and community education. Campus Security also offers a walking escort service on the main campus for all community members on a 24/7 basis. They can be reached at (815) 836-5222.

### THE CENTER FOR HEALTH AND COUNSELING SERVICES

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

## HEALTH SERVICES

Staffed by University medical personnel including nurses on a full-time basis and physicians on a part-time basis, Health Services is equipped to handle acute, non-emergency illnesses and minor injuries.

## IMMUNIZATION POLICY

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

## 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.

## 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 International Student Services is located in the Br. Raymond McManaman, FSC, Center for Student Organizations and Cultural Resources along with the Office of Multicultural Student Services, Student Development and Leadership, 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, table tennis and kickball.

Intramural competition is open to full-time students, faculty, administrators, and staff.

### **STUDENT RECREATION, FITNESS, AND WELLNESS CENTER**

All Lewis University students receive free membership to the Student Recreation and Fitness Center. Students need a current Lewis ID to gain access. Amenities include access to all areas of the facility (fieldhouse, fitness center, free weight area, group exercise studio and pool), eligibility to participate in intramural sports and group fitness activities, access to outdoor adventure clinics and trips, and access to all wellness programs and activities.

### **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.

### **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 DEVELOPMENT AND LEADERSHIP**

The Office of Student Development and Leadership, independently and in cooperation with the Student Governing Board and various student organizations, provides campuswide social and educational activities for all students. Programs have included leadership skill development, alcohol education, hazing education, fundraising events, community service opportunities, hypnotists, musicians and concerts, dances, comedians, and caricature artists.

The Student Union, under the supervision of the Office of Student Development and Leadership, provides space for recreational activities and meetings. Student lounges are also housed in the Student Union. The Flyers' Den, operated by Sodexo Management Services, is located in the lower level of the Union and features a snack bar. Common Grounds, also operated by Sodexo Management Services, is located in Fitzpatrick Hall and offers a 24 hour convenience store and study lounge. Both of the lounges are popular among resident and commuter students alike.

### **STUDENT ORGANIZATIONS**

Lewis University recognizes only those organizations whose constitutions and activities are consistent with the Mission and Catholic and Lasallian tradition of the University and have been approved and recognized by the Student Governing Board.

#### **CULTURAL GROUPS:**

- Black Student Union (BSU)
- Latin American Student Organization (LASO)
- International Student Association (ISA)
- South Asian Student Association (SASA)

### **COMMUTER COUNCIL**

#### **INTERFRATORITY COUNCIL (IFC):**

- Alpha Eta Rho Fraternity
- Gamma Phi Omega Sorority
- Lambda Theta Alpha Sorority
- Phi Iota Alpha Fraternity
- Sigma Delta Fraternity
- Sigma Lambda Beta Fraternity
- Sigma Lambda Gamma Sorority
- Theta Kappa Pi Sorority

#### **NATIONAL PAN HELLENIC COUNCIL (NPHC):**

- Alpha Kappa Alpha Sorority Inc.
- Kappa Alpha Psi Fraternity Inc.
- Delta Sigma Theta Sorority Inc.
- Sigma Gamma Rho Sorority Inc.
- Zeta Phi Beta Sorority Inc.

**INTERORGANIZATION COUNCIL (IOC):**

Art Club  
 Expressions Dance Group  
 Gay Straight Alliance (GSA)  
 Muslim Student Association (MSA)

**HONORARY ORGANIZATIONS AND ACADEMIC CLUBS:**

American Association of Airline Executives (AAAAE) – Aviation  
 American Chemical Society (ACS) – Chemistry  
 American Marketing Association (AMA) – Marketing  
 Beta Beta Beta (Tri Beta) – Biology Honors Society  
 Club Prometheon – Computer Science  
 Delta Epsilon Sigma  
 Delta Sigma Pi – Business Fraternity  
 Fellowship of Justice (FOJ) – Judicial Law and Political Science  
 Lewis Athletic Training Students (LATS)  
 Math Club  
 National Communication Association  
 National Science Teachers Association  
 National Society of Collegiate Scholars  
 Phi Alpha - Social Work Honors  
 Phi Alpha Theta – History Honors Society  
 Phi Sigma Tau – Philosophy Honors Society  
 Philosophy Club  
 Pi Mu Epsilon – Mathematics Honors Society  
 Pi Sigma Alpha – Political Science Honors Society  
 Political Science Club  
 Pre-Law Club  
 Psi Chi – Psychology Honors Society  
 Psychology Club  
 Scholars Academy  
 Sigma Pi Sigma – Physics Honors Society  
 Sigma Tau Delta – English Honors Society  
 Sigma Theta Tau – Nursing Honors Society

Sports Management Assn. of Lewis  
 Student Athletic Advisory Council (SAAC)  
 Student Nursing Association  
 Student Physics Society  
 Teachers of Tomorrow (TOT) – Education  
 Theta Alpha Kappa – Theology Honors Society  
 Upsilon Pi Epsilon – Computer Science Honors Society  
 Women in Aviation

**RESIDENCE HALL ASSOCIATION (RHA):**

Cody, De La Salle North and South, Dorothy Day, Fitzpatrick, Founders, John Paul II, Mother Teresa, North, Ryan, Sheil, and South Halls

**SERVICE/SOCIAL JUSTICE COUNCIL:**

Best Buddies  
 InterVarsity Christian Fellowship  
 People to End Animal Cruelty and Endangerment (PEACE)  
 Students for Life  
 STAND  
 Up ‘Til Dawn  
 Zeta Phi Zeta

**SPECIAL INTEREST ORGANIZATIONS:**

Gospel Choir  
 Harmonic Uprising  
 Intramurals (13 sports)  
 Mock Trial  
 Peer Ministry  
 Student Athletic Advisory Council  
 The Flyer – student newspaper  
 The Pulse – student programming  
 Theater  
 WLRA – student radio

**MULTICULTURAL STUDENT SERVICES**

The Office of Multicultural Student Services is committed to assisting students in achieving a successful college education in a diverse and

culturally enriched environment. There are approximately 15 organizations which include the Latin American Student Organization (LASO), the Black Student Union (BSU), the University Gospel Choir, Gay Straight Alliance (GSA), Greek Lettered Latinos/as, and the National Pan Hellenic Council (NPHC).

The Black Student Union (BSU) 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.

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

### UNIVERSITY MINISTRY

University Ministry, in harmony with Lewis' Catholic tradition and Lasallian identity and values, embraces and nurtures enlightened religious experience within the Lewis community. University Ministry's primary focus is to be a sign and instrument of the Gospel – proclaiming and celebrating the Gospel and inviting the University community into this mission. We seek to light hearts on fire for God's Kingdom – for lives, marked by zeal,

- of faith – loving the generous God made known to us through Jesus and the Holy Spirit and in the giftedness and dignity of all human beings;
- of service – becoming more generous and loving in our time, talents, and treasures;
- of community – being with each other in our joys and sorrows.

The Ministry Team 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 empower others to share in this ministry.

### LITURGY

A Mass is celebrated on weekdays and Holy Days of Obligation at noon and on Sundays at 8:00 pm during the school year.

### KOINONIA (GREEK FOR 'COMMUNITY')

A student-led, faith based, community building retreat offered each semester. It has been a Lewis tradition for nearly 22 years.

### IVCF (INTERVARSITY CHRISTIAN FELLOWSHIP)

An interdenominational Christian group that hosts daily prayer, weekly Scripture study groups, and a contemporary worship on Thursday nights. Social events and conferences are planned throughout the year.

### LOCAL NATIONAL AND INTERNATIONAL OUTREACH

Opportunities exist for students to mentor in the Big Brothers/Big Sisters program, serve or package meals for the homeless, and raise funds during Hunger Week for the poor or causes like Misericordia Heart of Mercy. Students also have the opportunity to immerse themselves in volunteer projects in the Joliet/Chicago area, Appalachia, Bolivia, the Philippines, and Mexico to learn more about the global community in which we live.

### PEER MINISTRY

A program that trains students in Christian leadership. These student leaders invite their fellow residents into a deeper life of faith, of service, and of

community through social and reflective programs, connection time, and referrals to campus resources.

**RETREATS**

Each year retreats are offered which focus on the first year experience, social justice, the life of a busy student, and special interests.

**STAND**

A student organization that promotes human rights. STAND promotes human rights through weekly meetings, letter writing, movie nights, protesting WHINSEC/The School of the Americas and the annual STAND for Rights Week.

**RCIA (RITE OF CHRISTIAN INITIATION FOR ADULTS)**

A program that explores the Catholic faith and prepares for the Sacraments of Initiation.

**POST GRADUATION OPPORTUNITIES**

The Lasallian Volunteer Program is a way to respond to Christ's call to the serve the poor through Christian education or human services in the U.S. A growing number of Lewis alumni have taken the opportunity to serve as Lasallian Volunteers. Visit [www.lasallianvolunteers.org](http://www.lasallianvolunteers.org) for more information.

**FOR MORE INFORMATION ON UNIVERSITY MINISTRY****ACTIVITIES AND PROGRAMS**

- Center Call (815) 836-5550 (x5550)
- Visit us online at [www.lewisu.edu/student-services/ministry](http://www.lewisu.edu/student-services/ministry)

