Aurora University Regulations and Policy Catalog

2020-2021

Overview

History of Aurora University
Aurora University traces its origins to the 1893 founding of a seminary in the small town of Mendota, Illinois. Though established initially to prepare graduates for ministry, the institution soon adopted a broader mission and moved to a new campus on the western edge of the nearby community of Aurora. With this change came a different name and a growing enrollment. When World War II ended, the campus population swelled again as veterans enrolled in the college's innovative evening degree program. The 1970s and 1980s saw an expansion of curricular offerings in a number of professional fields and the awarding of advanced degrees in selected disciplines. These changes culminated in the 1985 decision to rechristen the institution Aurora University.

History of George Williams College
The roots of George Williams College run deep in the YMCA movement of the 19th century. In 1884, leaders from America's "western" YMCAs gathered on the shores of Geneva Lake in Williams Bay, Wisconsin, to attend a summer training program. Two years later, the camp was incorporated, and the first parcel of the current Williams Bay campus was purchased. Since that time, "college camp" has been a source of inspiration, recreation, education and renewal for thousands of guests and students. In 1992, Aurora University and George Williams College traditions blended when the two institutions entered into an affiliation agreement that paved the way for a merger eight years later.

Aurora University and George Williams College: A New Era
Today, Aurora University is a private, independent, comprehensive institution with an enrollment of approximately 6,000 students. Aurora University is comprised of two campuses: a campus of 37 acres in Aurora, Illinois; and the 137.5-acre George Williams College on Geneva Lake in Williams Bay, Wisconsin. Programs are also offered at the Woodstock Center in downtown Woodstock, Illinois, the Orchard Center near the interchange of I-88 and Orchard Road in Aurora and through AU Online. Aurora University is accredited by the Higher Learning Commission of the North Central Association to award degrees at the baccalaureate, master's and doctoral levels.

On the Aurora campus, AU offers more than 40 undergraduate academic programs and a wide variety of graduate degrees, certificates and endorsements. Undergraduate students participate in a wide range of on- and off-campus learning experiences. Students participate in more than 60 musical, literary, religious, social and service organizations and play active roles in campus governance. The university also fields 22 NCAA Division III intercollegiate athletic teams.

At AU, we believe that the educational needs of our students are served best through the formation of strategic partnerships with institutions of like vision, mission and values. Such collaborations also enhance the well-being of our communities around our campuses. For example, our innovative collaborations with area corporate, civic, nonprofit, business and education partners fostered the construction of the John C.

Dunham STEM Partnership School, which serves elementary and middle school students from area school districts and be staffed via a unique professional model. George Williams College offers undergraduate, graduate and doctoral academic programs. The campus also boasts unique conference facilities and is home to the university's popular Music by the Lake summer festival. Aurora University draws upon the rich legacies and distinctive traditions of Aurora College and George Williams College. This history has helped shape Aurora University, which will continue to build upon its important past to help shape the future.

Mission, Vision and Values

Mission
Aurora University is an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and examined lives. Our singular goal is to empower our students to achieve lasting personal and professional success**.**

Core Values
Integrity: Aurora University adheres to the highest standards of integrity in every aspect of institutional practice and operation. Through this proven dedication to honesty, fairness, and ethical conduct, we lead by example and inspire our students to do the same.

Citizenship: Aurora University exercises the rights and responsibilities of citizenship in an inclusive educational community, founded upon the principles of mutual respect and open discourse. We live within our means and manage our resources wisely and responsibly, while sustaining an environment that fosters teamwork and promotes services to others. We serve the needs of the Fox River Valley, McHenry County (Illinois), Walworth County (Wisconsin), and online learners by offering myriad educational and cultural opportunities to our students and the community-at-large.

Continuous Learning: Aurora University works and lives as a non-profit organization dedicated to continuous learning. We help students achieve their full potential.

Excellence: Aurora University pursues excellence by embracing quality as a way of community life.

Vision Statement
Aurora University will be known and experienced as an exemplary institution of higher learning. We will draw upon the values of integrity, citizenship, continuous learning and excellence to provide our students with life-changing educational experiences. As an inclusive and vibrant community, inspired by the traditions of the past, we hope students will find what matters and build their life around it. In this way, we will help create a promising future for our university and our students.
Toward fulfillment of this vision, we will engage gifted faculty, staff and trustees in the work of the university and will recruit and graduate talented and dedicated

students. Together, we will strengthen our educational programs and will improve the learning, living and working environments on our campuses. We will serve the needs of our students through strategic partnerships and will enhance the well-being of the communities around us. We will manage our resources effectively and will deepen the financial foundation upon which our aspirations rest.

Through these initiatives, we will invest in our university and will endow a new generation of Aurora University graduates with the knowledge, skills, and values to transform themselves and their world.

Undergraduate General Education at Aurora University
The university's approach to general education reflects a commitment to the transformative power of learning. Grounded in the university's core values of integrity, citizenship, continuous learning and excellence, the General Education program and the university's degree programs seek to develop and graduate responsible citizens who discover and reflect, communicate effectively, and think critically.

Students in their first year at Aurora University develop foundational academic skills in quantitative reasoning, argument-based writing, discussion and critical reading. Specifically, students satisfy the mathematical competency requirement through coursework or examination. They take the university's core composition course, ENG1000 Introduction to Academic Writing. They also take IDS1200 Discover What Matters and IDS1150 First Year Experience. While the IDS1200 course focuses on the development of the key academic skills of effective communication and critical thinking, the IDS1150 course encourages students to reflect upon their interests, skills, and values, and consider how these might inform career and life aspirations. It is also designed to help students make a successful transition to college. For this reason, the course is not a requirement for transfer students. Adult Degree Completion and undergraduate online program students engage in IDS3040 Global Justice, rather than the first year IDS courses, given the extensive life experience that they bring to their studies.   The IDS courses set a tone of inquiry, careful reading, critical thinking, and the communication and application of ideas.

During their junior year, students participate in an assessment, advising and mentoring process. Students demonstrate their learning to this point in the curriculum through campus-wide assessment. They receive guidance in relation to their final two years of study, including ways they can broaden their experiences or strengthen their skill sets. Attention is given to the steps students need to take to pursue their interests beyond college, whether in their lives, careers or graduate study. Students also receive one-on-one mentoring with major faculty where these conversations may best take place.

The university is committed to assessing within its General Education program six categories of learning outcomes. These include:
- Creative Thinking
- Discovery and Reflection
- Quantitative Reasoning

- Intercultural Knowledge
- Social Scientific Inquiry and Analysis
- Scientific Reasoning

In addition, the university is committed to assessing the following two University Learning Outcomes in both the General Education program and the major programs:

- Effective Communication
- Critical Thinking

The university is committed to measuring the achievement of the program's outcomes and using assessment as a rationale for program revisions.

These six categories are a distillation and reflection of careful discussion among faculty and staff as to what skills and characteristics ought to represent an Aurora University graduate. What has emerged is a picture of a graduate who demonstrates intellectual and ethical integrity; who is well informed and seeks quality evidence; who reflects critically on values, actions and consequences; who engages with those holding values and perspectives different from his or her own and seeks out alternative perspectives; who participates responsibly in the community and world; and who contributes to a culture of compassion and respect for dignity. Students who demonstrate effective communication and critical thinking can be characterized as those who read and listen critically; who discuss ideas with respect and openness; who pose and pursue meaningful questions in a range of areas; who analyze, synthesize and evaluate information and arguments; who make connections among academic and nonacademic experiences; who use technology responsibly; who collaborate and exhibit creativity; and who write and speak with clarity and purpose.

Finally, there is a commitment within the core curriculum to engage with primary sources, i.e., original writings, research or productions by scholars, experts, artists or thinkers. Interaction with primary sources, rather than other people's interpretations of them only, marks the entry into the process of inquiry and critical thinking. The ultimate aim is a curriculum grounded in the university's core values, which provides the kind of transformative education articulated in the university's mission and vision statements.

Governance
An independent, nonsectarian institution organized under the laws of the State of Illinois, Aurora University is governed by a Board of Trustees representing the community at large and various constituencies of the university. Within the university, students are subject to the provisions of the "A-Book" (student handbook); faculty are governed under the provisions of the Aurora University Faculty Handbook; and all employees are subject to the university's HR Policy Manual. In common with all schools and colleges in Illinois, public or private, Aurora University is subject to the oversight of the Illinois Board of Higher Education as provided by law. Graduate students are also subject to the provisions of their respective graduate program handbooks.

Accreditation

The Higher Learning Commission accredits Aurora University at the bachelor, master's and doctoral levels. The following individual programs are accredited by the specific agencies listed below:

The baccalaureate degree program in nursing at Aurora University is accredited by the Commission on Collegiate Nursing Education,
655 K Street NW, Suite 750,
Washington, D.C. 20001,
202-887-6791

The Bachelor of Social Work and Master of Social Work programs are
accredited by the Council on Social Work Education,
1725 Duke St., Suite 500,
Alexandria, VA 22314,
703-683-8080

The Bachelor of Science in Athletic Training is accredited by the
Commission on Accreditation of Athletic Training Education Programs (CAATE),
6850 Austin Center Blvd. Suite 100,
Austin, TX 78731-3184

Aurora University, as an Educator Preparation Provider (EPP),
has 16 programs that are accredited by the
Council for the Accreditation of Education Preparation (CAEP)
1140 19th Street NW. Suite 400
Washington, D.C. 20036
202-223-0077

Approved Licensure Programs

Aurora University has initial teacher licensure programs approved by the Illinois State Board of Education in early childhood special education, elementary education, English, mathematics, social studies, Spanish K-12, physical and special education offered through the School of Education. Post-MSW Illinois Professional Educator's License with School Social Work endorsement is offered through the School of Social Work. The Principal endorsement and Teacher Leader credentials are offered through the School of Education.

Non-Discrimination

Aurora University expressly prohibits any form of unlawful employee discrimination or harassment based on race, color, religion, marital status, sex, national origin, age, sexual orientation, gender identity disability or status in any group protected by Federal, State or Local law. Inquiries regarding the Equal Employment Opportunity policy can be addressed to Human Resources, Aurora University, 347 S. Gladstone Ave, Aurora, IL 60506.

Equal Opportunity Employment
Aurora University affords equal employment opportunities regardless of race, religion, color, sex, marital status, national origin, disability, sexual orientation, gender identity or status in any group protected by Federal, State or Local law. This policy extends to all employment practices and all employee types. Inquiries regarding the Equal Employment Opportunity policy can be addressed to Human Resources, Aurora University, 347 S. Gladstone Ave, Aurora, IL 60506.

Sexual Misconduct Policy (Title IX)
Aurora University is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect. Aurora University does not discriminate, or tolerate discrimination, against any member of its community on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of admissions, employment, or in any aspect of the educational programs or activities it offers.

Sex discrimination, sexual misconduct (including sexual harassment, sexual violence, and sexual exploitation), and interpersonal violence (including dating violence, domestic violence, and stalking) are serious offenses that have major consequences for the victim, the respondent, and campus community and are prohibited by Aurora University Policy Statement A in the student guidebook. Aurora University is committed to addressing sexual misconduct and will not tolerate any sexual misconduct in accordance with Title IX and other relevant federal legislation. For additional information regarding this policy, please visit aurora.edu/sexual-misconduct.

Aurora Campus
Located in an attractive residential neighborhood on the southwest side of Aurora, the 37-acre main campus contains 29 instructional, administrative and residence buildings. The distinctive, red-tiled roofs specified by Charles Eckhart in his donation for the original campus mark the major buildings (347 South Gladstone Avenue, Aurora, IL, 60506).

In addition to the main campus, Aurora University offers programs off campus for the convenience of students. The education program offers graduate degrees at school districts throughout northern Illinois. The George Williams College campus offers undergraduate and graduate degree programs. Additional individual classes and degree programs are offered at numerous other sites in northern Illinois, including the Woodstock Center in downtown Woodstock, Illinois (222 Church Street, Woodstock, IL, 60098), and the Orchard Center near the interchange of I-88 and Orchard Road in Aurora (2245 Sequoia Drive, Aurora, IL, 60506). Online programs are available through AU Online (online.aurora.edu).

George Williams College Campus
George Williams College is a living learning lab — the ideal setting for an integrated, experiential education. Here students graduate with a resume, not just a diploma.

The holistic, liberal arts curriculum gets students out of the classroom, learning by doing. The picturesque Williams Bay, Wisconsin, setting (just two hours from downtown Chicago and one hour from Milwaukee or Madison, Wisconsin) offers numerous opportunities for volunteerism, internships and field experiences ventures — key experiences sought by employers (350 Constance Blvd., Williams Bay, WI, 53191). Small class sizes and a close-knit community ensure personal attention from professors and staff members and a close bond with classmates. The George Williams community connects students with the networks and resources they need to achieve their personal and professional goals. In fulfilling the passions of each individual within the community, George Williams College works to advance creativity, global awareness, diversity of thought and societal well-being.

The historic buildings and student life on the GWC campus have been reinvigorated by the return of traditional first-year students to the campus in fall 2012. This represented the college's first class of traditional undergraduate students since the affiliation of GWC and AU. The buildings that were once used for camp have been given new purpose for academic and conference center use with the evolution from camp to campus.

Special Study Opportunities
In addition to study on campus and at regular university sites, AU offers its students an opportunity to advance their studies in several special programs in the United States and abroad. Through Travel in May travel/study courses, students can immerse themselves in another culture while studying with AU faculty.

Catalog Statements and Terms of Issue
This catalog does not constitute a contract between Aurora University and its students. Where possible, Aurora University permits its students to graduate under the degree requirements in effect when they entered the university provided enrollment is continuous from time of matriculation to graduation, or as provided under the leave of absence policy. However, the university reserves the right to modify or eliminate academic programs and course offerings and to modify academic requirements for all students at any time without prior notice and without incurring obligation of any kind. The university also reserves the right to modify its academic and administrative policies, regulations, and procedures, as well as tuition, fees, and conditions of payment, without prior notice at any time.

While this catalog represents the best information available at the time of publication, all information contained herein, including statements of fees, course offerings, admission policies, and graduation requirements, is subject to change without notice.

Waivers and Exceptions to Academic Regulations
No exceptions to academic regulations or waivers of academic requirements are recognized by the university except in those cases where a student has followed the university's procedures for obtaining such waiver or exception as published in the university's Academic Regulations. Individual advisors or faculty members are not

authorized to grant waivers or exceptions. All waivers and exceptions granted by authorized university officials must be provided in writing.

Course Modalities
Three course modalities are recognized at Aurora University: online, hybrid and face-to-face. These modalities may include online components aiming to enhance learning or substitute for face-to-face interactions (reduction in seat time) between instructors and students.
1. Face-to-face: Face-to-face courses are the traditional type of courses where all or most of the class meetings take place in a classroom during an established schedule. A small percent (reduction in seat time up to 24.99%) of the course delivery and/or interactions between instructor and students may occur online. In addition, face-to-face courses may be web-enhanced, meaning that web-based tools and/or web-based activities (e.g., online quizzes, online videos) are used to supplement the course. A web-based component that enhances a course does not necessarily reduce face-to-face interactions.
2. Hybrid courses: Hybrid courses involve online components that reduce seat time by 25-75%. These online components substitute the traditional face-to-face meetings.
3. Online courses: Online courses at Aurora University are fully delivered online with the exception of required fieldwork, internship, and clinical requirements, which must take place at approved sites.

*Courses with 75.01-99% online component at Aurora University are not available.

Programs of Study
Undergraduate Programs of Study

Suggested supplemental course listings are available for students wishing to pursue graduate study in chiropractic, dentistry, medicine, occupational therapy, optometry, pharmacy, physical therapy, physician's assistant, podiatry, and veterinary programs. Please see the program chair in your major for guidance.

Undergraduate Majors
Accounting (BS)
Actuarial Science (BS)
Biology (BS)
Biology/Secondary Education Licensure (BS)
Business Administration (BA)
Chemistry (BS)
Communication (BA)
Computer Science (BS)
Criminal Justice (BA)
Cybersecurity (BS)
Disabilities Studies (BA)
Early Childhood Special Education (BA)
Elementary Education (BA)
English (BA)
English/Secondary Education Licensure (BA)
Environmental Studies and Sustainability (BA)
Exercise Science (BS)
Finance (BS)
General Studies (BA)
Graphic Design (BA)
Health Science (BS)
History (BA)
History/Secondary Education Licensure (BA)
Human Animal Studies (BS)
Marketing (BS)
Mathematics (BS)
Mathematics/Secondary Education Licensure (BS)
Music (BA)
Musical Theater (BA)
Nursing (BSN)
Parks and Recreation Leadership (BS)
Physical Education Teacher Certification (K–12) (BA)
Political Science and Public Policy (BA)
Professional Writing (BA)
Psychology (BA)
Secondary Education (supplemental major)
Social Work (BSW)

Sociology (BA)
Spanish (BA)
Special Education (BA)
Sport Management (BA)
Theatre (BA)
Therapeutic Recreation (BS)

Undergraduate Adult Degree Completion Majors at Aurora University Woodstock Center
The following majors are offered to adults with relevant work experience.
Elementary Education (BA)
Social Work (BSW)

Undergraduate Majors at Aurora University Online
The following majors are offered to adults with relevant work experience. See AU Online for additional information.
Business Administration (BA)
Criminal Justice (BA)
Cybersecurity (BS)
General Studies (BA)
Social Work (BSW)

Undergraduate Majors at George Williams Campus
The following undergraduate majors are offered at the George Williams campus in Williams Bay, Wisconsin:
Nursing (BSN)
Psychology (BA) – minor offered as well
Social Work (BSW)

Undergraduate Minors
Students pursuing bachelor's degrees at Aurora University have the opportunity to explore areas of learning outside of, or supportive of, their major fields by completing a minor. A minor is not required for graduation, but is strongly encouraged. At least 25% of the credits applied to minor must be taken at Aurora University. All coursework presented for a minor must bear grades of "C" or better, and only one course taken on the CR/NCR (pass/fail) grading system may be applied.
American Sign Language
Bilingual and English as a Second Language Education
Biology
Biotechnology
Black Studies
Chemistry
Coaching and Youth Sport Development
Computer Science
Criminal Justice

French
Gender Studies
Homeland Security
Latin American and Latino/a Studies
Mathematics
Museum Studies
Music
Physiology
Psychology
School Health Education
Spanish
Special Education
STEM

Archived Programs
Not taking applications at this time
Applied Psychology (BA and Minor) (GWC)
Art (BA)
Engineering Science (BS)
Leadership Studies (BA)
Nursing (RN to BSN)
Philosophy (BA)
Religion (BA)
Software Engineering (BS)
Spanish K-12 Education Licensure (BA)

Graduate Programs of Study

Aurora University offers programs of graduate studies leading to the master's degree, master's-level post-baccalaureate credentials and the doctoral programs in education and social work. Since the establishment of the first graduate program, the Master of Science in Management in 1980, Aurora University has been dedicated to offering graduate study that promotes the career and professional success of its students.

Doctor of Education (EdD) in Leadership in Adult and Higher Education, Instructional
        Leadership: Coaching and Mentoring, or Leadership in Educational
        Administration
Doctor of Social Work (DSW)
Master of Arts in Curriculum and Instruction: Teaching Diverse Learners (MACI-TDL)
Master of Arts in Educational Leadership (MAEL) with Principal Endorsement
Master of Arts in Educational Technology (MAET)
        Technology Specialist Endorsement
Master of Arts in Mathematics Education (MAME)
Master of Arts in Reading Instruction (MARI)
Master of Arts in Special Education (MASE)

Master of Arts in Special Education with Licensure (MASE)
  Special Education Endorsement (Archived)
  Reading Teacher Endorsement
Master of Business Administration (MBA)
Master of Public Administration (MPA)
Master of Science in Accountancy (MSA)
Master of Science in Applied Behavior Analysis (ABA)
Master of Science in Athletic Training (MSAT)
Master of Science in Digital Marketing and Design (MSDMD)
Master of Science in Exercise Science (MSES)
Master of Science in Mathematics (MSM)
Master of Science in Recreation Administration (MSRA)
Master of Social Work (MSW)* Tracks in Addictions/CODPA, child welfare, faith-based,
  forensic, gerontology, health care, leadership administration, school social work
  Post-MSW: Graduate Addictions Certification
  Post MSW: Illinois Professional Educator's License with School Social Work
  Endorsement
Master of Social Work/Master of Business Administration Dual Degree
Master of Social Work/Master of Public Administration Dual Degree*

Graduate Programs at George Williams College
Doctor of Social Work (DSW)
Master of Social Work (MSW)

Graduate Programs at Aurora University Woodstock Center
Doctor of Education (EdD) in Leadership in Adult and Higher Education, Instructional
  Leadership: Coaching and Mentoring, or Leadership in Educational
  Administration
Master of Arts in Curriculum and Instruction: Teaching Diverse Learners (MACI-TDL)
Master of Arts in Educational Leadership (MAEL) with Principal Endorsement
Master of Arts in Educational Technology (MAET)
  Technology Specialist Endorsement
Master of Arts in Reading Instruction (MARI)
  Reading Teacher Endorsement
Master of Business Administration (MBA)
Master of Public Administration (MPA)
  Post-Baccalaureate Elementary Education (PBEE)
  Bilingual/ESL Endorsement Courses

Graduate Programs at Aurora University Online
Master of Arts in Mathematics Education (MAME)
Master of Business Administration (MBA)
Master of Public Administration (MPA)
Master of Science in Digital Marketing and Design (MSDMD)
Master of Science in Exercise Science (MSES)

Master of Social Work (MSW))* Tracks in faith-based, forensic, health care, leadership
administration, school social work
Post MSW: Illinois Professional Educator's License with School Social Work
Endorsement
Dual MSW/MBA
Dual MSW/MPA

Archived Programs
Not taking applications at this time
Master of Arts in Communication Management (MACM)
Master of Arts in Curriculum and Instruction (MACI) with Bilingual/English as a Second
Language Education (BL/ESL)
Master of Arts with Early Childhood and Special Education Endorsements (MA-ECSE)
Master of Arts in Educational Leadership (MAEL) with Teacher Leader Endorsement
Teacher Leader Endorsement
Master of Arts in Homeland Security (MAHS)
Master of Arts in Mathematics and Science Education for Elementary Teachers
(MAMSE)
Master of Arts in School and Professional Counseling (MASPC)
School Counseling Endorsement
Master of Arts in Science Education (MASCE)
Master of Arts in Teaching with Licensure (MAT-Licensure) and Master's-Level
Elementary Education Licensure (MLEE)
Post-Baccalaureate Licensure for Secondary Education Program (BPL-SE)
Master of Science in Criminal Justice (MSCJ)
Master of Science in Nursing – Administration Concentration*
Master of Science in Nursing – Education Concentration*
Master of Science in Nursing – Family Nurse Practitioner
Master of Science in Nursing Bridge Option*
Master of Science in Nursing Leadership
Post-graduate Nursing Administration Certificate*
Post-graduate Nursing Education Certificate*

Admission
Aurora University admits qualified students from varied geographical, cultural,
economic, racial and religious backgrounds. In each candidate, Aurora University
looks for two general qualities: academic ability enabling a person to benefit from the
university's excellent programs and a diversity of talents and interests that will make our
campus community a better and richer place to learn. Applications will be considered on
the basis of academic ability, character, activities and motivation. Please note that
admission requirements to specific programs may be more rigorous and varied from
those of the institution.

All correspondence about traditional undergraduate admission and campus visits should
be addressed to the Office of Admission and Financial Aid, Aurora University, 347 S.
Gladstone Ave., Aurora, IL 60506-4892. For further information about admission to the

university, call 630-844-5533, email admission@aurora.edu or visit aurora.edu. All correspondence about graduate admission should be addressed to the Center for Graduate Studies, Aurora University, 347 S. Gladstone Ave., Aurora, IL 60506-4892. For further information about admission to the university, call 630-947-8955, email AUadmission@aurora.edu or visit aurora.edu. Information regarding admissions to fully online programs may be found at online.aurora.edu. Email at onlineinfo@aurora.edu or call 888-688-1147.

Undergraduate
Entering Freshmen

Students who have completed fewer than 15 semester hours or 22.5 quarter hours of college work are regarded as entering freshmen and are considered for regular admission on the basis of the following general expectations:

— Graduation from an accredited high school (in a college-preparatory curriculum)* or completion of a GED certificate

> *Aurora University defines a college preparatory curriculum or its equivalent as totaling at least 16 academic units as specified below:
> - English 4 years
> - Mathematics 3 years
> - Social Studies 3 years
> - Science 3 years
> - Electives 3 years

— One of the following:
- ACT composite score of at least 19; or,
- Equivalent combined SAT scores (Math and Critical Reading)

— Official transcripts of all high school and previous college work must be provided.

Final official high school transcripts, documenting date of graduation and GPA of 2.5 and above, must be submitted to the Office of Admission and Financial Aid prior to the beginning of the student's first semester of classes.

Students who have been enrolled in high school and have concurrently taken college courses should check with an admission counselor about their entry status. Conditional Admission may be granted in cases where the applicant fails to meet the stated requirements but shows other clear and strong evidence of ability and motivation necessary for academic success at Aurora University. The Vice President for Enrollment may grant conditional approval to applicants for admission who do not meet the minimum requirements but are deemed by the Vice President for Enrollment to warrant special consideration based on one or a combination of the following:
   a) Standardized test scores (ACT/SAT) that indicate a potential for academic success at Aurora University.
   b) Previous high school academic success (i.e., grade point average and class rank) that indicate a potential for academic success at Aurora University.
   c) Two references from teachers who can speak of the applicant's potential for success in college. It is preferred that one of these references be written by a current or former English teacher.

d) A personal interview with the Vice President for Enrollment or a designate.
e) A detailed, written, personal statement by the applicant to the Vice President for Enrollment explaining the applicant's previous academic performance, his/her academic/career goals and his/her interest in Aurora University.
f) Other pertinent information that the Vice President for Enrollment deems sufficient and appropriate to warrant an admission decision.
g) Any combination of the above upon which the Vice President for Enrollment may deem sufficient and appropriate to warrant an admission decision.

Transfer Students

Any applicant for traditional undergraduate admission, who has completed at least 15 semester hours of transferable college coursework from a regionally accredited college or university, will be considered a transfer student. Applicants with less than 30 semester hours of transferable college coursework will be required to meet the academic qualifications for freshman applicants and provide official high school transcripts with proof of graduation and ACT/SAT test scores. All transfer applicants must present proof of graduation or satisfactory completion of the GED if not evident from college transcripts. Students who have been enrolled in high school and have concurrently taken college courses should check with an admission representative about their entry status.

The Vice President for Enrollment or a designate may grant full approval for admission to transfer applicants based upon the following criteria:

1. The student was in good academic standing (defined as a GPA of at least a 2.0 on a 4.0 scale) at the college or university last attended and whose overall college record yields a GPA of at least 2.0 on a 4.0 scale for coursework that could normally be considered applicable to degree programs at Aurora University. Individual programs may set stricter admission requirements, including requirements for proficiency in written and/or spoken English subject to the approval of the Chief Academic Officer.
2. The Vice President for Enrollment may admit an applicant for admission to Aurora University on academic warning if the applicant was on academic probation or had been dismissed from a college or university previously attended or whose overall college record yields a GPA of less than a 2.0 on a 4.0 scale for coursework that could normally be considered applicable to degree programs at Aurora University. The criteria upon which a transfer applicant may be approved for admission on warning will be identical to the criteria used in consideration of conditional freshmen applicants as noted above. Admission to programs with approved standards of their own is to be governed by the standards of those programs.

The Vice President for Enrollment should exercise extreme caution in considering the application for admission of students academically dismissed from another college or university. It has been recent practice to disallow an applicant for admission to gain approval for admission sooner than the second Aurora University term (excluding summer sessions) following the dismissal.

Special Admission Requirements for Undergraduate Online Program Students

- An earned associates degree (AA, AS, AAS) or 60 earned hours of credit from a regionally accredited institution with a CGPA of 2.0 or higher on a 4.0 scale;
- Transcripts (official, sealed) from all previously-attended colleges and universities;
- A resume demonstrating two or more years of work experience, military service, or relevant adult responsibilities;
- A personal statement addressing why the applicant wishes to enroll in an online program and a description of how they will structure their lives and time to be successful. Students who do not meet these admissions requirements may be considered on a case-by-case basis by the VP of Enrollment or designee.

Adult Student Admission

Available at Woodstock

Aurora University is proud of its long tradition of service to non-traditional, adult students. These students, known as Adult Degree Completion students, are considered for admission under guidelines established by the faculty. The university recognizes that many factors besides prior academic record may be important indicators of an adult student's potential for success in college. If a student has taken courses at other colleges, transcripts will be required; however, the university also considers such factors as career experience and community service in evaluating adult students for admission. Proof of high school graduation or completion of the GED may be required, but high school grades are not normally used as an admission criterion for adult students. A nontraditional age student may be required to show proficiency in written and/or spoken English.

Center for Graduate Studies

The Center for Graduate Studies was established in 2004 to serve as a central location where adult and graduate students can obtain the information they need to make decisions about returning to school. It is an environment designed to make returning adults feel comfortable and confident when selecting Aurora University as their school of choice.

Specifically, the Center for Graduate Studies at Aurora University manages the enrollment processes for adult and graduate programs. This includes recruiting new adult and graduate students, communicating with current students, helping academic departments design new programs, and serving as liaisons between the student population and the university. The Center for Graduate Studies staff members understand the adult and graduate population. They are trained to provide unofficial evaluations of past college credits and to provide assistance to adults who want to return to school. The focus is on helping graduate students begin their programs, reach their goals and realize their full potential.

The adult students who are interested in completing an undergraduate degree, enhancing an undergraduate degree with a certificate or endorsement, changing careers, or pursuing a master's certificate or degree feel at home in the Center for Graduate Studies. AU's adult and graduate programs are designed to fit an adult's busy schedule with classes offered during the day, in the evening, on weekends or online. The high quality and relevant programs include small class sizes taught by professors dedicated to students and their fields of interest. The experiences adult and graduate students bring to the classroom enhance the learning environment.

The primary goal of the center is to provide comprehensive service to adult and graduate students. Committed to being as informative as possible when it comes to enrollment and academic information for students, enrollment representatives help adult and graduate students make the transition to academic life and understand the policies and procedures associated with returning to college. The center is also responsible for educational outreach to the corporate sector and the community, providing information about the opportunities available for adults at AU.

The center's mission is to provide adult and graduate students with the skills, resources, confidence and peace of mind to make informed decisions when selecting Aurora University for continuing their education. Because of the commitment to lifelong learning, staff members stay in close contact with students.
The enrollment process for adult and graduate students is facilitated by:
- Acting as liaisons between students and the university
- Communicating with prospective and current students regarding their academic and professional goals
- Recruiting students and assisting them with their educational plans
- Assisting students during the application and registration process

The Center for Graduate Studies is located at the Orchard Center near the interchange of I-88 and Orchard Road in Aurora (2245 Sequoia Dr.). Staff members can also be reached at 630-947-8955 or AUadmission@aurora.edu.

AU Online

AU Online was established in 2012 to serve adult undergraduate and graduate students unable to attend courses at Aurora University campus locations. The staff of AU Online, located in Aurora University's Orchard Center, manages all aspects of the student learning experience, including recruitment, enrollment, marketing, advising, financial aid counseling, faculty recruitment and development, course and program development, and instructional and academic support.

Potential and current students interested in taking their courses fully online will find staff ready to answer questions about curriculum, the online learning experience, transfer credit, financial aid, developing a program plan for graduation, and academic support so that they may make an informed decision about selecting an online program of study. AU Online programs are developed in coordination with the faculty at each of the Aurora University schools (Dunham School of Business and Public Policy, School of Nursing,

School of Education and Human Performance, College of Arts and Sciences, and School of Social Work) and have the same learning outcomes and accreditation as those offered at Aurora University campus locations. Many faculty members teach courses in both modalities, on-campus and online. All AU Online faculty members are selected based upon their academic credentials and work experience so that students learn from practitioners in their fields of study. Additionally, AU Online faculty members are required to complete training in online learning methods and practice prior to teaching and continue to receive ongoing development and support through AU Online. Aurora University participates in the NC-SARA state authorization reciprocity agreement consortium. As a participating member, AU Online may offer online programs to students who live in all states with the exception of California. At this time, California has elected not to participate in the initiative. AU Online does not accept applications from individuals who reside in California, and current students who move to California during the course of their studies may be unable to complete their programs with AU Online. Those interested in learning more about AU Online may email onlineinfo@aurora.edu or call (888) 570-5070.

Graduate Admission

Aurora University admits qualified students from varied geographical, cultural, economic, racial and religious backgrounds. In each candidate, Aurora University looks for two general qualities: academic ability enabling a person to benefit from the university's excellent programs and a diversity of talents and interests that will make our campus community a better and richer place to learn. Applications will be considered on the basis of academic ability, character, activities and motivation.

All correspondence about admission should be addressed to the Center for Graduate Studies, Aurora University, 347 S. Gladstone Ave., Aurora, IL 60506-4892. For further information about admission to the university, call 630-844-5294, email AUadmission@aurora.edu or visit aurora.edu.

General Graduate Admission Procedures

Admission to Aurora University graduate programs requires that students meet general university requirements for graduate admission, as well as various specific requirements of the particular program the student wishes to enter. General university requirements are detailed below. Refer to the individual program sections that follow for the additional requirements specific to each graduate program.

All applicants for graduate admission must submit:
1. A completed Application for admission. (Note: The application may be completed online at aurora.edu/apply.)
2. Official sealed transcripts of all prior undergraduate and graduate work sent directly to the Center for Graduate Studies. Some programs may require only specific transcripts to be submitted. Aurora University accepts official transcripts at AU-ETranscripts@ aurora.edu.
3. Letters of recommendation from persons able to attest to the student's academic and/ or professional potential.

See the specific requirements of the program you wish to enter; some programs require letters of recommendation from specific individuals or letters addressing specific areas of preparation or competence.

Upon submission of satisfactory credentials for admission to graduate study at the university, the student's file is referred to the graduate program for consideration of the student's application for admission to that program.

General Graduate Academic Admission Requirements

1. A bachelor's degree from a regionally accredited institution in a field providing appropriate background for master's study in the student's chosen program. Students whose undergraduate backgrounds are in fields other than those in which they are seeking to enter graduate study may be required to complete deficiency or prerequisite coursework before beginning master's or doctoral courses.
2. An academic record indicative of a high probability of success in graduate study. An applicant with an undergraduate GPA of less than 2.75 on a 4.0 scale must be reviewed by a committee of master's program faculty. Individual programs may have higher admission standards.

Admission to Graduate Programs

Students admitted to graduate study at the university may only enter a specific program of study upon the approval of the program. Individual programs may require submission of additional credentials specific to the requirements of study in the program, and program specific admission requirements may be more rigorous or varied than the general university requirements.

Cross-Listed Undergraduate/Graduate Courses

Courses with numbers in the 5000 series are offered both as advanced undergraduate and beginning graduate courses. Graduate or undergraduate credit is awarded based on whether the student is admitted to the university as a graduate or undergraduate student. Any exceptions require the written approval of the appropriate graduate program director or dean; this approval must be presented by the student at the time of registration in order for the student to be registered for credit differing from admission status. Courses with numbers in the 6000 series or above are open to graduate students only.

International Students

Aurora University welcomes students from countries outside the United States to earn undergraduate and graduate degrees. It is recommended that international students enroll at the beginning of the fall semester. Students who are not a U.S. citizen and do not hold a U.S. permanent resident visa (i.e., green card) must complete the international student admission process. Some programs may have additional requirements or deadlines. Please contact the Office of Admission for more information. Admission requirements are as follows:

Application Deadlines
• Fall semester (August–December): June 1
• Spring semester (January–May): October 1

Application Process for International Students

1. Apply online at aurora.edu/apply.
2. Official transcripts from schools attended in the United States must be sent directly to the Office of Admission as part of the admission process. Undergraduate applicants must request official transcripts from all secondary and/or post-secondary schools. Graduate applicants must request official transcripts from all post-secondary schools.
3. Certified copies of all official transcripts from international schools attended must be sent directly to the Office of Admission as part of the admission process.
4. Official certified evaluations of all non-English academic transcripts from international schools attended must be evaluated by one of the following companies: Educational Credential Evaluators, Inc. (ECE); World Education Service (WES); or the Center for Educational Documentation (CED). Evaluations must be sent directly to the Office of Admission.
5. Official English competency test results (non-native speaking countries) must be sent directly to the Office of Admission. The minimum scores required for admission are as follows:
   a. TOEFL paper-based: 550 or higher
   b. TOEFL computer-based: 213 or higher
   c. TOEFL Internet-based: 79 or higher
   d. ELS level 109
   e. IELTS: 6.5 or higher
6. Students from English-speaking countries must submit an official score report from the American College Test (ACT) – minimum composite score of 19 (online college code = 0950); or equivalent Scholastic Aptitude Test (SAT).
7. References must be academic or professional based (All items are required). One letter of recommendation One personal statement Two references providing contact information (email preferred)
8. International students applying for an I-20 Student Visa must submit the Statement of Financial Resources form as required by Aurora University and the guidelines from the Student and Exchange Visitor Program. This form must be signed and notarized and be accompanied by an original letter from a bank official certifying the availability of funds for study at Aurora University.
9. Copy of current passport.
10. Copy of I-94.
11. Copy of visa only if applicants are currently in the U.S. or holding a valid U.S. visa.
12. Additional documentation for graduate applicants may be required. Please contact the Center for Graduate Studies at 630-844-5294 for more information.

Note: All materials must be received prior to the deadline date to be considered for admission to Aurora University.
Note: Students requiring an I-20 will not be eligible for need-based financial aid.

After you are admitted to Aurora University, you will need to submit the following items before your I-20 will be issued:

1. Medical forms (including Immunization Records as required by the State of Illinois): All international students are required to submit a medical form (required by Illinois state law), with complete immunization records. Refer to Health services website for additional information. Be sure to seek out medical insurance through a private vendor.
2. Proof of international medical insurance: A copy of your current medical insurance card is needed. If you do not have international medical insurance, contact the Office of Admission for assistance.
3. $1,000 non-refundable admission deposit: The deposit will be applied to your first semester's tuition payment.

Once admitted and Aurora University receives the above required items:

1. Form I-20 will qualify the non-immigrant applicant for an F-1 student visa. The university will only issue an I-20 after the applicant has met all international application requirements; has been approved for admission to Aurora University, has submitted all required medical forms, provided proof of medical insurance, and submitted the non-refundable $1,000 deposit. The official I-20 will be mailed to the student. It is the student's responsibility to schedule an appointment with their embassy to obtain a visa before coming to the United States.
2. There is no need-based financial aid available for international students requiring an I-20 visa.
3. Housing is limited to qualified undergraduate students. Graduate students must seek off-campus housing.

Special Admission Status
Undergraduate Student-at-Large:
 A student who does not hold a bachelor's degree and is not seeking a degree or certificate from Aurora University, but wishes to enroll in a few courses for credit, is defined as a student-at-large. Prerequisites must be satisfied for the courses in which a person wishes to enroll. Only 15 semester hours can be taken as an undergraduate student-at-large. The standard tuition rate applies, and financial aid is not available. A $100 nonrefundable tuition deposit is required with registration for students-at-large.

Post-Undergraduate Student:
A student who holds a bachelor's degree from a regionally accredited institution and wishes to enroll in undergraduate courses for credit, but is not seeking a second degree, may do so as a student-at-large. The standard tuition rate applies, and financial aid is not available. A $100 nonrefundable tuition deposit is required with registration for students-at-large.

Graduate Student-at-Large Status:
A student who wishes to enroll in a graduate-level course, but is not seeking a degree, certificate, or credential may do so as a student-at-large. A maximum of six semester hours may be applied to master's degree programs at Aurora University. Enrollment in specific courses by students-at-large may be restricted by prerequisites or other

requirements of individual graduate programs. The standard tuition rate applies, and financial aid is not available. A $100 nonrefundable tuition deposit is required with registration for students-at-large.

Provisional Student:

A student who has applied for regular admission but has been unable to supply all necessary documentation due to circumstances beyond the individual's control may be provisionally admitted to the university at the discretion of the Vice President for Enrollment. If provisionally admitted, a student may register for classes for one term at his/her own risk (since the records of the educational background are incomplete). An application file must be complete and approved before a student is allowed to register for a second term. Provisionally admitted students must sign an advisement agreement recording their understanding that they are registering for coursework at their own risk with respect to applicability to specific programs or requirements at Aurora University. Provisionally admitted students will not be enrolled in any future term at Aurora University unless fully accepted. Financial aid is not available.

Conditional Admission:

A student who has applied for regular admission but has an
academic record that does not meet ordinary admission standards may be conditionally admitted to the university at the discretion of the Admission Review Committee (undergraduate) or graduate program director (graduate).
Academic progress will be regularly reviewed. Undergraduate students in this admission status are required to participate in other remedial coursework and programs designed to help ensure academic success.
Traditional undergraduate students who are admitted conditionally are required to enroll in two first-year seminar courses designed to assist in the transition to college and provide additional support for their success.

Other Criteria for Admission: In addition to the academic criteria above, the Vice President for Enrollment shall implement, where appropriate, strategies for recruitment and selection of students that promote general goals for shaping the nature and composition of the Aurora University student body. Students with special characteristics in the following areas, among others, may be especially sought from among those who meet academic criteria.

1. Students demonstrating unusual potential for benefiting from and contributing to the ongoing program of the university.
2. Students who will contribute to increasing the cultural, racial and ethnic diversity of the university.
3. Students who show distinction in extra-curricular activities such as student government, drama, music, athletics, etc.
4. Students whose experiential or career backgrounds bring unusual diversity of skills or knowledge to the classroom.
5. Other special characteristics as determined by the appropriate elements of the university governance units charged with overseeing campus life.

Note: Every aspect of the admission of students to Aurora University will be conducted in accordance with the intentions of the Academic Standards Committee, and the university policies and regulations relating to nondiscrimination, equal opportunity and affirmative action.

Decision Procedures and Relation to University Governance:
1. Applicants for admission who meet the academic qualifications outlined above may be approved for admission by the Vice President for Enrollment, or a designate.
2. Applicants for admission who do not meet the stated academic qualifications above will be reviewed and accepted or rejected by the Vice President for Enrollment on the basis of guidelines issued by the Academic Standards Committee (undergraduate) or by the graduate program director or designee on the basis of guidelines from the Graduate Affairs Committee (graduate).
3. Applicants with an incomplete application for admission may be approved on a provisional basis only by the Vice President for Enrollment or a designate (undergraduate) or by the graduate program director or designee (graduate).

Second Bachelor's Degrees
If a student already holds a bachelor's degree from a regionally accredited college or university and wishes to earn a second degree from Aurora University, he/she may do so by meeting the university's residence requirement (30 semester hours, including the last 24 semester hours in the degree), and by completing an approved major that contains a minimum of 24 semester hours not included in the major of the first degree. Holders of bachelor's degrees from Aurora University may earn a second major by completing any approved major that contains at least 18 semester hours not present in the first major. Earning a second bachelor's degree requires completing the major requirements for that degree, including at least 24 semester hours not present in the major in the first degree.

For detailed information on the completion of a second degree at Aurora University, contact the Director of Transfer Admission.

Earning Multiple Graduate Degrees or Credentials
Credit earned in one post-baccalaureate program at Aurora University may be applied toward the requirements of a second program at the option of that program. In those cases where application of this policy results in a student meeting all specific coursework requirements of a program without having completed the total number of credits required for completion, the graduate program faculty shall determine additional coursework to be completed by the student in order to fulfill the total credit hours required for the program.

Veterans
Aurora University participates in the Yellow Ribbon Program as well as other federal GI Bill® Benefits. The first step in utilizing veteran benefits is to apply through the Department of Veterans Affairs (VA). Every veteran student receiving benefits is

required to submit a copy of his/her DD-214-Member 4 to the Office of Financial Aid, the certifying office for veteran benefits. Additionally, if the Certificate of Eligibility (COE) is available, a copy of this should be submitted as well. For more information on utilizing veteran benefits at AU, please contact the Office of Financial Aid.

A person who has served in the United States Armed Forces and wishes to use veterans' benefits to attend Aurora University must contact the university's Veterans Affairs Certifying Official in the Office of Financial Aid. Veterans must follow the admission requirements and procedures outlined in this catalog. For certification of eligibility for education benefits under one of the public laws, application for Veterans Administration benefits is made through the Veterans Affairs Certifying Official.

Articulations

Illinois Articulation Initiative
Aurora University participates in the Illinois Articulation Initiative (IAI), which eases the transfer process among many Illinois colleges and universities. The IAI is a major statewide, cooperative agreement among participating Illinois colleges and universities to facilitate successful transfer of course credits from one participating institution to another. A General Education core curriculum has been defined by IAI, and if students follow the prescribed curriculum, the credits will generally satisfy General Education requirements at participating Illinois colleges and universities. Lower division courses in some majors are also available through IAI.

Aurora University has articulation agreements with a number of community colleges. We encourage transfer students to refer to AU's website to review transfer guides and transferability of courses.

University of Wisconsin Colleges - George Williams College Degree Completion
A student who has earned his/her Associate of Arts and Science degree from one of the 13 campuses in the University of Wisconsin colleges has met all lower-division general education requirements at George Williams College. Students must also successfully complete academic program requirements in the major. An admission counselor can provide information concerning requirements that still need to be met.

Application for Admission
Students are encouraged to apply for admission well in advance of the term they wish to begin attending Aurora University. This is especially important if a student will be attending full time as a residential student, since residence hall space is limited. In the case of transfer students, all academic transcripts must be received by the university before admission can be processed. Transcripts of courses in progress may be submitted at the conclusion of the courses.

Application files must be completed no later than 10 working days prior to the first day of the term. Otherwise, admission to the university may be delayed until the next term, at the discretion of the Vice President for Enrollment. Admission to specific professional

programs may be limited; therefore, early application is recommended.

Term of Entry
The official terms of entry shall be summer, fall and spring. Certain programs may further limit terms of entry. A degree-seeking undergraduate student whose first enrollment at Aurora University is in summer is governed by the catalog and regulations in effect for the fall term immediately following the Summer Session in which the student was first enrolled.

Students-at-large are not considered matriculated until the first term in which they are enrolled as a fully or conditionally accepted student. Provisionally or conditionally accepted students are considered to have entered in the first term of enrollment, regardless of provisional or conditional status.

Undergraduate Transfer of Credit
Credit earned at previous colleges with a grade of at least C- is transferable if it is non-technical in nature, is comparable to credit offered at Aurora University, or is generally considered applicable to programs such as those offered by the university. Only credit earned at regionally accredited schools or at schools accredited by the Council for Higher Education Accreditation (CHEA) recognized accrediting bodies is considered for transfer through the normal process. Credit considered acceptable for transfer is listed in a separate section of the student's permanent record by the Registrar. Transfer credit is applied to general degree requirements with the approval of the Registrar and to the student's major with the approval of the Dean of Academic Administration in consultation with appropriate program faculty as needed, subject to the limitations of the university's residence requirement and in accordance with the Catalog Regulations. Students should be aware that some programs of the university have time limits for the transfer of credit into the major, although there is no general time limit for the university. Grades earned at other schools are used to determine transferability of credit, and as a criterion for transfer admission, but are not included in the student's Aurora University grade point average.

Credit Transfer for Students Holding Associate Degrees: Please see
"General Education Requirements for Transfer Students" section.

Non-Traditional Sources of Credit: Learning achieved through the military or in
other organized training programs may be credited in those cases where it has been evaluated by the American Council on Education. In addition, Aurora University accepts credit earned based on qualified testing results through the CLEP, DANTES, and AP testing programs. Aurora University also awards credit for Life and Vocational experience. A maximum of 68 semester hours of prior community college plus non-traditional credit is allowed for transfer students.

Graduate Transfer of Credit
Graduate-level credit earned at regionally accredited institutions of higher education

may be transferred to Aurora University and applied toward a master's or doctoral degree or other post-baccalaureate programs with the approval of the director of the program to which the student is admitted. Each graduate program limits the amount of credit that can be applied toward an Aurora University degree.

1. Graduate credit graded "B" or better may be transferred and applied to graduate programs at Aurora University with the approval of the graduate program director. Coursework graded "Pass" or "Credit" may be transferred at the option of the graduate program director. The individual graduate program shall establish the minimum grades required for acceptance of undergraduate prerequisite courses.
2. Graduate credit is transferred for application only to a specific graduate program; in the event that a student is subsequently admitted to a different graduate program, any graduate work completed at other institutions will be re-evaluated by the director of the new graduate program and the transferred credit modified if necessary.
3. Transfer of credit once enrolled: Once the applicant has been accepted for enrollment in a graduate program at Aurora University, it is expected that he/she will complete all coursework for the degree or certificate at Aurora University. No coursework may be transferred to Aurora University after enrollment except upon prior, written approval of the graduate program director or school dean.

Financial Aid

Aurora University students may be eligible for financial aid from a variety of sources, including federal, state, institutional and private organizations, in the forms of grants, loans and work study. In 2019–2020, the Office of Financial Aid assisted more than 5,700 undergraduate and graduate students.

Aid is awarded on a first-come, first-served basis. To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible beginning October 1 for maximum consideration of all financial aid programs. Financial aid must be awarded within the term of attendance.

The criteria used for awarding institutional financial aid are academic performance and financial need. Aid is available for both full-time and part-time undergraduate and graduate students (depending upon availability of funds). In addition to need-based financial aid, Aurora University offers several academic scholarships for both freshman and transfer undergraduate students.

The Office of Human Resources assists in connecting students with on-campus employment and off-campus community service opportunities. Students working on-campus follow the current minimum wage guidelines with a maximum of 15 hours worked per week.

Tuition and Fees
Undergraduate
Tuition:

Full Time (12–17 semester hours)	$12,800 per semester
Part Time (1–11 semester hours)	$735 per semester hour
Over 17 Credit Hours	$605 per semester hour
Summer Session	$590 per semester hour
Travel Study/May Session	$590 per semester hour
Adult Degree Completion	$425 per semester hour
AU Online	$425 per semester hour
High School/Dual Credit Programs	$100 per semester hour

Room and Board:

2020-2021 Academic Year (fall and spring semesters):

Aurora Board---

175 meals + $150 points	$2,085 per semester
125 meals + $400 points	$2,085 per semester
10 meals + $100 points	$1,950 per semester
15 meals/week + $275 points	$2,500 per semester
19 meals/week + $275 points	$2,665 per semester

Aurora Room---

Standard: non-a/c doubles, triples, & quads	$2,950 per semester
Standard a/c-doubles, triples, & quads; non-a/c singles	$3,345 per semester
Deluxe: suite, XL non-a/c singles & a/c singles	$3,610 per semester

GWC Board---

19 meals/week	$2,400 per semester
14 meals/week	$2,235 per semester
9 meals/week	$1,275 per semester

GWC Room---

Single (limited availability)	$3,610 per semester
Standard	$2,635 per semester
Expanded	$1,860 per semester

General Fees:

Activity Fee	$70
Technology Fee	$110
Course by Special Arrangement (CBSA)	$130 per semester hour
Deferred Payment Fee	$10 per semester hour
Graduation Fee--- Bachelor's	$110
International Affiliate Program Transfer	$375
Parking Fine	$20-25
Parking Permit	None
Prior Approval Petition Fee *(late submissions)*	$30
Non-resident Replacement I.D. Card Fee	$25
Resident Replacement I.D. Card Fee	$35
Residence Hall Deposit — new students	$100
Residence Hall Lost Room Key Fee	
Standard Room	$110

Suite	up to $310
Returned Check Fee	$25
Transcript, Online Service	$5
Transcript, While-You-Wait Service	$25
Tuition Deposit	$100
Life and Vocational Assessment Fee	$125 per semester hour
CLEP Credit Recording Fee	No charge
Auditor Fee	50% of tuition

Laboratory Course Fees:

Applied Exercise Physiology	$50
Art	$50
Athletic Training Laboratory	$35
Athletic Training Practicum	$50
Biology	$50
Biology/Health Science Sr. Capstone	$50
Business Golf	$90
Chemistry	$50
Communications/Digital Marketing	$50
Exercise Physiology	$50
Foundations K-12 PE	$80
Kaplan Exam Prep (MCAT, GRE, LSAT)	$600-2000
Outdoor Rec Skills	$275
Nursing Clinical Fee	$55 per semester hour
Nursing Fee	$55 per semester hour

Nursing testing fees are determined by contract with vendor and will be added to specific courses as outlined by the School of Nursing – Estimated $600

Photography	$60
Physics	$50
Physical Education Fee	$35
Recreation Administration Practicum Fee	$485
Sustainability	$50

Fees Specific to Programs:

AUOnline Fee	$25 per module
BSW Watermark Subscription	$133
Nursing Pinning Fee	$25
Student-at-Large tuition Deposit (non-refundable)	$100
Student Teaching Fee (Aurora only)	$150

Note: Tuition and fees are subject to change without prior notice. Please contact the Student Accounts Office for questions or information on current tuition, fees, room, board and other rates.

Note: Tuition and housing deposits are refundable until May 1 for fall entrants. For spring entrants, tuition is refundable until the first day of the term and housing deposits are refundable until December 15th. Tuition deposits for Summer Session are refundable until the start date of the term.

Graduate
Tuition:
Aurora, George Williams College and Woodstock Center

MBA, MSA, MPA Programs	$715 per semester hour
MS (ABA) Programs	$675 per semester hour
MSW, MSW/MBA, MSW/MPA Programs	$600 per semester hour
Graduate Addictions Certification	$600 per semester hour
Doctoral (DSW) Program	$750 per semester hour
MS in Mathematics Program	$520 per semester hour
MA in Mathematics Education Program	$520 per semester hour
MA in Mathematics and Science Education Program	$520 per semester hour
MA in Science Education Program	$520 per semester hour
School District Cohorts/Master Ed. Cohorts	$485 per semester hour
Doctoral (EdD) Program	$650 per semester hour
MS Athletic Training Program	$700 per semester hour
Graduate Plus One Programs	$9,800 per semester
Graduate 3+2 MS-ATR Program	
(FA/SP)	$9,800 per semester
(SU summer internship semester)	$4,900 per semester

AU Online

AU Online Programs (excluding MSW programs below*)	$565 per semester hour
*AU Online MSW, MSW/MBA, MSW/MPA, Post-MSW PEL	$600 per semester hour
Student at Large	$650 per semester hour

General Fees:

Course by Special Arrangement (CBSA)	$130 per semester hour
Deferred Payment Fee	$10 per semester hour
Graduation Fee (master's/doctoral)	$135/$160
Parking Fine	$20-25
Parking Permit	None
Replacement I.D. Card Fee	$25
Returned Check Fee	$25
Auditor Fee	50% of tuition
Student-at-Large Tuition Deposit (non-refundable)	$100
Transcript, Online	$5
Transcript, While-You-Wait Service	$25
Life and Vocational Assessment Fee	$125 per semester hour

Laboratory Course Fees:

Athletic Training Laboratory	$35

Fees Specific to Program:

AUOnline Fee	$25 per module
MSW Watermark subscription	$80
DSW Weekend Cohort Fee	$560
Student Teaching Fee (Aurora only)	$150

Note: Tuition and fees are subject to change without prior notice. Please contact the Office of Student Accounts for questions or information on current tuition, fees, room, board and other rates.

Student Services

Aurora Campus
Charles B. Phillips Library - Phillips Library is open 96 hours per week during the regular semester with extended hours for the week leading up to final exams. The collection includes over 14,000 print volumes, access to over 170,000 eBooks, subscriptions to 60 databases which provide access to over 60,000 journals, access to over 72,000 streaming video and music files, and over 3,530 DVDs. The 13,000 sq. ft. space has seating for more than 250 students. The first floor encourages collaborative group work and popular among students are the rolling white boards that are used to practice presentations, work together on large assignments and create mobile "rooms" for groups to gather. The second floor is dedicated to individual work and students will find study carrels and a quieter environment to stay focused. There is a computer lab with and students have access to wireless network, printing and scanning. Student can reserve two spaces, the Learning Lab seats 12 and Room 204 seats 8.

Campus Housing — Aurora University has six on-campus residence halls — Centennial, Davis, Jenks, Memorial, Watkins and Wilkinson — with accommodations for approximately 700 residents. Priority for residential accommodations is given to undergraduate students. Double, triple, and quad rooms are available, as well as suites. A limited number of single rooms are also available, with priority for these rooms given to returning residents. Some residence halls offer air conditioning. Medical housing accommodation requests should be made with the Disability Resource Office and will be awarded based on space availability. Laundry facilities, fitness centers, community printers and lounge areas with televisions are available in each residence hall.

Food Service — The university partners with Sodexo Food Service to provide service at four on-campus dining locations. Resident students can use their meal plan at any of these locations. The Student Dining Hall, located in Alumni Hall, serves breakfast, lunch and dinner during the week; brunch and dinner are served on the weekends and holidays. Dining at this location is offered in an unlimited-servings, cafeteria-style format. The Spartan Spot serves hot and cold menu items. Located in the lower level of Stephens Hall, the Spot is also a social gathering place and study area. Limited food and beverage service is also available at Tru Blue Cafe in Dunham Hall. Jazzman's Cafe is located inside the Spartan Hideaway on the first floor of the Institute for Collaboration.
Various specialty coffee drinks along with grab-and-go baked goods and sandwiches are available at Jazzman's. Resident meal plan use is limited to meal plan points at Jazzman's.

Student ID Cards — Students are issued an Aurora University photo identification card after registration. The ID card is required for the use of university facilities and services. There is a fee for replacement of lost or damaged resident and commuter student ID cards. Student ID cards are available at the Campus Public Safety office. AUOnline students may print verification from WebAdvisor.

Campus Public Safety — The safety and security needs of the Aurora University campus are addressed by Campus Public Safety, a sworn police department. Led by experienced professionals who are university employees, the office provides a variety of services including parking management and enforcement, distribution of safety information, safety training and a 24/7 on-campus presence. Through established relationships with local police and fire departments, the resources of these organizations are available to our campus community for safety preparedness.

Emergency Preparedness — In accordance with the 2008 federal Higher Education Act and the Illinois Campus Safety Enhancement Act, the Campus Emergency Operations Team, with representatives across various administrative areas, develops and implements a Campus Emergency Operations plan as well as Violence Prevention Plan, and regularly updates the plan to make changes necessary to protect the safety of the campus.

Athletics — Aurora University has a long history of excellence in intercollegiate athletics. A member of NCAA Division III, AU fields intercollegiate teams in football, men's and women's soccer, men's and women's basketball, baseball, men's and women's volleyball, softball, men's and women's cross country, men's and women's indoor and outdoor track and field, men's and women's lacrosse, men's and women's golf, men's and women's ice hockey and women's bowling — often with championship results. About 40 percent of all resident students, and many commuters, participate in intercollegiate athletics.

Wackerlin Center for Faith and Action — The Wackerlin Center is the campus heart for service learning opportunities, leadership development programming and campus ministry. The center's mission is to support and cultivate a student's journey of discovering their vocation through serving, leading and believing. The Wackerlin Center serves as a connecting point for volunteer opportunities in the surrounding community through our bi-annual Morning of Service, Volunteer Fox Valley service sign-up initiative and alternative spring break service trips. Additionally, the Leadership Education and Development (LEAD) program at the center is an experiential leadership cohort designed to teach basic leadership principles to students. To support our students in other meaningful ways and practice the principles of servant leadership, the center is home to Libby's Place, an on-campus food pantry dedicated to serving students dealing with food insecurity, as well as the Spartan Attic for those students looking for professional clothing attire. We also work alongside students to foster the spiritual needs of all, and cultivate understanding and insight on matters of faith and religion. Students of all faiths are equally welcomed in our common quest for meaning and purpose.

Campus Ministry — Campus ministries at AU are located in the Wackerlin Center for Faith and Action and coordinated through the University Chaplain. Student organizations that are reflective of campus ministry programming include Delight

Ministries, Fellowship of Christian Athletes, InterVarsity Christian Fellowship and Xperience Ministries. The University Chaplain works with these organizations and others, alongside AU faculty and staff as well as local community leaders, to offer worship services, small group discussions and celebrations and observations of holy days for a variety of religious traditions. The chaplain is also available to talk with students about their spirituality through outreach events in the residence halls, common areas and social events throughout campus, including a vocation-themed film series and other various seasonal activities.

Counseling and Psychological Services — Counseling and Psychological Services helps students work through the occasional social and personal problems associated with orientation to college life. Some common concerns are depression, anxiety, stress management, family concerns, educational/academic concerns, substance abuse, interpersonal difficulties (e.g., conflict with friends, roommates, or romantic partners), or concerns related to gender, sexual orientation, race, ethnicity, or culture. Contact Counseling and Psychological Services for information on services available free of charge to students, as well as for referral information to services in the community.

Student Clubs and Organizations — Approximately 60 student clubs and organizations are established at Aurora University. Both undergraduate and graduate students, whether resident or commuting, are eligible to organize a student group and apply for recognition and funding.

Health Services - The mission of Health Services is to enhance student learning and success by promoting, protecting and restoring student health and well-being. Within the department, registered nurses are available on campus weekdays for clinical assessment and treatment, consultation and referral and immunization compliance. In addition, prevention and health education services are offered. All services are free and confidential.

The Center for Student Success
This center is designed to assist students through the transitions of college life. The center promotes transformational learning by teaching students how to explore academic,vocational, and career opportunities and plan for future careers. The staff of student success advisors provides academic guidance to students throughout their enrollment at the university. Advisors work with the students to help them develop a thorough understanding of their academic program requirements, and how to leverage their experiences in the pursuit of a fulfilling career. The advisors promote student development through mentoring and support. Professional advisors are the resource for students who have questions about their academic progress (including adding or dropping courses, clarification regarding university rules and regulations and graduation requirements), vocational exploration, and career development (including resume reviews, sharpening interview skills, and job searches).

Academic Support Center

The Academic Support Center (ASC) offers students a variety of instructional resources to improve student success by providing high quality, academic support to develop more engaged, confident and skillful learners.

Content-specific tutoring is available in a number of disciplines offered by professional staff and peer tutors supporting undergraduate classes. Weekly recitations, peer assisted study sessions, one-on-one appointments and drop-in programs are designed to help students achieve academic success. Writing specialists are available to consult with registered AU students at all levels. Through one-on-one, in-person or online appointments, staff members are available to guide students through the entire writing process (brainstorming, research, drafting, editing, proofreading, revision and documentation). All services provided by the Academic Support Center are free to all university students

Disability Resource Office

The Disability Resource Office (DRO) is designated to ensure access to education at Aurora University for all students with disabilities as mandated by the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Our goal is to create learning environments that are accessible, equitable, inclusive, and empower students to participate in every aspect of academic and campus life. Aurora University is committed to compliance with all applicable federal laws regarding reasonable accommodation to address the environmental barriers.

Students are responsible for self-identifying, requesting accommodations, and providing required documentation to the Disability Resource Office to determine eligibility. If a student requires individualized assistance devices or private health care personnel or services the student is financially responsible.

Any student who believes the decisions related to the approval of accommodations are not reasonable, may appeal the determination following the Grievance Procedure below:

Informal Review: The dean of the school or college in which the student is majoring will review the student's complaint and work with the Disability Resource Office to resolve the complaint.

Formal Review: If the informal review process does not resolve the issue, the student may request a formal review. The Provost will ask the Faculty Senate to appoint a three-person committee to investigate and make a recommendation for its final decision on the matter.

GWC Campus

Services — George Williams College students may access Aurora University services offered online and on the Aurora campus. AU Human Resources and Health Services offer career search and self-improvement online programs. When visiting Aurora University, GWC students with a valid student ID can use the university weight room,

fitness center and library. They are also welcome at non-tournament home athletic events.

Thomas R. and Shirley Klein Scott Library – Scott Library is open 62 hours per week during the regular semester. The collection includes over 800 print volumes, access to over 170,000 eBooks, subscriptions to 60 databases which provide access to over 60,000 journals, access to over 72,000 streaming video and music files. In addition, students have access to the 14,000 print volumes and 3,500 DVDs from the Phillips Library on the Aurora Campus. As the technology center on campus, the library provides 8 desktops for student use as well as I-Pads, go-Pro Cameras and other devices to check-out. Printing is limited. The Scott Library serves as a quiet learning space for individual or group study and peer tutoring services are also offered.

Housing — George Williams College of Aurora University offers four on-campus residence halls (Emery Lodge, Hickory Lodge, Winston Paul and Oak Lodge). All rooms are offered with in-room bathroom, air conditioning and hall common room. Each year, single rooms are provided on an as-able basis dependent upon enrollment and availability. Priority for on-campus housing in the residence halls is given to undergraduate students. Laundry facilities are available in Emery Lodge for a fee.

Conference Center — The Conference Center at George Williams College of Aurora University offers an ideal escape from everyday life and the perfect environment for rest and reflection. Bring a group for a day of executive planning or schedule an overnight, distraction-free retreat or business meeting. Contact the Conference Center to make reservations.

Food Service on Campus — The college partners with Sodexo Food Service to provide dining at two on-campus locations. Resident students can use their meal plan at either venue. Meals in the Beasley Dining Room are offered in an unlimited-serving, cafeteria-style format. The College Inn, usually referred to as the "CI," serves hot and cold al la carte items. Located in the lower level of Lewis Hall, the CI is also a social gathering place and study area. On-campus residents are required to have a meal plan. Contact Sodexo Food Services for accommodating specialized dietary needs.

Student Identification (ID) Cards — Students are issued a George Williams College of Aurora University photo identification card after registration. The ID card is required for the use of college facilities and services. There is a $35 charge for replacement of lost or damaged student ID cards. Student ID cards are available in the Academic Services Office in Meyer Hall.

Campus Public Safety — The safety and security needs of George Williams College campus are addressed by Campus Public Safety. Led by experienced professionals who are college employees, the office provides a variety of services including parking management and enforcement, distribution of safety information,

safety training and a 24/7 on-campus presence. Through established relationships with local police and fire departments, the resources of these organizations are available to the campus community for safety preparedness.

Office of Emergency Preparedness — The mission of the Aurora University Office of Emergency Preparedness is to lessen the effects of disaster on the lives and property of the students, employees and visitors of GWC and AU through planning, coordination and support of emergency management preparation. In July of 2008, President Bush signed the Higher Education Act. Pursuant to that, campuses are mandated to enhance the safety and security of students, faculty and staff by implementing a Campus Emergency Operation Plan. Through the Office of Emergency Preparedness, George Williams College continues to update its plan to make the changes necessary to protect the safety of our campus.

Counseling — Counseling helps students work through the common social and personal problems associated with orientation to college life. Contact Academic Services for information on services available free of charge to students, as well as for referral information to services in the community.

Student Activities — Throughout the year, GWC sponsors events that provide opportunities for students to grow personally and intellectually, build a sense of self, increase tolerance for and appreciation of others, and develop social and ethical awareness and responsibilities. Both undergraduate and graduate students are eligible to participate in on-campus and off-campus programs.

Student Clubs and Organizations — George Williams College of Aurora University encourages and promotes participation in student clubs and organizations. Both undergraduate and graduate students, whether resident or commuting, are eligible to organize a student group and apply for recognition and funding. Contact the Office of Student Life for a current list of student clubs and organizations or the procedure to organize a new student club or organization.

Intramural and Recreation — George Williams College of Aurora University provides a variety of opportunities to foster the total development of the individual in the areas of health and fitness. The college tennis courts and the fitness center are available for use by all members of the student body. The George Williams College ID card will serve as your membership card for these programs and facilities. GWC also partners with Big Foot High School Recreation Center in Fontana, WI. The gym and fitness center are open to GWC students who sign up and their student ID serves as their membership card.

Disability Services — George Williams College of Aurora University is committed to providing equal access, please contact the disability Resource Office (DRO) on the Aurora campus to engage in a confidential conversation about the process for

requesting accommodations. More information can be obtained by contacting the Disability Office at 630-844-4225 or visiting their website www. Aurora.edu/dro. Once registered with the DRO, students will work with the GWC Academic Support Office.

GWC Student Advisement — All students are assigned an advisor while enrolled at George Williams College of Aurora University. The advisor assists students with choosing classes, changing class schedules and declaring majors and minors. All students must participate in the advisement process prior to registering for classes. The advisor helps students wishing to drop or add courses, helps clarify university rules and regulations for students concerned with graduation requirements, transfer work, majors and minors; advisors also perform graduation audits.

Academic Regulations and Procedures

All undergraduate and graduate studies are governed by the university-wide academic policies, regulations and procedures described in this catalog. Specific undergraduate majors and graduate programs may have academic policies, regulations and procedures that are stricter than the overall university academic policies, regulations and procedures.

Undergraduate Degree Requirements

A student who graduates from Aurora University with a baccalaureate degree will have met the following requirements:
1. Completion of all requirements for an approved major (with no grades lower than "C").
2. Overall completion of at least 120 semester hours of coursework with a GPA of at least 2.0 on a 4.0 scale (a course may be utilized only once in application toward a degree requirement, unless otherwise noted in the academic regulations). The 120 semester hours of coursework must include:
    a) At least 52 semester hours completed at a senior college.
    b) Residency Requirement - At least 30 semester hours completed at Aurora University, including the last 24 semester hours in the degree, and including at least 18 semester hours in the major. (Portfolio assessment credit, life and vocational experience credit, off-campus experience credit, examination credit, participation credit and block credit, shall not count toward the residency requirement).
    c) Upper Division Requirement - A minimum of 30 semester hours numbered 3000 or above. Of these 30 semester hours, 15 semester hours must lie within the major, and 15 semester hours must be completed at Aurora University.
3. Completion of all General Education requirements (with no grades lower than "C"), as follows:
* Mathematical competency requirement (see below)
* ENG1000: Introduction to Academic Writing
* IDS1200: Discover What Matters or GWC1000: GWC First Year Experience or IDS3040: Global Justice

- IDS1150**: First Year Experience Program or GWC4000: GWC Senior Experience - *Not required for Transfer or AU Online students*)
- Satisfactory participation in the junior-year mentoring, and assessment process designed to guide students to successful completion of their degree and to encourage planning for next steps beyond graduation. (IDS3500 and IDS3550) - *Not required for ADC or AU Online students.*
- Distribution Requirements
  Students will complete one approved course* from each of the following categories (see course lists below):
  Creative & Artistic Expression
  Cultures & Civilizations
  Individual & Society
  Scientific Reasoning

  In addition to the above, ADC and Online students will also complete one approved course* from the following category:
  Integration and Application

  *Only courses that are approved to meet the distribution requirement can be used toward this requirement. See the list of approved courses below for available options. Courses taken to meet distribution requirements are 4 semester hours apiece, with the following exceptions:
  - An approved transfer course of at least 2.50 semester hours can be used to satisfy a distribution requirement.
  - Multiple courses may be accumulated to satisfy the Creative and Artistic Expression category.
  - EGR 1500 and EGR 2500, two semester hours apiece, may be taken in sequence to fulfill the Scientific Reasoning requirement.
  - Courses with co-requisite laboratory components may be used to satisfy a distribution requirement, provided that the student successfully complete both the three-credit-hour course and the single-credit-hour laboratory component.

General Education
Courses Approved for General Education Distribution Credit
Catalog 2020-2021

Creative & Artistic Expression

Art
ART1020   Around the World in 80 Masterpieces
ART2100   Introduction to Drawing
ART/BIO2120   Figure Drawing
ART2510   Introduction to Painting

ART2540   Art and Power
ART2610   Introduction to Sculpture
ART2620   Art and Death
ART2670   Introduction to Digital Photography

Biology
BIO/ART2120   Figure Drawing

Black Studies
BST2015   Survey of African American Literature

Education
EDU/ENG3180   Multicultural Children's Literature (2 credit hours)
EDU/ENG3190   Multicultural Young Adult Literature (2 credit hours)

English
ENG1030   The Grammar of Poetry
ENG2060   Introduction to Creative Writing
ENG2210   Poetry
ENG2250   The Novel
ENG2410/SUS2400 Literature and the Environment
ENG/EDU3180   Multicultural Children's Literature (2 credit hours)
ENG/EDU3190   Multicultural Young Adult Literature (2 credit hours)

Museum Studies
MST1110   Introduction to Museum Studies

Music
MUS1520   Exploring Music: World of Opera (2 credit hours)
MUS181X   ST: History of Rock and Roll
MUS1910   University Chorale (1 credit hour)
MUS1930   Chamber Ensemble (0.5 credit hours)

Physical Education
PED3025   Enhancing Cultural Awareness through Dance

Sustainability
SUS2400/ENG2410 Literature and the Environment

Theatre
THE1200   Introduction to Theatre
THE1300   Introduction to Acting
THE1500   Stagecraft I
THE2210   Play Analysis
THE2300   Scene Study for the Actor
THE2510   Design for the Stage

THE/LTS2630	Latinx Theatre
THE3600	History of Theatre: Antiquity to Renaissance
THE3610	History of Theatre: Restoration to Present

Cultures & Civilizations

Art
| ART/PHL2700 | Art and Philosophy |

Biology
| BIO/HIS3410 | Global Environmental History |

Black Studies
| BST2010 | Introduction to Black Studies |

Communication Sciences and Disorders
| CSD1010 | Introduction to American Sign Language |

French
FRN1120	Elementary French I
FRN1220	Elementary French II*
FRN2200	Intermediate French*
FRN2500	French Composition & Conversation
FRN3810	ST: French Film and Cultural Studies

History
HIS1200	American History I (to 1877)
HIS1210	American History II (since 1877)
HIS1300	World History I (to 1500)
HIS1400	World History II (since 1500)
HIS/PHL2250	Ancient Philosophy: History of Philosophy I
HIS2350	Africa in World History
HIS2360	Black Chicago
HIS2400	History of the Ancient Mediterranean World
HIS2620	Russian History to 1917
HIS2630	Russian and Soviet History since 1917
HIS/REL2760	Religion in America
HIS3050	American Urban History
HIS3100	The African-American Experience
HIS3120	History of African-American Masculinity
HIS3150	Women in American History
HIS3200	United States History since the 1960s
HIS/BIO3410	Global Environmental History
HIS/LTS3450	Latin American History
HIS3650	Hitler and the Nazi Revolution
HIS3700	History of the Middle East

| HIS3750 | History of East Asia |
| HIS/REL3800 | Reformation Europe |

Latino/a Studies
| LTS/HIS3450 | Latin American History |

Nursing
| NUR1214 | Professional Nursing, Culture, and Health Care |

Philosophy
PHL1100	Problems of Philosophy
PHL1200	Logic
PHL2100	Ethics
PHL/HIS2250	Ancient Philosophy: History of Philosophy I
PHL/ART2700	Art and Philosophy
PHL/REL3100	Philosophy of Religion
PHL3150	Professional Ethics
PHL3200	Business Ethics
PHL3300	Modern Philosophy: History of Philosophy II
PHL3350	History of Philosophy III
PHL3400	The Good Life?
PHL3500	Philosophy of Love and Sex
PHL3600	Analytic Philosophy

Religion
REL1050	Introduction to World Religions
REL1100	The Christian Bible
REL1400	Spirituality for Today's World
REL2060	Exploring Religion
REL2200	The Shaping of Christian Identity
REL2310	The Faiths of Abraham
REL2320	The Faiths of India
REL2330	The Faiths of East Asia
REL/HIS2760	Religion in America
REL/PHL3100	Philosophy of Religion
REL3350	Jesus
REL3360	Jewish and Christian Responses to the Holocaust
REL3400	Love the Stranger: Interfaith Dialogue
REL/HIS3800	Reformation Europe

Spanish
SPN1120	Elementary Spanish I
SPN1220	Elementary Spanish II
SPN2200	Intermediate Spanish I
SPN2300	Intermediate Spanish II
SPN3450	Spanish Language Films

SPN3500   Advanced Spanish Literature
SPN3600   Latin American Civilization and Culture

Individual & Society

Applied Behavior Analysis
ABA2100   Principles of Everyday Behavior

Communication
COM2160   Human Communication and Relationships
COM3500   Intercultural Communication

Criminal Justice
CRJ1010   Introduction to Criminal Justice System
CRJ/SOC 2300   Criminology
CRJ3350   Terrorism and Counterterrorism
CRJ3500   Organized Crime
CRJ4400   Introduction to Intelligence Policy

Economics
ECN2030   Principles of Economics

Environmental Studies
ENV1000   Introduction to Environmental Studies

Latino Studies
LTS/SOC1200   Introduction to Latino Cultural Studies
LTS/SOC1300   Latinos and Latinas in the United States

Leadership Studies
LED1500   Foundations of Leadership
LED2100   Leadership Ethics
LED2320   Introduction to Nonprofit Leadership

Political Science
PSC1050   Introduction to Public Policy
PSC1300   Introduction to US Government
PSC2160   Economics for Public Policy

Psychology
PSY1100   General Psychology
PSY3350   Child and Adolescent Development

Sociology
SOC1100   Introduction to Society
SOC/LTS1200   Introduction to Latino Cultural Studies

SOC/LTS1300	Latinos and Latinas in the United States
SOC2150	Cultural Anthropology
SOC2250	Social Inequalities
SOC/CRJ2300	Criminology
SOC3480	Globalization and Social Change

Scientific Reasoning

Biology

BIO1060	Human Biology
BIO2080	Nutrition and Health Promotion
BIO2200	Humans and the Environment

Chemistry

CHM1200/Z	Principles of Chemistry/Laboratory
CHM1310/Z	General Chemistry I/Laboratory

Computer Science

CSC1010	Introduction to Computer Science
CSC1700	Introduction to Computer Programming

Engineering

EGR1500/2500	Introduction to Engineering Design I & II (2 2-credit-hour courses)

Human Animal Studies

HAS1200	Animal Science

Natural Science

NSM1150	Science Foundations
NSM1400	Earth and Space Science

Physics

PHY2240/Z	Physics I (Calculus based)/Laboratory

Ways to Satisfy the Mathematical Competency Requirement

As part of the General Education program, students will demonstrate math competency by coursework, or by performance on a university mathematical examination, or based on their ACT or SAT mathematics subscore. The General Education requirement may therefore be satisfied by any of the following:

1. ACT mathematics subscore of 25 or higher, SAT mathematics subscore of 580 or higher (for tests taken prior to March 2016), or SAT mathematics subscore of 600 or higher (for tests taken after March 2016)
2. A grade of "C" or better or transcribed credit in one of the following courses:
   MTH1030 Quantitative Reasoning
   MTH1100 College Algebra

MTH1310 Precalculus
MTH2210 Calculus I
MTH2320 General Statistics
MTH2700 Statistics for Research

3. Elementary Education, Early Childhood Special Education with Bilingual/ESL, and Special Education majors meet math competency via MTH1210, MTH1220, and NSM2500.
4. Demonstrated competency via an AU mathematical examination (students may earn a maximum of four credit hours total through this process)

Additional General Education Course Planning Considerations

1. A new first-year student is expected to take IDS1200 or GWC1000, and IDS1150 (Aurora Students only) in the first semester at Aurora University. GWC students will take GWC4000 in their senior year. All students should take IDS3500/3550 during their third year at Aurora University.
2. First-year students wishing to meet the ENG1000 requirement via CLEP or AP credit must have official score results submitted to the Registrar's Office prior to the beginning of their first term of attendance, or registration in ENG1000 will be required during the first year of study.
3. A single course may be used to satisfy a major requirement and a General Education requirement.
4. No single course may be used to satisfy more than one General Education requirement.
5. New transfer students will be advised as to the best timing to take any required IDS courses (see "General Education Requirements for Transfer Students"). They will otherwise follow the progression outlined above.
6. Transfer students entering without having completed an English Composition course equivalent to ENG1000 must complete the requirement as early in their Aurora University career as possible. Transfer students who have transferred in the equivalent of ENG2010 need not take ENG1000. (No credit will be given for ENG1000.) Under no circumstances should a transfer student earn more than nine semester hours at Aurora University or accumulate a total of 84 semester hours toward graduation without enrolling in ENG1000 if this General Education requirement has not already been met by transfer credit, CLEP credit, or AP credit. Transfer students wishing to meet the ENG1000 requirement via CLEP are required to take the examination during their first term of attendance. Once a transfer student has enrolled at Aurora University, the ENG1000 requirement must be met via CLEP and/or appropriate Aurora University coursework.

General Education Requirements for Transfer Students

1. General Education requirements for students who hold an associate's (AA/AS) degree from a regionally accredited college or who have completed the IAI core or who have 60 or more hours of transfer credit accepted by Aurora University:
   a. Participation in the junior-year mentoring, and assessment process IDS3500 and IDS3550)

      b. Completion of the ENG1000 and mathematics competency requirements through appropriate transfer credit or at Aurora University
      c. Completion of IDS3040 (online General Studies students only)
2. General Education requirements for students who have at least 30 but fewer than 60 semester hours of transfer credit accepted by Aurora University (without having completed an associate's degree or the IAI core):
      a. Participation in the junior-year mentoring, and assessment process (IDS3500 and IDS3550)
      b. Completion of the ENG1000 and mathematics competency requirements through appropriate transfer credit or at Aurora University
      c. Must demonstrate that the distribution requirements have been met through appropriate transfer credit or at Aurora University (a transfer course equating to at least 2.50 semester hours will satisfy a category)
      d. Completion of IDS3040 (online General Studies students only)
3. Requirements for students who have fewer than 30 semester hours of transfer credit accepted by Aurora University:
      a. All General Education requirements apply
4. Requirements for students who hold a baccalaureate degree from a regionally accredited college:
      a. There are no General Education requirements for a student holding a baccalaureate degree.
5. Any student transferring in credit but deemed by Admissions as a "First Time Freshman" is required to take IDS-1150 (does not apply to online students).

Simultaneous Undergraduate Multiple Degrees and Multiple Majors

1. "Multiple degrees" are defined as two or more degrees bearing different general titles as printed on the diploma. Four undergraduate degrees are currently offered by Aurora University: BA, BS, BSN and BSW.
2. Multiple degrees may be awarded upon completion of all requirements relevant to both degrees, provided that at least 24 semester hours in each degree are not present in the other. Separate diplomas are provided for each degree; at commencement the student will process during the ceremony based on what the student considers to be the primary degree.
3. "Multiple majors" are defined as two or more major disciplinary areas within the same general degree title (e.g., BA in English vs. BA in History). When seeking more than one major, students must declare a primary and secondary major. Students pursing the BA in General Studies may not double major.
4. Multiple majors may be earned by completion of all requirements for both majors, provided that at least 18 semester hours included in each major are not present in the other. A single diploma is issued showing the general degree title. Multiple majors are shown on the transcript.
5. A BA and BS degree in the same major may not be awarded simultaneously. In those disciplines where both degrees are offered, a graduate holding one degree may earn the second degree for award at a later graduation date by completing all additional requirements for the second degree, provided that at least 24 semester hours in each degree are not present in the other.

Second Baccalaureate Degrees and Majors
Graduates of Other Schools and Alumni of Aurora University not Continuously Enrolled

1. Holders of an Aurora University baccalaureate degree may complete a second degree or major by completion of the balance of the coursework required for the second credential, subject to the multiple degree/multiple major provisions above. All General Education requirements are deemed to have been met by virtue of completion of the first degree.
2. Holders of baccalaureate degrees from other regionally accredited schools may earn a second degree from Aurora University in a field considered by Aurora University to be distinct from that of the first degree by completing the major requirements for the new field and fulfilling the Aurora University residency requirement.
3. In all cases, coursework from the student's first degree or major may only be applied toward the new major or the major of the new degree upon approval of the major department or program faculty.

Bachelor of Arts and Bachelor of Science Distinction
The Bachelor of Arts degree at Aurora University is typically awarded upon the completion of a program in the liberal arts or the social sciences. The primary goal of the BA is to provide a well-rounded education to prepare students for graduate work, career paths and continuous learning.

The Bachelor of Science degree at Aurora University is typically awarded upon the completion of a program that places emphasis on mathematics and science or that requires coursework relevant to the discipline beyond what is expected for a BA degree. The BS focuses on courses required for professional or pre-professional programs.

Graduate Degree Requirements
1. Completion of all coursework specified by the graduate program.
2. Cumulative GPA of at least 3.0 on a 4.0 scale, or higher if specified by the graduate program.
3. Submission of all pre-graduation materials required by the graduate program.
4. Acceptance of thesis or other required final project by the graduate program.
5. Submission of two copies of approved thesis or project in a specified form together with payment of binding fee where applicable.
6. Submission of Application for Graduation and payment of any graduation fees assessed by the university.
7. In the case of certification programs, submission of all governmental forms.
8. Residency Requirement: A minimum of 25% percent of the total credits required for the completion of the graduate degree or post-baccalaureate certificate or credential must be earned at Aurora University. Individual programs may establish more extensive residency requirements, including requirements that specific coursework be completed at Aurora University.

Academic Standards

Code of Academic Integrity
Policy Statement F1: **Code of Academic Integrity**

Aurora University's core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The university expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments.

Registration at Aurora University requires adherence to the following Code of Academic Integrity (henceforth, the Code). Academic programs, colleges and departments within the university may have additional guidelines regarding academic integrity violations that supplement this Code.

In essence, this Code and any internal standards supplementing it prohibit dishonest and unethical behavior in the context of academic pursuit, regardless of intent.

Unacceptable conduct includes, without limitation:

Cheating. Cheating is obtaining, using or attempting to use unauthorized materials or information (e.g., notes, texts, or study aids) or help from another person (e.g., looking at another student's test paper, or communicating with others during an exam via talking, notes, texts, electronic devices or other study aids, unauthorized use of a cell phone or the internet), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers, presentations, and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; unauthorized collaboration on an academic assignment; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.

Fabrication. Fabrication is falsification or invention of data; falsification of information, citations, or bibliographic references in any academic work (e.g., falsifying references in a paper); or altering, forging, or falsifying any academic record or other university document.

Plagiarism. Plagiarism is representing someone else's work (including words and ideas) as one's own or providing materials for such a representation. Examples include submitting a paper or other work that is in whole or part the work of another; failing to cite references; presenting paraphrased material that is not acknowledged and cited; or failing to use quotation marks where material is used verbatim. (See under "Cheating" submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors is a violation.)

Obtaining an Unfair Advantage. This is (a) stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; (b) retaining, possessing, or using previously given examination materials where those materials clearly indicate that they were intended to be returned to the instructor at the conclusion of the examination; (c) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (d) intentionally obstructing or interfering with another student's academic work; or (e) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

Unauthorized Access to Computerized Records or Systems. This is unauthorized review of computerized academic or administrative records or systems; viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems or information.

Facilitating Violations of Academic Integrity. This is (a) helping or attempting to assist another in violating the Code (for example, allowing another to copy from one's test or allowing others to use one's work as their own); or (b) providing false information in connection with any inquiry regarding academic integrity.
Note: Examples provided are illustrative only and are not inclusive. Other behaviors, not exemplified, may constitute violations of the Code. The above is in part adapted from "Issues and Perspectives on Academic Integrity," a pamphlet distributed by the National Association of Student Personnel Administrators.

Policy Statement F2: Procedures to Follow When a Violation of Academic Integrity is Identified

Suspected cases of academic integrity violation should be reported to the course instructor, the administration of the school or department under whose jurisdiction the suspected offense took place, or to the Academic Affairs office (and will be addressed using the procedures set forth in this Policy Statement and Policy Statement F3 below). Students notified by the faculty member, Dean of Academic Administration, or Registrar of a suspected academic integrity violation **may not change their registration in a course in which the charge is pending or in which a finding of violation has been made**. Students who voluntarily withdraw from the university while an academic integrity violation is pending are not deemed to be in good standing and may not return to the university until a pending violation is resolved.

First Violation: A faculty member who identifies a violation of the Academic Integrity Code shall follow these procedural steps. In most cases, internal proceedings regarding a first violation will conclude with the procedural steps that follow:

1. The faculty member will report the violation to the Dean of Academic Administration or Registrar via the official electronic reporting system. This report will include a written summary of the violation; **the consequences and sanctions resulting from the violation consistent with the policies stated**

within the course syllabus; and any interactions with the student regarding the violation. The faculty member will also provide to the Dean of Academic Administration or Registrar any material evidence of the violation, if such evidence exists. This material is placed in an academic violation file identified to the particular student and maintained with confidentiality by the Dean of Academic Administration or Registrar.

2. Within five business days of receipt of the violation, the Dean of Academic Administration or Registrar will confirm the violation to be a first violation and eligible for appeal under Policy Statement F3 (below). If, in the judgment of the Dean of Academic Administration, in consultation with the reporting faculty, the violation is deemed to have been egregious, or if the violation is a second violation, the hearing procedure set forth below in the section entitled "Second or Referred Violation" shall be used. The faculty member shall be so notified.

3. The Dean of Academic Administration or Registrar will then send the student an electronic notification, and a certified letter as needed, informing the student that a violation has been reported and advising the student of future sanctions on the part of the university in the event of subsequent violation. The letter also shall inform the student of the appeals process for academic integrity violations (see Policy Statement F3). In the event that the student appeals successfully under Policy Statement F3, the faculty member's allegation shall be removed from the academic integrity violation file.

4. The contents of the academic integrity violation file will not be shared with faculty members and staff, with the exception of members of the Academic Conduct and Integrity Committee in the event that the student appears before that body or faculty and administrators participating in an appeals process. The academic integrity violation file shall be destroyed upon the completion of the degree by the student.

Second, Egregious, or Referred Violation: In the event that a second violation is reported to the Dean of Academic Administration or Registrar (or a violation is referred for hearing as set forth above), the Dean of Academic Administration or Registrar shall inform the student of the allegation via electronic notification and a certified letter as needed. This letter shall inform the student that contact must be made with the Dean of Academic Administration or Registrar within 10 business days from the date of the letter to arrange a hearing before the Academic Conduct and Integrity Committee. Failure to do so shall be taken as acknowledgement that a violation has occurred and shall result in disciplinary action up to and/or including dismissal from the university (as determined by the Dean of Academic Administration). The student shall be permitted to attend class and other university-sponsored activities during the 10 business days following the electronic notification and a certified letter as needed sent by the Dean of Academic Administration or Registrar to the student or while a hearing is pending, unless such permission is revoked due to unusual circumstances, as determined by the Vice President of Academic Affairs. The university reserves the discretion, however, to withhold degrees or honors or postpone student graduation pending resolution of an ongoing violation.

The Committee shall determine whether the violation occurred. The jurisdictional dean or executive director shall not participate in the hearing. If the committee finds that a violation occurred, the student shall be immediately disciplined or dismissed from the university. If the committee finds that the violation did not occur, the allegation shall not be reflected on the student's record and documentation regarding the hearing process shall be maintained confidentially in the Office of Academic Affairs.

Note: As set forth above, the committee hearing procedure normally initiated by the second academic integrity violation may be triggered in the event of a first violation at the discretion of the Dean of Academic Administration. This would generally occur only in cases that are particularly egregious. The term "egregious" typically means that the act is both premeditated and, by itself, potentially damaging to the academic culture of the university if not immediately redressed. Examples of egregious academic integrity violations include, but are not limited to, misrepresenting a degree-completion work like a doctoral dissertation, master's thesis, or senior capstone project as one's own; committing an academic integrity violation intended to cause harm to another person or group; committing a crime while violating the academic integrity code, with material gain as the intended result; and others. Egregious behavior may also occur when a student commits academic integrity violations in multiple courses. This list of potentially egregious violations is illustrative and not exhaustive. Other behaviors may also apply, and the discretion to determine whether violations should be addressed using this hearing procedure (rather than the First Violation procedure set forth above) resides with the Dean of Academic Administration and the faculty member.

Policy Statement F3: Appeals Process for Academic Integrity Code Violations

First Violation: A student who believes that a violation of the Academic Integrity Code has not in fact occurred may appeal any such finding to the Academic Conduct and Integrity Committee. The student has one week from the date indicated on the electronic notification of Finding and Sanction (and a certified letter as needed) to inform the Registrar in writing of the appeal. The Academic Conduct and Integrity Committee will review all relevant materials. The committee will meet with the student who will present his/her response to the academic integrity violation charge(s), or will rely upon written documentation provided by the student in cases where the student cannot appear in person. The committee may also question the faculty member who reported the integrity violation.
The Academic Conduct and Integrity Committee shall make one of two decisions:
- violation of the Code took place and the report remains in the academic integrity violation file;
- violation of the Code is not substantiated and the faculty member's allegation shall be removed from the academic integrity violation file.
The decision of the Academic Conduct and Integrity Committee shall be final. Imposed sanctions will be reviewed, and communicated to the student by the Dean of Academic Administration or DAA Designee.

Appeal procedure for committee decisions resulting in dismissal from university

A student who has already had a hearing before the Academic Conduct and Integrity Committee and been dismissed from the university may appeal the decision to the Vice President of Academic Affairs. This step must be completed in the form of a written request to the Vice President of Academic Affairs within one calendar week after the Academic Conduct and Integrity Committee has informed the student of its decision. The Vice President of Academic Affairs will appoint two faculty members to serve with the Vice President of Academic Affairs on an ad hoc committee working to review the student's appeal. This committee and the Vice President of Academic Affairs will review all relevant materials and meet with the student and others, as the ad hoc committee deems necessary. The decision of this committee either to uphold or overturn the decision of the Academic Conduct and Integrity Committee shall be final. The ad hoc committee will then report back to the Academic Conduct and Integrity Committee on the final decision and its reasoning.

Re-admission to the University

A student who has been dismissed for violation of the Code of Academic Integrity shall not be re-admitted to the university. The student's transcript shall indicate that the student was "dismissed with cause."

Classroom Conduct Policy

Students enrolled in Aurora University courses have the right to learn in an environment where all individuals are treated equitably and with respect. Behaviors in class that interfere with the learning experience are not permitted. Disruptive or disrespectful behaviors may result in dismissal from the class by the instructor. Continued problems will be reported to the college dean and/or the Dean of Student Life
for further action. Course instructors may also impose class- related sanctions on the offending student.

Course Enrollment and Classroom Environment Policy

Aurora University classroom conduct requirements are intended to establish and promote the best possible learning environment for all Aurora University students. To that end, students are expected to treat each other with civility and respect. Within that context, Aurora University recognizes that within an institution of higher learning, classroom or other academic discussions may delve into topics whose themes are controversial, adult-oriented, complex or otherwise inappropriate for people not versed in academic dialog, including children.
For this, and other reasons, students enrolled in a course at Aurora University may not be accompanied to class by adult guests who are not registered for the class without the advanced consent of the course instructor. Further, students may never bring minor children into the classroom during class meeting time.

Undergraduate Academic Standards

All undergraduate students must achieve a minimum Term GPA of 2.0 on a 4.0 scale

to remain in good standing. Students who have a Term GPA of zero are academically dismissed from AU. Those achieving a Term GPA of 1.0 or below but above 0.0 are placed on Last Term Warning. Those achieving a Term GPA of less than 2.0 but greater than 1.0, are placed on Academic Warning. Following a second term (not necessarily consecutive) below 2.0, a student may be dismissed from the university by action of the Academic Conduct and Integrity Committee. The committee may also impose conditions on a student's continued enrollment. If dismissed for poor scholarship, a student may not be readmitted to the university until at least one calendar year later, after filing for readmission to the Academic Conduct and Integrity Committee.

Individual majors and programs may have additional or more stringent academic standards for retention of students in the major or program. These standards are available to students through the office of each respective program.

Undergraduate Academic Warning and Dismissal

1. When a student's work falls below acceptable standards, the instructor should send an electronic alert notice to the student. The student's student success/academic advisor, as well as other invested parties, will be notified. Students are highly encouraged to meet with their advisors regularly to discuss academic progress.
2. A student will be academically dismissed if her/his Term GPA is 0.00 in any given term.
3. A student is placed on Academic Warning when her/his Term GPA is below 2.0 but above 1.0. Students placed on Academic Warning for a second time (not necessarily consecutive) may be dismissed for poor scholarship. Freshmen admitted conditionally under the guidelines of the Admissions Review Committee may be dismissed at the conclusion of their first year if their Term GPA is below 2.0. Transfer students admitted on Academic Warning will be reviewed and may be dismissed for poor scholarship whenever their Term GPA is below a 2.0.
4. Last Term Warning Status: A student may be placed on Last Term Warning if his or her Term GPA is 1.0 or below but above 0.00. Students on Academic Warning (AW) and who have a consecutive Term GPA (excluding summer session) of less than 2.0 but greater than 0.0 are placed on Last Term Warning (LTW). A student who encounters repeated academic difficulties may also be placed on Last Term Warning. Once a student is placed on this status, he or she remains on Last Term Warning until the student has:
   a. completed three consecutive terms (excluding summer session) with a Term GPA of at least 2.0, and have achieved Aurora University cumulative GPA of at least 2.30,
   b. a Term GPA below 2.0, in which case the student is dismissed from the university
   c. graduated
5. Students dismissed for poor scholarship may immediately appeal for a full hearing before the Academic Conduct and Integrity Committee. At such a hearing the student may appear in person to make a statement and answer questions. A letter requesting an appeal and briefly outlining the basis for the

appeal must be sent to the Registrar. Should the appeal be granted, the student will be readmitted on Last Term Warning.

6. A student who is dismissed from Aurora University for poor scholarship may apply for readmission after one calendar year. The application is filed with the Academic Conduct and Integrity Committee during the term preceding the term when the student wishes to return to the university.

Graduate Academic Standards

Under general university standards, all graduate students must maintain a minimum cumulative program/major GPA of at least 3.0 on a 4.0 scale to remain in good standing. When a student initially fails to meet these minimum academic standards s/he will be placed on academic warning. Following a second semester (not necessarily consecutive) where the cumulative program/major GPA does not meet minimum standards (3.0 or higher), or if at any time more than two grades below "B" are earned while enrolled in a graduate program, a student will be dismissed from the university by action of the Academic Conduct and Integrity Committee. The committee may also impose conditions on a student's continued enrollment. If dismissed for poor scholarship, the student may not be readmitted to the university for at least one full semester following the academic dismissal. A successful petitioning for readmission to the university is required, as well as the filing of a new application for admission. The petition for readmission and application for admission must be submitted by the student to the university for consideration and review, no later than 30 days prior to the start of semester for which readmission is sought. Individual programs may have additional or more stringent academic standards for retention and/or graduation of students in the program. These standards are available to students through the office of each respective program.

Graduate Academic Warning and Dismissal

1. When a student's academic performance does not meet minimum standards, the instructor should send an academic alert to the student.
2. A student is placed on academic warning at the end of any semester when their cumulative program/major GPA is less than 3.0.
3. A student placed on academic warning for a second time (not necessarily consecutive terms) will be academically dismissed for poor scholarship.
4. A student who at any time while enrolled in a graduate program, earns more than two grades below "B" will be academically dismissed for poor scholarship.
5. A student will be academically dismissed if their Term GPA is 0.00 in any given semester.
6. A graduate student who is dismissed from Aurora University for poor scholarship may apply for readmission after one full semester away.
7. To be considered for readmission, a new application for admission and a petition for readmission are both required to be filed no less than 30 days prior to the requested semester of return, with the Office of Admissions.
8. The petition will be reviewed by an academic program committee, comprised of the academic program director/chair and two faculty designated by the

jurisdictional Dean. The academic program committee may require an in person meeting with the student as deemed necessary.

9. Should readmission be granted, the student will be readmitted on Academic Warning. Should the cumulative program/major GPA fall below 3.0 in a subsequent semester, the student will be dismissed from the university.

10. A student who has already had their petition for readmission denied by the academic program may appeal the decision to the jurisdictional Dean over the program. This step must be completed in the form of a written request to the Dean within one calendar week after the student has been informed of the program committee decision. The Dean will appoint two faculty members to serve with on an ad hoc committee working to review the student's appeal. The ad hoc appeal committee will review all relevant materials and meet with the student and others, as deemed necessary. The decision of this ad hoc appeal committee is final. The ad hoc appeal committee will then report back to the program and Registrar's Office regarding the final decision and its reasoning.

Application of Academic Regulations

Aurora University has traditionally allowed students to graduate under the degree requirements in effect when they entered the university if course offerings allow and if enrollment is continuous from point of entry to graduation. The university does retain the right, however, to modify the academic policies, procedures and regulations for all students. Modifications in policies, procedures and regulations normally become effective at the beginning of the term following their enactment or as specified in the approved form of the regulation. Academic policies, procedures and regulations encompass such things as grading systems, transfer of credit policies, academic fees and guidelines for applying courses toward the degree requirements.

Only those persons specified in an academic regulation may authorize exceptions or waivers pertaining to that policy. No exceptions to academic regulations or waivers of academic requirements are recognized by the university except in those cases where a student has followed the university's procedures for obtaining such waiver or exception as published in the university's Academic Regulations. Individual advisors or faculty members are not authorized to grant waivers or exceptions. All waivers and exceptions granted by authorized university officials must be provided in writing. All exceptions and waivers must be made in writing, with copies provided to the student, and to all university offices and units having an interest or responsibility related to the regulation in question.

Registration
Undergraduate Registration Policy and Procedures

As soon as an application for admission has been approved, traditional Aurora campus undergraduate students may contact the Center for Student Success to make an initial appointment with an advisor to register for courses. GWC undergraduate students can contact the Academic Services Office to make an appointment with an advisor to register for courses. Registration and orientation days for Aurora and GWC campus students are provided in May and June as a convenience to first-year students

planning to enter in the fall semester. New transfer students complete the advisement process and register during assigned advisement periods and prior to the start of the new term. General program advising with a professional advisor is available by appointment to all Aurora campus traditional students through the Center for Student Success and all GWC traditional students through the Academic Services Office. Adult Degree Completion students are advised through the Center for Graduate Studies, Woodstock Center, or George Williams College accordingly. Undergraduate online students are advised through AU Online.

All registration forms must bear the signature of a student success/academic advisor to indicate that the student's proposed registration has been reviewed. Forms must also bear the signature of the student to indicate that the student accepts responsibility for the consequences of the registration and agrees to be bound by all relevant university regulations.

All accounts with the Student Accounts Office must be up to date. Students must be in compliance with the State of Illinois immunization requirements. Refer to Health Services website for additional information.

Students may register for and be admitted to classes in any term only up to and during the first week of the term for courses that meet more than once a week. Courses that meet only once a week may be added prior to the second class meeting. For classes scheduled outside of regular terms, the Registrar will calculate late registration deadlines and include this information with registration materials for such classes. Registration procedures and deadlines for learning experiences co-sponsored with other educational institutions or organizations are governed by the contractual agreements for co-sponsorship when duly approved by Aurora University. Only those students who appear on the current class list in WebAdvisor may be admitted to class by faculty. Faculty who knowingly admit unregistered students to class are subject to disciplinary action by the university.

Graduate Registration Policy and Procedures

As soon as an application for admission has been approved, students are notified and asked to contact their graduate program office to make an initial appointment with a graduate advisor. All degree-seeking graduate students are required to consult with an academic advisor before registering for classes. As soon as the advisement appointment is completed, a student may register online. Students must be in compliance with the State of Illinois immunization requirements. Refer to Health Services website for additional information. Prior to registering online, the student must accept the responsibility for the programmatic consequences of the registration and agrees to be bound by all relevant university regulations. Students-at-large may register in person with the Office of the Registrar.

Student I.D. Cards

Students are issued an Aurora University photo identification card after registration. The card is valid while enrolled as a student at Aurora University.

The I.D. card is required for the use of university facilities and services and for free or reduced-price admission to paid events on campus. There is a fee for replacement of lost or damaged I.D. cards. AU Online students may print verification from WebAdvisor.

Billing/Registration Policy

Students who have unpaid balances from prior terms that are not covered by duly approved and current installment payment plans with the university, by duly approved and current deferred payment plans, or by duly approved corporate billing agreements, or who have failed to meet any other statutory or university requirement for registration will be designated as being on hold status.

No student on hold status will be registered for any class until the hold status is removed by the appropriate university authority. Students who have resolved their hold status will be registered and admitted to classes only during the time period permitted under the university regulations concerning late registration. No grades will be recorded for students who are not duly registered. In the event that a student duly registered for a class is subsequently placed on hold status, no grade (s) will be recorded and no credit for the class(es) will be transcripted until the student's hold status is removed by the appropriate university authority.

Payment of Tuition and Fees

Tuition and fees are assessed in accordance with approved policies. Please refer to the Payment Agreement Form signed at the time of registration for specific payment information. Students who have been approved to participate in a university-approved installment or deferred payment plan must adhere to the terms of these plans in order to remain eligible for participation. Details of these plans are available in the Student Accounts Office. Grades and transcripts are issued to students in good financial standing.

Refunds

During the regular semester, a 100% refund of tuition is provided through the first week of the semester, 90% during the second week and 50% during the third week; no refund is issued thereafter. Refunds for Summer Session classes and for classes that do not meet in accordance with the regular semester calendar are provided in accordance with refund schedules provided by the Student Accounts Office. Specific information is provided on the Payment Agreement Form signed at the time of registration. Refunds are, in all cases, governed by the actual date of submitting a drop notice, via WebAdvisor or in writing, or a Request for a Withdrawal/Academic Leave of Absence.)

Undergraduate Late Registration

The normal registration period ends with the closing of the Registrar's Office on the last university business day preceding the first day of the term or the first day of a class that officially begins at some point other than the beginning of a term. Students may register late for courses that meet more than once a week only during the first week of the semester. Courses that meet only once a week may be added prior to the second

class meeting. Specific deadlines may be obtained from the Registrar's Office.

Students are responsible for making up or completing all class work and assignments missed due to late registration for a class and late registering students enter any class with the understanding that missed work may affect their grades in the class. Faculty members are expected to make reasonable accommodation for students entering class after the first session (e.g., making available to the student copies of syllabi or other written materials previously provided to other students), but are under no obligation to provide late-registering students with access to learning experiences included in the missed classes that cannot reasonably and conveniently be repeated (e.g., group exercises, in-class quizzes or writing exercises).

Graduate Late Registration
The normal registration period ends with the closing of the Registrar's Office on the last university business day preceding the first day of the term or the first day of a class that officially begins at some point other than the beginning of a term. Students may late register only during the first 10% of the term and before the class has met for 10% of the published contact time. Specific deadlines are published in the course bulletin or may be obtained from the Registrar's Office. It is the responsibility of a late-registering student to make up missed class work, and students are permitted to late register only with the understanding that their grades may be affected by work that cannot be made up.

Adding and Dropping Courses - Changing Courses
Once a student has registered for courses, he/she may make changes to his/her schedule up through the add/drop period, online via WebAdvisor. If the student is unable to make the changes in WebAdvisor, the student should complete a Registration Form with the appropriate changes and, after signing the form, turn it in to their student success/academic advisor or the Registrar's Office. The Registration Forms are available from any advisor, in the Registrar's Office, and online. Registration Forms for changes requested by the student must be initiated by the student.

Courses may be added only before and during the official late registration period. No course may be dropped after the end of the 10th week of classes in a 16-week semester or the sixth week in an eight-week term or module. For courses scheduled outside of the regular semesters, see the Academic Calendar for Add/Drop/Withdrawal deadlines. Once a student has registered for courses, he/she can change the grading system from letter grade to Credit/No Credit or vice-versa in writing with the Registrar's Office prior to the second week of the term.

It is the responsibility of the student to make certain that any schedule changes are completed by the specific deadlines for late registration, change of grading system, or withdrawal from courses. Aurora University reserves the right to administratively drop/withdraw those students who are not actively attending or pursuing course objectives as established by their instructors, who are enrolled in courses not consistent with placement testing and/or course prerequisities, who fail to pay their tuition and

fees, or who receive sanctions resulting in dismissal from course(s) or the university. Changes initiated by the university are handled administratively by student success/academic advisors, the Dean of Academic Administration, or the Registrar as appropriate.

Grades for Dropped Courses

Courses dropped with 100% refund do not appear on the student's permanent academic record. A grade of "W' (withdrawal) will be recorded on the student's permanent academic record for courses dropped during the remainder of the available partial refund period noted on the academic and/or registrar calendar. Consult the Academic and/or Registrar Calendar for specifics.

For courses scheduled outside of the regular semesters (i.e. Summer), the Registrar will calculate late registration and withdrawal deadlines and provide this information on the website.

Undergraduate Accelerated Load (Overload)

Students desiring to register for an accelerated load of more than 17 semester hours in any term must have the approval of a student success/academic advisor or Registrar. General criteria to be applied are a cumulative GPA of 3.0 for returning and transfer students, and an SAT composite of 1100 or ACT composite of 26 for entering freshmen. Advisors may approve an accelerated load of more than 17 semester hours in any term if the student has a cumulative GPA at Aurora University of at least 3.40. Each case will be considered individually against the general guidelines, taking into account other factors such as recent performance patterns. Students may not exceed 21 semester hours in a semester.

Graduate Credit Load

Full-time status for graduate study is 6 to 17 semester hours in any term. Graduate students may not take more than 17 semester hours per term.

Waiting List

Once a course has been closed, a student is encouraged to select and register for an alternative course. If a student wishes to be placed on the waiting list for the original course, the student can choose to waitlist the course in WebAdvisor or with the assistance of a student success/academic advisor. Students are admitted from the waiting list on the basis of need as determined by the Dean of Academic Administration in consultation with program chairs/directors and other academic officials when appropriate. The waiting list does not operate on a first-come, first-served basis, nor do instructors have influence on the decision. The Dean of Academic Administration makes determinations prior to the start of the term. Students authorized to add the class are contacted by email when they have permission to register for the course. It is the responsibility of the student to register for the course during the 24 hour window of authorization. Failure to register within the allotted timeframe results in forfeiture of the seat in the course. Aurora University reserves the right to register students actively on a waitlist into the corresponding course. It is the responsibility of the student to remove

himself/herself via WebAdvisor or with the assistance of a student success/academic advisor, from any waiting list for which he/she no longer wishes to be considered.

Auditor Status

Aurora University has an auditor (AU) status for those individuals who do not wish to earn college credit for either an undergraduate or graduate course. Auditing privileges may include full participation in class sessions, with the exception that instructors are not required to evaluate and grade an auditor's performance in a course. Instructors may determine the character of participation and requirements of auditors.
The tuition fee for auditing has been established at 50% of the regular tuition rate. Any additional class fees will be at the expense of the auditor.

Auditors must register for classes on a standby basis, with the understanding that students registering for credit have priority in the class. A decision as to whether auditors may enter classes will be made prior to the beginning of the first class session. Audited courses will be posted on a student's permanent academic record as an audit (AU). No academic credit will be granted for audited classes at any time.
Auditors may not participate in clinical experiences, field placements and practica courses.

Full-Time and Part-Time Enrollment

Students may enroll either full- or part-time at Aurora University; in some graduate programs, a student must declare his/her intention in order to be placed in the correct sequence of courses to complete the program on a full- or part-time basis. Full-time undergraduate enrollment is defined as a minimum of 12 credit hours per semester (24 credit hours per academic year). Full-time graduate enrollment is defined as a minimum of six credit hours per semester (12 credit hours per academic year).

Visitors

An individual who wishes to visit a class session may not do so without the prior approval of the university.

Council of West Suburban Colleges Consortium (CWSC) Cross-Registration
Program

Courses taken at other schools in CWSC (North Central College and Benedictine University) may be applied to Aurora University programs without violating the AU residence requirement. Cross-registration is permitted with permission of the other school and in accordance with terms of an agreement among all member schools. Prior approval of the student's AU advisor and the Registrar is required on the cross-registration form before registering at one of the other institutions. Cross-registration is available during the regular academic year (fall and spring terms). Tuition is paid to the home school and grades are recorded at the home school without the necessity of applying for a transcript. Through this program, degree-seeking students at each of the member schools have access to a broad selection of academic offerings and scheduling

options. Contact the Registrar's Office for eligibility information and special registration forms.

Petitions

Prior Approval Petition — When a student wishes to register for coursework at another institution, or to take a correspondence course or a CLEP examination, he/she must file a Petition for Prior Approval seeking approval from the Registrar to make sure that the work he/she plans to do will be transferable and applicable toward his/her degree. This petition must be submitted for review prior to registering for coursework at other institutions.

It is generally expected that, once enrolled at Aurora University, a student will complete all coursework at AU, particularly in the student's major. All Petitions for Prior Approval concerning major courses are reviewed in light of the policies of the department(s) involved.

After completing a previously approved course for transfer, the student must have an official transcript sent to the Registrar of Aurora University. The transcript must arrive within 30 days of the completion of the course.

General Petition — When a student wishes to request an exemption from any part of the General Degree requirements, he/she must fill out a General Petition stating his/her request and file it with the Registrar. The student should seek approval from the academic chair and dean/executive director or designate of the program in which the student is declared as a major, and/or of the subject area of the course in question, before submitting the petition to the Registrar. The Registrar approves general petitions in accordance with guidelines issued by the General Education Committee and in consultation with the program chair, or academic deans and administrative dean, as appropraite. Contact the Center for Student Success or the Registrar's Office for additional information.

Petition for Acceptance of a "D" on a Major — Students who wish to have a "D" applied to their major must complete a general petition and file it in the Registrar's Office. The student should seek a recommendation and supporting statement from the academic dean or designate of the program in which the student is declared as a major, and supporting information from the unit in which the course was offered (if different from the major program) before submitting the petition to the Registrar. A determination will be made by the Registrar or Dean of Academic Administration as appropriate.

Special Educational Experiences and Credit

Individual Study Petitions — Special petitions must be completed for Directed Study, Independent Study and Courses by Special Arrangement. These petitions must be completed with the instructor of record and approved by the program chair and

academic dean prior to processing the registration for the individualized study course; standard registration deadlines apply. Regular tuition applies and in the case of courses by special arrangement, an additional fee may be assessed.

The purpose of an Independent Study is to allow the competent and prepared student to pursue study of a topic of special interest or need in depth and to develop the student's ability to work on his/her own by pursuing a reading/ research project to successful completion. Prior to registration, students must file the Independent Study Petition. This petition requires the signature/approval of the instructor, program chair and academic dean. Regular tuition is charged.

In most cases, Independent Study should be within the field of the student's major and should be something that cannot be pursued through established courses. These are pursued on campus under the direct supervision of an Aurora University faculty member.

While most Independent Studies last one full term, occasionally they will run over several terms or less than one term. Students should register for Independent Studies along with other classes. During the first week of classes, the Registrar must approve registration for Independent Studies on a case-by-case basis in consultation with the instructor and the academic dean. No Independent Studies will be approved after the first week of the term.

Course by Special Arrangement (CBSA) — This is a course that is part of the approved curriculum program but is being offered to a student during a term when it is not scheduled. It should be employed only in cases of extreme scheduling conflict when no substitution is appropriate. Prior to registration, students must file the Course By Special Arrangement Petition. This petition requires the signature/approval of the instructor, program chair and academic dean. An additional $130 per semester hour fee is assessed in addition to regular tuition.

Directed Study — This is a course in which a student or students study on campus under the close supervision of an Aurora University faculty member. This is not "field experience," does not cover material in the regular curriculum, and is not as research and/ or independently oriented in its instructional methodology as an independent study. Students should file the Directed Study Petition prior to registration. This petition must be signed/approved by the instructor, program chair and academic dean. Regular tuition is charged.

Internships and Practica — All students are encouraged to explore and participate in an internship experience. Aurora University recognizes the validity of field experiences and experiential learning conducted under the direction of the faculty and encourages the integration of such learning into the university's academic programs where appropriate. Students pay normal tuition for internship and practica credit. Students are also responsible for other expenses associated with placements (e.g., travel, texts or reference materials, special clothing, insurance required by the site, etc.).

In order for the student to receive credit for an academic internship/practica experience, the student must complete the minimum required number of clock hours per semester hours.

Credit Hours attempted = Minimum required clock hours
1 semester hours = 49 hours
2 semester hours = 97 hours
3 semester hours = 145 hours
4 semester hours = 193 hours
5 semester hours = 242 hours
6 semester hours = 290 hours
7 semester hours = 338 hours
8 semester hours = 387 hours
9 semester hours = 435 hours
10 semester hours = 483 hours
11 semester hours = 531 hours
12 semester hours = 579 hours
13 semester hours = 627 hours
14 semester hours = 676 hours

Internship Policies:
- The Internship Information Packet is located online. Additional guidance can be sought from a student's academic department. GWC students can find this information in the Academic Services Office. Students must meet with their faculty sponsor and/or the internship advisor prior to starting an internship experience. Students can choose to participate in either an academic internship experience for credit or a non-credit volunteer internship experience. All internship experiences are beneficial.
- Students participating in an academic internship experience for credit may arrange the internship experience in conjunction with any credit-bearing program of the university with the consent and sponsorship of the program faculty. Internships carry common course numbers throughout the university, together with the departmental prefix of the sponsoring program. Internship experiences may carry a departmental prefix reflecting the discipline of the faculty sponsor and the contact of the learning experience, even though the credit may not be applicable to a specific major.
- Aurora University offers two forms of internship experiences:
  - An academic internship experience for credit requires the student to be at least a sophomore in standing. The academic internship experience requires a faculty sponsor, educational criteria, and a current executed affiliation agreement and Schedule A on file. Internships can be designated as either credit/no credit or letter grade depending on the school or program. An academic internship experience will have the appropriate departmental prefix (i.e., CRJ, BUS, BIO, etc.) and 2940/3940/4940.

- A non-credit volunteer internship experience enables a student to either explore a professional area of interest or perform a documented community service. The non-credit internship experience does not require a faculty sponsor and the student will not receive credit or a letter grade for the experience. Non-credit internships may never be converted for retroactive credit or recorded on the academic transcript.

- All students participating in an internship experience must have a cumulative GPA of at least 2.0. This policy does not apply to students who are majoring in social work, education, physical education, athletic training and nursing. Schools and programs have the right to apply a higher GPA standard that may supersede this policy. Students must not have been on academic warning at the end of the preceding term when the internship experience is to begin. Students must also have completed at least 12 semester hours at AU by the time the internship experience begins. The program faculty of the approving/sponsoring unit may impose additional or more stringent requirements for eligibility.

- Students must meet all eligibility requirements imposed by the internship site, including but not limited to, GPA requirements, or prior completion of specific coursework, background/security checks, citizenship/residency requirements, health and fitness, insurance coverage, prior work experience and demonstrated competence in specific skills.

- Other completion requirements (including, but not limited to, outside reading, journals and logs, written assignments, progress and exit interviews) may be imposed at the discretion of the faculty sponsor or the program faculty. In all cases, the completion requirements of the learning experience shall include documentation, readings or other assignments adequate to support evaluation of credit by the faculty.

- A maximum of 14 semester hours of academic internship experience credit may be presented for graduation as part of general degree requirements.

- Contracts for an academic internship experience for inclusion in a major must bear the signatures of the student, the site supervisor, the faculty sponsor, dean or designate and the internship advisor. The deadline for submitting completed contracts for an internship experience are as follows (academic departments may require earlier deadlines which supersede those listed below):
    - Fall semester – August 1
    - Spring semester – December 15
    - Summer semester – May 1

- No approvals required in this section may be granted retroactively. Students may not begin their internship experience prior to official registration for the course.

- Faculty sponsors must secure the prior approval of the academic dean/executive director unless sponsorship duties have been arranged in the faculty member's contractual load or otherwise delegated by the dean/executive director. The internship advisor or faculty sponsor will determine the appropriateness of a particular site or placement and then either arrange the initial contact between the student and the site or provide contact information for the student to arrange an interview. Students who have learned of potential sites through other

channels must review the site with the internship coordinator or program chair before initiating contact with the site.

- All internship sites must have a current executed affiliation agreement and Schedule A on file before a student can register for their internship at the site.
- An internship application must be completed and approved as an authorization to register for an internship experience.
- Students should consult and secure a faculty sponsor during the first five weeks of the term preceding the term in which an internship experience is to begin.
- Final evaluation for the issuance of credit/no-credit or letter grade is the sole responsibility of the faculty sponsor as the faculty member of record for the learning experience, who will consult with and consider the evaluations of the student and the site supervisor.

Practica Policies:
- Practica courses may be developed and offered by any credit-bearing program of the university as a required or selected course offering included in a major, certificate, or credential program.
- Practica bear the departmental prefix of the program and are assigned course numbers in accordance with the numbering scheme employed by the program. Titles and catalog descriptions of these courses shall include terms such as "practicum," or "field" to indicate clearly that the course is conducted through this type of experiential instructional model.
- Practicum credit is included in maximums established under the general academic regulations for total credit from given departments or divisions that may be presented for graduation. Within such limits, all requirements, minimums and maximums for practicum credit within a program are established by the program faculty.
- Prerequisites for enrollment in practica including but not limited to GPA, prior coursework, declaration of major, and special skills or fitness are determined by the controlling program and summarized in the catalog description, which shall also reference the source of the full program regulations pertaining to the practicum offering.
- All practica are under the academic supervision of program faculty assigned by the program chair and approved through the normal mechanism for approval of faculty teaching assignments in the academic unit. The supervising faculty determines completion requirements and instructional design, monitor student progress, serve as the liaison between the university and the site, and are responsible for summary evaluation and grading of students enrolled in practica.
- Contact hours and duration shall be determined by the program faculty but shall adhere to the minimum clock hour conversions above.
- Grading systems for practica are determined by the program faculty. Completion requirements and evaluation methods must support the grading system chosen for a practicum.
- Students register for practica as part of the normal registration process for other coursework. Controlling programs are responsible for handling pre-practicum application procedures, if any. The signature of a program advisor or designee

on the student's registration form or change of course petition is required for registration. Programs incorporating practica in their offerings are responsible for establishing faculty committees or other mechanisms that may be required to meet internal or external monitoring, screening, certification, or reporting requirements.

Course Descriptions

Catalog course descriptions are included in published catalogs. Descriptions of independent studies, directed studies and internships are contained in the petition by which the learning experience was approved. Course descriptions and outlines of selected topics courses are provided by the sponsoring department at the time the course is submitted for the course schedule and are permanently available in the SIS. Descriptions of courses by special arrangement do not differ from published catalog descriptions.

Attendance Policy

Regular class attendance is expected of all students. Aurora University has no permissible cut policy. Because of the wide diversity that exists among the various courses within the university and the manner in which they are conducted, it is the responsibility of each instructor to establish and maintain his/her own policy in each of his/her classes. Each instructor is highly encouraged to maintain a record of attendance history. Students must comply with attendance requirements established by financial aid sources regardless of the attendance policy established by the instructor.

Authorized Absences from Class Policy

A student representing the university at university-sponsored events may be granted authorized absences from class provided that the student has complied with approved procedures. Note that it is the responsibility of the student to attempt to schedule courses so as to minimize potential class absences. It is generally unacceptable for authorized absences to exceed 20% of the class meetings. In such cases, alternative arrangements, such as a Course by Special Arrangement, may be considered at the discretion of the instructor.

Definitions and Academic and Procedural Considerations Regarding Attendance

1. "A student representing the university": The student must be duly recognized by the manager or advisor of the event. A list of student participants should be forwarded to the Office of Academic Affairs.
2. "University-sponsored events": The manager or advisor of the event or activity shall submit to the CAO a list of events and have them approved as eligible for inclusion under this policy. This definition normally includes intercollegiate-athletic, student government, student development and fine arts events, as well as events required for the completion of another academic course.
3. "Event" means the actual event at which the student represents the university together with necessary travel time to and from the event site, where applicable. It does not apply to rehearsals, practices or meetings preparatory to the event.

4. Students are required to make up all work missed due to an authorized absence and, except when conditions are prohibitive, are responsible for making arrangements with faculty at least 48 hours in advance of the anticipated absence.
5. Faculty will make reasonable accommodations for completion of work by students who are granted authorized absences through established university procedures. It is expected that students would be able to complete makeup exams and assignments within 72 hours of the return to campus.

Procedures: Requesting and Granting Authorized Absences from Class

1. Registering University-Sponsored Events and Participants: At least one week prior to the start of each academic term, the managers or advisors of all university-sponsored events provide to the Office of Academic Affairs a schedule of those events during that term for which a student may be granted an authorized absence. Rosters of those students duly registered to participate in each event should be forwarded to the Office of Academic Affairs 48 hours before the scheduled event. The Office of Academic Affairs will maintain a record of all approved events and registered participants. The manager or advisor will provide all participating students with a schedule of the days and times of all events during that term for which the student may need to request an authorized absence.
2. Student Requests for Authorized Absence: At least 48 hours before the class from which an authorized absence is requested, the student must contact the faculty member privately, provide the schedule of approved events, and obtain from the faculty member a written confirmation of the request, together with a statement of the work to be made up by the student. At the discretion of the faculty member, the confirmation and statement of work may be in written format. In the case of events occurring in the first two days of the term, students will need to contact instructors in advance of the term to make arrangements for an authorized absence.
3. Procedure for Faculty: When a student requests an authorized absence, the faculty member provides the student with any necessary information concerning assignments to be completed. If the authorized absence will cause the student to miss in-class assignments or learning experiences that are part of the grading of the course, the faculty member may require alternative assignments of the student, as required by the outcomes of the course. Faculty members may establish in the class syllabus reasonable rules and procedures for the manner in which they wish to have students make requests for authorized absences (e.g., during office hours, by phone, by written request, before or after class, etc.).
4. Advisement Procedures: Whenever possible, managers or advisors of university sponsored events will provide to participating students a tentative schedule of events for the following term prior to the beginning of the advisement period for that term. Participating students will submit, in writing, their planned participation to their student success/academic advisors in order to anticipate, minimize and plan for any potential conflicts with classes.

Leave of Absence and Re-admission

Students who have begun their coursework at Aurora University and must interrupt their course of study for one term (excluding summer) will be able to return the following semester with no additional action needed. Students who have begun their coursework at Aurora University and must interrupt their course of study for more than one term (excluding summer) must file an Academic Leave of Absence (or LOA) form via WebAdvisor in order to be able to resume studies according to the conditions described below.

1. Academic leaves may be granted for up to two academic years (four terms excluding summer).
    a. Students on an approved LOA for no more than two consecutive terms (excluding summer) will generally be allowed to return under the catalog that was in effect when they were last enrolled as long as this does not result in an obligation on the part of the University to provide coursework or programs that have been altered or discontinued in the interim.
    b. Students on an approved LOA for three to four consecutive terms (excluding summer) will be required to return under the catalog in effect at the time of their return.
    c. Students on an approved LOA that has expired after four consecutive terms (excluding summer) must apply for readmission through the Office of Admission.
    d. Students who interrupt their studies for one academic term (excluding summer) without an approved LOA and need to extend their leave for additional terms must submit a LOA prior to the end of the second week of the second term of absence.
    e. For students who begin an approved LOA before the end of the second week of the term, the counting of consecutive terms will begin with the current semester. For students who begin an approved LOA after the end of the second week of the term, the counting of consecutive terms will begin with the next semester (excluding summer).
2. Students who are on an active LOA and are ready to return must complete and submit a "Return from Academic Leave of Absence" form located on the Registrar web page prior to the beginning of the desired term to return. Students whose LOA has expired must contact the Office of Admission.
3. Students who plan to attend another institution during a LOA must submit a Petition for Prior Approval. Without the Petition for Prior Approval on file, enrollment at any other institution of post-secondary education during a leave of absence from Aurora University automatically cancels all provisions of the leave of absence.
4. Submission of a completed Academic Leave of Absence/Withdrawal form will result in the cancelation of all future course registrations. When applicable, if a student indicates they do not intend to complete the current semester, the

student will be withdrawn from all current semester coursework in accordance with University regulations.

Student Leaves of Absence Policy
Voluntary Medical Leave Of Absence (MLOA)

The purpose of a voluntary medical leave of absence (MLOA) is to provide a student with time away from Aurora University for treatment of a physical or mental health condition that impairs a student's ability to function successfully or safely as a member of the university community. The authority to grant an MLOA and permission to return from an MLOA resides with the Vice President for Student Success or designee. This policy applies to all undergraduate and graduate students.

Aurora University has designed this policy to ensure that students are given the individualized consideration and support necessary to address their particular circumstances. This policy is designed to provide for a flexible and individualized process to facilitate student requests for MLOA, with the goal of having students return to the university and successfully complete their studies.

This policy is intended for the benefit of students who experience unanticipated medical situations during an academic semester. Students who wish to Withdraw or take a nonmedical Academic Leave of Absence can do so by completing an Academic Leave of Absence/Withdrawal Form, available on WebAdvisor.

MLOA Approval Process

A student who is experiencing physical or mental health issues that are interfering with his or her academic course work and/or ability to participate in campus life may request MLOA by following the process outlined below.

1. **Initial Discussion of Potential Accommodations or Leave.** A student experiencing physical or mental health issues that are interfering with his or her academic course work and/or ability to participate in campus life should feel free to contact Health Services or Counseling and Psychological Services, if desired, the Disability Support Services Office, or the Vice President for Student Success or designee to explore whether an MLOA is available. Depending upon the circumstances, the university and student may discuss whether reasonable accommodations, modifications, or academic adjustments are available that may permit the student to continue his or her studies without the need to take MLOA.

2. **Request for Medical Leave of Absence.** If, after completing the preliminary process above, the student is interested in pursuing a Medical Leave of Absence, the student should fill out and submit to the office of the Vice President for Student Success or designee a Request for Medical Leave of Absence Form, with appropriate documentation from a licensed physician or mental health professional regarding the student's need to take leave. At the student's request, the University will assist the student in obtaining the necessary MLOA Request form, completing it and contacting different university representatives and offices (such as the Directors of Health Services or Counseling and Psychological

Services) who may have useful information or be able to provide documentation that assists in preparation of the Request.

3. **Determination.** As soon as possible after receiving the Request and documentation, the Vice President for Student Success or designee will notify the student in writing of the Vice President for Student Success or designee's determination. Upon approving a request for a medical leave, the Vice President for Student Success or designee will also inform the student of their withdrawal from classes. If the student begins such a leave during a semester, the student will generally be assigned "withdrawal" grades without academic penalty for all pending classes (even if the normal deadline for withdrawal has passed). Where a student has made significant academic progress in an enrolled course or courses, however, the student may have the option of requesting an "incomplete" in lieu of withdrawal. The determination whether to allow an "incomplete" in these circumstances will be made by the Executive Vice President for Student Life in consultation with the VPAA. On-campus residents beginning MLOAs will normally be expected to vacate the residence hall within 48 hours of the granting of a request for MLOA; the university will assist the student in making such arrangements. Tuition and room charges for a student taking MLOA will be reviewed by the Vice President for Student Success or designee and adjustments will be made to the student's account to provide the student with the greatest benefit financially.

4. **Timing of Determination.** The Vice President for Student Success or designee will act as quickly as possible in deciding whether to grant a Request for MLOA, so that any student experiencing difficulties due to a medical or mental health condition may promptly begin his or her requested leave and obtain the support he or she needs.

5. **Timing of Request for MLOA.** To obtain an MLOA for the current semester, students are encouraged to request an MLOA and complete a Request for Medical Leave of Absence Form on or before the final day of classes. However, the university may, in its discretion, grant a retroactive MLOA.

Involuntary Student Leaves of Absence
Purpose and Scope of Policy
It is the policy of Aurora University to foster a campus environment that is conducive to learning, promotes the university's educational purposes, maintains reasonable order and protects the rights and safety of all members of the university community. In extraordinary circumstances the university may place a student on an involuntary leave of absence or take other appropriate action, including but not limited to disciplinary action, for reasons of personal or community safety, subject to the procedure outlined below.

This policy applies to all students of the university – including both undergraduate and graduate — and to all university locations, programs, and activities. In addition to utilizing this policy, the university also reserves the right to take action under the university's disciplinary procedures. This policy does not preclude the university from exercising its discretion to remove or dismiss a student from the university, its programs

or activities, or university-owned facilities as a result of the violation of other Aurora University policies, procedures, rules, or regulations. Students with medical or mental health conditions are subject to the same conduct requirements applicable to all Aurora University students and may be subject to appropriate discipline, including removal from the university.

Policy
A student may be required to take an involuntary leave of absence from Aurora University and/or be involuntarily removed from the University's programs, activities, or facilities if the university determines that, for any reason, (a) the student presents a danger to the fulfillment of the mission of the university or to the life, health, welfare, safety, or property of any member of the university community or other person; or (b) the student's conduct renders him or her unable to function safely or effectively in the university's programs, activities, or facilities without harming himself or herself, harming one or more other individuals, or disrupting the experiences of others Such circumstances may include, but are not necessarily limited to, engaging in physical or sexual violence, activity involving illegal drugs or other controlled substances, disruptive conduct, conduct that threatens the safety of others, or conduct that demonstrates an inability to care for oneself or safely participate in the University's programs or activities. The procedure outlined below will be initiated (i) only after reasonable attempts to secure a student's voluntary cooperation for a leave of absence have been pursued; or (ii) if a student refuses to agree to, or does not adhere to reasonable conditions established for, the student's return or reinstatement to the university, continued presence on campus, or continued presence in university housing or other university program or activity.

Procedure
The Vice President for Student Success or designee may be alerted to a student's concerning or troubling conduct from a variety of sources on campus and may take action accordingly. If the Vice President for Student Success or designee deems it appropriate, this procedure may be initiated, subject to any modifications that the university deems appropriate in its discretion. Any pending disciplinary proceedings will usually be suspended pending a meeting with the student and evaluation of the student under this procedure, but this is a matter reserved to the university's discretion.

1. **Information gathering.** Upon initiation of this procedure, the Vice President for Student Success or designee will consult on a confidential basis with others in the campus community who have knowledge regarding the student's conduct and circumstances and other appropriate persons with knowledge about the student's condition and circumstances (e.g., parents, healthcare providers) to determine whether the student is able to comply with this policy.
2. **Initial meeting with student/possible voluntary leave.** If practicable under the circumstances, the Vice President for Student Success or designee will schedule a meeting with the student as part of the information gathering process. The student may be accompanied by a non-attorney advisor. At any time, the Vice President for Student Success or designee may discuss with the student whether the student wishes to take a voluntary leave and may also attach appropriate

reinstatement conditions to the granting of any such leave, to the extent such conditions are deemed necessary or appropriate for purposes of adhering to the conduct standards set forth in this policy.

3. **Individualized assessment.** Any determination that a student's conduct is inconsistent with the standards set forth in this policy shall be based on an individualized assessment. This assessment shall be based upon the best available objective evidence, which may include available medical information.

4. **Possible interim suspension/withdrawal.** If the university concludes that a student presents an immediate danger (a) to the fulfillment of the mission of the university or to the life, health, welfare, safety, or property of any member of the university community or other person, or (b) demonstrates a serious inability to function safely or effectively in the university's programs, activities, or facilities without an immediate risk of harming himself or herself or others, the Vice President for Student Success or designee may withdraw the student or restrict the student's access to campus for an interim period before a final determination is made.

5. **Considering an involuntary leave (or other involuntary action).** If the review process outlined above does not result in the student's decision to take a voluntary leave or the Vice President for Student Success or designee's determination that no further proceedings are warranted, the Vice President for Student Success or designee shall then determine whether, under all of the individual circumstances of the case, the university wishes to consider an involuntary leave of absence (or other involuntary action). If the Vice President for Student Success or designee determines that the matter should be handled as an involuntary leave of absence (or other involuntary action), the Vice President for Student Success or designee shall proceed to make a final determination as follows.

6. **Final determination.** In making a final determination, the Vice President for Student Success or designee will consider any information obtained during the preliminary review, as well as any other information that the student submits or that the Vice President for Student Success or designee deems relevant. The Vice President for Student Success or designee will also afford the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard in person or through other means. The Vice President for Student Success or designee may also consult with other university representatives and appropriate health care providers on a confidential basis in making an individualized judgment based upon all of the facts and circumstances.

7. **Possible evaluation.** As part of this final determination, the Vice President for Student Success or designee may require the student to schedule an evaluation by a qualified, licensed medical and/or mental health professional within and/or outside the university, with the student responsible for any costs of such evaluation and with the results if that evaluation to be shared with the Vice President for Student Success or designee, the student, as well as with the Director of Health Services and/or the Director of Counseling and Psychological Services, as applicable. The university maintains a list of local treatment providers with experience in conducting these evaluations and will provide the list

to the student as a resource. The Vice President for Student Success or designee shall consider the results of this evaluation and other information collected in making a final determination.

8. **Communicating the final decision.** Any decision by the Vice President for Student Success or designee to require an involuntary leave of absence (or other involuntary action) shall be communicated to the student in writing as soon as possible after the decision is rendered. The student has a right to be informed of the pertinent information upon which the decision is based, as well as the contemplated length of the leave, which will be determined on a case-by-case basis. The conditions under which a student may return to or seek readmission at the university will also be determined on a case-by-case basis and be specified in writing at or near the **time that the decision is issued, with the understanding that those conditions may** be subject to change over time depending upon the circumstances.

9. **Appeal.** Students have the right to appeal the Vice President for Student Success or designee's decision in an involuntary leave situation. Any student appeal should be made in writing to the Executive Vice President for Student Life within seven (7) days of the student's receipt of the written decision from the Vice President for Student Success or designee. The grounds for appeal should be set forth in writing. The student may submit supporting documentation or other information in support of the appeal. The Executive Vice President for Student Life will decide the appeal as soon as is practicable and will issue a written decision regarding the appeal. That decision shall be final.

Reinstatement after a Medical or Involuntary Leave of Absence

A student retains his or her student status with the university during an approved MLOA or Involuntary Leave of Absence. However, while application for readmission to the university is not required, a student who has taken a leave of absence must be reinstated by the Vice President for Student Success or designee before the student may then register for classes. When a student is interested in returning to the university following a voluntary or involuntary medical leave of absence, the student should take the following steps to initiate the reinstatement process.

1. **Contact Vice President for Student Success or designee.** The student should first contact the Vice President for Student Success or designee to communicate the student's interest in returning to the university, as far in advance of the desired return date as is reasonably possible. The student must complete and submit to the Vice President for Student Success or designee a Reinstatement Form (and housing application, if applicable). The university requests that students submit any request for reinstatement and any supporting materials by July 15 for consideration for the Fall Semester and by December 1 for the Spring Semester. Reinstatement is generally not available for the summer session. This schedule will help ensure that the Vice President for Student Success or designee (and other university offices that the Vice President for Student Success or designee chooses to involve, such as Health Services or Counseling and Psychological Services) will have adequate time to review the student's

request for reinstatement and make a determination. If materials are received shortly after the applicable deadline, if information is missing, or if the university needs additional time to process the student's request, the university may elect to treat the request as one to return for the following semester rather than the semester originally identified by the student. However, the university will make every effort to be flexible and attempt to honor a student's request to return for the desired semester.

2. **Information Requested by Health Services or Counseling and Psychological Services.** Depending upon the circumstances underlying the student's original MLOA or Involuntary Leave of Absence, and at the Vice President for Student Success or designee's discretion, the Vice President for Student Success or designee will consult with Health Services and/or Counseling and Psychological Services in evaluating a request to return. The university will determine on a case-by-case basis what information, if any, Health Services or Counseling and Psychological Services may require to assess a student's readiness to return following a leave of absence. Depending upon the nature and individual circumstances surrounding a particular student's leave of absence, the university may require information demonstrating that the student has the capability to handle day-to-day functioning in the university academic and living environment safely, with or without reasonable accommodations. Any decision whether to require this information will be made on an individualized basis and will be conveyed to the student, to the greatest extent possible, at the time the student is placed on Leave. There are many ways in which a student might be able to demonstrate his or her readiness to handle day-to-day functioning, including but not limited to information from medical providers or documentation from a reliable adult (non-family member) who has had significant interaction with the student during the leave of absence. Such information, if required,
   (a) should include an assessment of the student's ability to successfully complete coursework, internships, or other academic requirements and to participate safely in university programs and activities; and
   (b) the basis for any recommendation that the student is ready to return to university.

3. **Determination.** The Vice President for Student Success or designee will evaluate the information provided by Health Services and/ or Counseling and Psychological Services, as well as the request provided by the student, and make a determination whether the student may return to the university. Reinstatement is based on the student's readiness to manage a full-time course load (minimum of 12 credits for undergraduates; minimum of 9 credits for graduate students) or a comparable course load to the load that the student managed prior to his or her leave. In such circumstances, the University will also remain open to discuss potential reasonable accommodations that may assist the student in transitioning back to full-time status. The Vice President for Student Success or designee will notify the student in writing of the determination. Factors the Vice President for Student Success or designee will typically consider include but are not necessarily limited to any or all of the following:

(a) Evaluation and recommendation by Health Services and/or Counseling and Psychological Services;

(b) The student's demonstrated ability to engage in productive and realistic academic planning;

(c) The student's ability to participate safely and independently in the university's programs and activities;

(d) The student's personal statement included on the Reinstatement Form;

(e) Any coursework completed or employment during the MLOA; and

(f) Any other factors that the Vice President for Student Success or designee deems relevant under the student's particular circumstances.

Negative Recommendation

If, upon review, Health Services and/or Counseling and Psychological Services submits a recommendation to the Vice President for Student Success or designee that a student is not ready for return, or if the Vice President for Student Success or designee otherwise concludes that the student is not ready to return, the student will be advised of this negative determination in writing, at which time the university will also explain the concerns underlying the negative determination and, as appropriate, set forth recommendations that will enhance the student's chance of a positive determination the next time the student's request is considered. The University will also, upon request, discuss with the student whether a reasonable accommodation is available to enable the student to resume studies in some capacity. A student may appeal a negative recommendation to the university by submitting an appeal letter in writing to the Senior Vice President for Student Life within 10 calendar days of receiving notice of the negative recommendation. The student may also submit any information he or she believes to be relevant to the appeal. The Exectuve Vice President for Student Life will review the student's submission and notify the student in writing of the university's final determination as to whether the student will be permitted to return as requested.

Returning Students

Upon reinstatement, the Vice President for Student Success or designee will notify appropriate campus offices of the student's return to classes and campus. A student who returns after being on medical or involuntary leave after more than two consecutive semesters (excluding summer) will return under the most current University catalog.

Military Activation Policy (Military Accomodation)

Students who are in the military, military reserves, or the National Guard of the United States and who are called to active duty and are ordered to relocate*, have **three options available** that they may consider with their advisor in determining their enrollment status with the University:

1. Applicants to the University who have accepted an offer of admission but who have not yet registered in a degree program will be permitted to enroll for the next appropriate semester following their discharge from active duty, provided the University receives adequate notice of the applicant's intent to re-enroll. It will not be necessary for the applicant to reapply for admission nor to pay an

additional application fee. Any prepaid admission deposits, tuition, room or board charges will be refunded.

2. Students may withdraw from all courses in which they are enrolled as of the effective date of the order to report to active duty. If this option is chosen, a full credit of all tuition and fees will be made to the student's account. Students will receive a pro-rated credit of dining service and of housing contract charges. Financial aid awards that were credited to students' accounts will be recovered by the University in the amount of tuition and fees, dining or housing credit, as financial aid regulations require that if the student withdraws prior to completing 60% of a payment period or term and the student has federal financial aid a re-calculation of aid must take place.

3. Students may take a grade of Incomplete in all courses if the student receives the official order past the point of 60% of total course engagement time. The remaining course work to be completed will be noted on the Petition for Incomplete Grade form and affirmed by the student and the appropriate faculty member, for each course in which the student is enrolled. Students will receive a pro-rated credit of dining service and housing contract charges.

Although this policy pertains primarily to the reserves and National Guard, the same options will be offered to active duty personnel who are transferred unexpectedly out of the area as a result of the President of the United States activating reserve or National Guard units.

Should the student fail to pursue any of the three options, they will be subject to standard registrar and financial aid policies and processes that guide the handling of students who cease academic engagement mid-term.

To initiate any of the options above, and **request a Military Accomodation**, students must:

a) Provide a copy of their active duty orders to the Registrar, in the form of a formal correspondence on unit letterhead signed by the commander. The formal correspondence must include unit commander contact information, and verification of duration and location of pending assignment. The orders will be kept in the student's permanent file in the Registrar's Office along with the withdrawal form and any petitions for incompletes.
b) File a Military Leave of Absence Form with the Registrar.
c) File Petitions for Incomplete Grades if that option is chosen.
d) A copy of a duly executed power of attorney will be required by the University before processing the withdrawal or incomplete form for a student, when that process is initiated by any person other than the student. It is recommended that a power of attorney be filed for any activated student to address any unanticipated situation.
e) The student's advisor should be notified of the activation.
f) The maximum length of time for a Military Leave of Absence is 180 days during any 12 month period. It will not be necessary for the applicant to reapply for

admission nor to pay an additional application fee, provided the student returns from active duty within 180 days of deployment, and notifies the University of their intent to re-enroll within 30 days of separation from active duty.

To initiate the **process to return following separation from active duty**, the student must:

a) Upon separation from active duty, and within 30 days of such, the student should notify the University of their intent to re-enroll.
b) A student who opted for a full withdrawal from courses at the point of their activation/deployment, may register for the next available term following the notification of their intent to re-enroll. If a notification of intent occurs less than 14 days prior to the start of the next available term, registration in that term will be subject to administrative approval from the office of Academic Affairs.
c) A student who opted to receive "I" grades in their course work at the point of their activation/deployment, must complete any pending course work related to Incomplete grades, thus allowing for the conversion of the "I" grade to a regular grade, by no later than the end of the eighth week of the semester after their return, and before the student will be allowed to register for additional course work.

Withdrawal

Students wishing to discontinue their studies at Aurora University are expected to file a Withdrawal form located within WebAdvisor. Students who subsequently wish to resume their studies at the University must apply for readmission through the Office of Admission and are subject to the catalog and regulations prevailing at the time of readmission.

Time Limit for Completion of Graduate Degrees
1. Students must complete all requirements for the master's degree on or before five years from the official acceptance date into the program (six years for the EdD program).
2. Any student not completing all degree requirements on or before the deadline in #1 will be administratively dropped from the program unless a petition for extension has been filed with the program chair no later than the completion deadline.
3. Petitions for extension are reviewed by the program chair in consultation with the program faculty.
4. Approved petitions for extension may include provisions for repeating coursework, additional coursework, or other requirements for completion of the master's degree after the original deadline, at the option of the program faculty.
5. An extension of deadline may be granted only once and then for a maximum of two years.

6. Individual programs may establish more restrictive limits for initial and extended time deadlines for completion.

Transfer Credit
A. General Criteria and Process

1. Official evaluation of acceptability for transfer — An official evaluation of all previously completed college credit is prepared by the Registrar's Office after a transfer student has been approved for general admission to the university. The Registrar makes the final determination for the university with respect to the transferability of credit.

2. Acceptability for transfer — At the time of admission to the university, previously earned college credit is evaluated by the Registrar's Office in accordance with university regulations regarding the acceptability for transfer and a summary of all previous college work and all transferable work is prepared by the Registrar for use in advisement of the student. Such evaluation does not constitute an agreement to accept any specific credit in lieu of any specific requirement for graduation from Aurora University. The following general criteria are used by the Registrar in determining acceptability for transfer:

   a. Credit is accepted from regionally accredited post-secondary institutions and from institutions accredited by bodies recognized by the Council for Higher Education Accreditation (CHEA). Credit from U.S. institutions not accredited by CHEA may only be accepted through the process for assessment of prior learning and is subject to the same limitations as other assessed prior learning.

   b. Guidelines presented in the AACRAO "World Education Series" are applied to foreign institutions. Where credit and content determination cannot be made from foreign transcripts, a course-by-course evaluation in English from a member of the National Association of Credential Evaluation Services (NACES) is required at the student's expense before transfer of credit will be considered. The Registrar reserves the right to determine whether or not foreign transcripts meet the university's requirements for acceptance as official records.

   c. In most cases, only courses bearing grades of C minus (C-) or higher may be transferred. The exception is that a "D" for an IAI course will be accepted if the IAI core requirements are met before entering Aurora University. Courses bearing grades such as "pass" or "credit" may be transferred provided the regulations of the sending institution indicate that such credit represents work at the level of "C-" or higher. The cutoff for numerical grades shall be determined by the Registrar so that such grades are accepted on a basis consistent with the "C-" criterion. Coursework bearing "pass" or "credit" grades may only be accepted for inclusion in a specific program upon review and approval of the program faculty.

   d. In the case of credit that is to be included in a program, time limits on applicability to the program may be established by the program faculty.

Time limits are determined with respect to the date of the student's first attendance at Aurora University.

  e. Credit is ordinarily considered acceptable for transfer if it is comparable to coursework offered by Aurora University or generally considered to be part of a liberal arts based curriculum.

  f. Post-secondary technical credit may be accepted in transfer for inclusion in an approved student-initiated major; as general elective credit if certified by a program faculty as relevant to the student's major area of study; or for inclusion in an established major upon approval of the program faculty.

  g. Credit deemed by the sending institution, or by Aurora University, to be remedial or pre-college in level may not be accepted in transfer. However, such credit may be considered by an academic unit as a basis for waiving course prerequisites.

3. AA and AS General Education transfer articulation — Students holding an AA or AS degree from a regionally accredited college are deemed to have met all lower division General Education IDS requirements for graduation from Aurora University (see "General Education Requirements for Transfer Students"). These students still must complete IDS3040 with a grade of "C" or better and participate in a junior-year mentoring, and assessment process.

4. Transfer of credit by students matriculated at Aurora University — In general, it is expected that, once enrolled at Aurora University, a student will earn all subsequent credit toward the degree at the university.

  a. Credit earned by approved cross-registration at other schools that are members of the Council of West Suburban Colleges (North Central College, Benedictine University) is treated as though it were earned at Aurora University.

  b. No credit from other institutions earned while a student is matriculated at Aurora University may be accepted in transfer except upon prior, written approval of the Registrar.

    * Exception: Transfer credits earned during the last term immediately preceding the initial term of full-time enrollment at AU, will also be evaluated and counted as accumulated transfer credit referenced for the evaluation of required AU general education courses. This *transfer grace period* is be available to students who are registered - during the single semester immediately preceding their initial full-time enrollment at AU, for no more than four credit hours at AU during the grace term, and at another institution concurrently. This policy will not apply to students pursuing their degree on a part-time basis.

  c. No credit may be transferred within the last 24 semester hours of the student's degree except upon the prior, written approval of the registrar.

  d. The applicability of transferred credits to the completion of major requirements is decided by the registrar or Dean of Academic Administration.

  e. Aurora University does not accept credit for college-level GED examinations in transfer.

f. Aurora University will accept credit from an accredited graduate school toward a bachelor's degree at Aurora University. The student is not required to have received a graduate degree prior to submitting a transcript for credit.

g. The application of courses transferred toward meeting general degree requirements will be determined by the Registrar or Dean of Academic Administration. Professionally oriented courses, e.g., pastoral counseling or Sunday School administration, will not apply toward general degree requirements.

h. Study abroad credit taken outside of AU travel study/May courses taught by AU faculty is posted as transfer credit.

Non-Traditional Sources of Credit

Aurora University recognizes the validity of college-level learning achieved in settings other than accredited institutions of higher education, provided that this nontraditional learning is validated in accordance with generally recognized standards of good practice and awarded through the processes provided in the university's academic regulations.

Portfolio Process for Awarding Credit for Life and Vocational Experience (LVE)

1. A portfolio assessment program is available to students who have significant prior learning through career achievements, individual study, or volunteer work.

2. LVE portfolios may present documentation supporting the awarding of credit for the following categories of prior learning:

    a. Military training evaluated by ACE
    b. Non-collegiate training and education programs evaluated by ACE or under the National College Credit Recommendation Service (NCCRS)
    c. College-level learning achieved through organized training and education programs not included in (a) or (b) above (LVE fee applies)
    d. Technical credit or other credit from a regionally accredited or CHEA institution that is not evidently suitable for inclusion in AU baccalaureate programs (LVE fee applies)
    e. Educational experiences achieved through non-CHEA-accredited institutions of higher education (LVE fee applies)
    f. College-level learning achieved through on-the-job experience, individual study, or other life experiences (LVE fee applies)

3. Students seeking LVE credit will complete a "Life and Vocational Experience Credit Request" form and submit to the Registrar's Office. Upon receipt of the request, the student will be directed to the appropriate university official to determine the required materials for the portfolio per the type of request.

4. There is a 60 day time-limit for completion of the entire LVE portfolio process which begins with the submission of the LVE credit Request form and encompasses initial meeting with the university official, supplying satisfactory requested documentation to the university official, evaluation of the portfolio by the university official, and posting of credit to the academic record by the Registrar. Failure to complete the process within 60 days renders the current

LVE Credit Request null and void and the process must begin again. LVE credit may be awarded within the final 30 semester hours of the student's undergraduate program, provided that the evaluated portfolio is submitted to the Registrar for recording no later than the last day of the term preceding the term in which the student will complete all requirements for graduation.

5. The student will submit the requested portfolio materials to the university official for evaluation.Credit will be granted within the limits below:

   a. A maximum of 12 semester hours of LVE credit will be granted when such credit is clearly applicable to the student's baccalaureate program at Aurora University.

      i. A maximum of four semester hours may be granted toward a specific program course requirement upon submission of documentation specified by the program faculty accompanied by a LVE Credit Request form evaluated by a designated program faculty member and approved by the academic dean. An LVE fee is charged, as established by the Vice President for Finance. Such experiential prerequisite credit may only be presented for graduation in fulfillment of a specific program course requirement.

      ii. In addition to awarding credit toward program specific course requirements, the portfolio evaluation process may result in the award of additional semester hours of general elective credit, not to exceed twelve total combined semester hours, based on submission of the portfolio with satisfactory documentation providing evidence of career-relevant learning achieved through the student's work experience, including appropriate documentation such as performance evaluation materials and supervisors' statements. Submissions will be evaluated by the Registrar in consultation with appropriate faculty and staff.

   b. Credit awarded through the portfolio process will be recorded on the student's permanent academic record in the form and amount determined by the program evaluator, with indications of applicability to the requirements of the major as approved by the major department.

   c. Credit not approved for application in the major may be applied as general elective credit toward graduation.

   d. Portfolio credit considered by the Registrar to duplicate prior or subsequent transferable coursework or test credit will be removed from the student's historical record in favor of such coursework or test credit.

   e. Portfolio credit is evaluated as either lower or upper division in nature and will be applied toward the limits for lower and upper division transfer credit and to meet other graduation requirements in the same manner as transferred credit.

   f. Portfolio and examination credit are not included in official audits of student progress or degree completion until recorded in the student's permanent academic record by the Registrar.

   g. Credit awarded through the portfolio process, by examination or as an experiential prerequisite for a major may not be counted toward either the

general residency requirement for graduation nor toward the required number of semester hours included in either a major or a minor.

6. Following evaluation of the student's credit, a copy of the portfolio and a summary of the evaluation shall be attached to the LVE Credit Request form and forwarded to the Registrar. Acceptable credit will be posted to the student's academic record. A $125 per credit LVE fee which will be assessed at the time credit is posted if applicable.

Credit by Examination

1. **CLEP/AP/DANTES/STAMP** Examination credit through the College Level Examination Program (CLEP), the Advanced Placement Program (AP), the Defense Activities for Non-Traditional Educational Support program (DANTES), and the Standards-Based Measurement of Proficiency (STAMP), is granted by Aurora University as outlined in this catalog, to provide a means of measuring the academic achievement of those students who, through extensive reading and experience, may be able to meet the standards set as a basis for granting college credit.
2. Prior approval of the Registrar must be secured by filing a Petition for Prior Approval before current students take examinations for credit.
3. Limitations on Use:
   a. No more than one-fourth of the courses presented for the major shall be by examination.
   b. No more than 4 semester hours of examination credit may be used to meet the General English Composition requirement.
4. Fees
   a. Students are expected to pay all fees required by testing agencies.
   a. CLEP, AP, PEP or NLN test credit earned while attending another institution and prior to attendance at Aurora University will not be assessed a recording fee.

Seal of Biliteracy --- AU accepts the State Seal of Biliteracy. Incoming students receive 8 hours of credit in the relevant language. Students who receive credit for the seal are not eligible for AP credit in the associated language. The student will be subject to the AU course placement policy for foreign language. A student must request credit for the seal at the point of   enrollment at AU. Seal credit will only be granted within three years of the student's high school graduation.

SEAL OF BILITERACY	SPANISH	FRENCH	OTHER LANGUAGES
World Languages	SPN-1120 & SPN-1220 (8 SH)	FRN-1120 & FRN-1220 (8 SH)	FLG 1999 (8 SH)

College Level Examination Program (CLEP) General Examinations — The General Examinations are designed to be taken before college work is begun. Students who have any college credits must seek prior approval. If courses have

been taken prior to the test date, appropriate reductions in the amount of credit usually awarded will be made by the Registrar.

A student who has received CLEP credit in English cannot also receive college credit for ENG1000 Introduction to Academic Writing. A student who has received four semester hours of CLEP credit in mathematics may not take MTH1100 College Algebra or MTH1110 Contemporary Mathematics for college credit.* A student who has received eight semester hours of CLEP credit in mathematics may not take MTH1100 College Algebra, MTH1110 Contemporary Mathematics or MTH1310 Precalculus for college credit.*

*NOTE TO CLEP RECIPIENTS WHO INTEND TO TAKE ADDITIONAL MATHEMATICS COURSES: In some instances the results of the Aurora University Mathematics Competency Examination may suggest that a student needs to take one of the courses prohibited above. In that instance, a student should decide whether to take the course as an auditor, take the course for college credit and accept a reduction in CLEP credit or proceed to the next level of mathematics with the understanding that he/she may have some difficulty.

CLEP Subject Examinations — Credit cannot be awarded if a student has had classroom credit in the subject area. Students who have any college credits must seek prior approval. The following options are available:

College Level Examination Program (CLEP) - Aurora University awards appropriate credit from the college Level Examination Program.

Composition and Literature

Subject	Score (Minimum)	AU Credit (4SH)
American Literature	50	ENG2420 or ENG2430*
Analyzing/Interpreting Lit	50	English Elective
College Composition	50	ENG1000
College Composition Modular	50	Does Not Transfer (DNT)
English Literature	50	ENG2520 or ENG2530*
Humanities	50	General Elective

World Languages

Subject	Score (Minimum)	AU Credit (4SH)
French Language: Levels 1&2	50	FRN1120, FRN1220 (8SH)

German Language: Levels 1&2	50	Foreign Language Elective (8SH)
Spanish Language: Levels 1&2	50	SPN1120, SPN1220 (8SH)
Spanish w/ Writing: Levels 1&2	50	Does Not Transfer (DNT)

History and Social Sciences

Subject	Score (Minimum)	AU Credit (4SH)
American Govt.	50	PSC1300
History of the U.S. I: to 1877	50	HIS1200
History of the U.S. II: 1865-Present	50	HIS1210
Human Growth/Development	50	PSY3250
Intro to Educational Psych	50	EDU2260
Introductory Psychology	50	PSY1100
Introductory Sociology	50	SOC1100
*Principles of Macroeconomics	50	Economics Elective
*Principles of Microeconomics	50	Economics Elective
Social Sciences/History	50	Social Behavior Science Elective
Western Civ I: to 1648	50	History Elective
Western Civ II: 1648-Present	50	History Elective

**If Microeconomics and Macroeconomics are both successfully completed, 4SH of credit will be awarded for ECN2030 and 4SH of credit will be awarded in Economics elective credit.*

Sciences and Mathematics

Subject	Score (Minimum)	AU Credit (4SH)
Biology	50	BIO1210/Z
Precalculus	50	MTH1310
Calculus	50	MTH2210
Chemistry	50	CHM1200/Z
College Algebra	50	MTH1100
College Mathematics	50	MTH1030

Natural Sciences	50	General Elective

Business

Subject	Score (Minimum)	AU Credit (4SH)
Financial Accounting	50	ACC2010
Information Systems	50	CSC1010
Introductory Business Law	50	BUS-2010
Principles of Management	50	Business Elective
Principles of Marketing	50	MKT2300

DANTES test credit — Aurora University accepts appropriate credit from the DANTES testing program. Subject areas are accepted if they meet the general requirements for acceptance of other forms of credit (i.e., are nontechnical in nature, or are in technical fields otherwise deemed appropriate for inclusion in the student's degree, or meet other guidelines for transfer of technical credit).

Advanced Placement Program (AP) — Aurora University awards appropriate credit from the Advanced Placement Program.

Capstone Diploma Program

AP Exam	Score	AU Credit (4SH)
Research	n/a	Does Not Transfer (DNT)
Seminar	n/a	Does Not Transfer (DNT)

Arts

AP Exam	Score	AU Credit (4SH)
Studio Art: 2-D Design	3, 4, 5	ART1210
Studio Art: 3-D Design	3, 4, 5	ART1310
Art History	3, 4, 5	Art Elective
Studio Art: Drawing	3, 4, 5	ART2100
Music Theory	3, 4, 5	MUS2600

English

AP Exam	Score	AU Credit (4SH)
English Lang/Comp	3, 4, 5	ENG1000
English Lit/Comp	3, 4, 5	English Elective

History and Social Sciences

AP Exam	Score	AU Credit (4SH)
Comparative Govt./Politics	3, 4, 5	Political Science Elective
European History	3, 4, 5	History Elective
Human Geography	3, 4, 5	Social Behavior Science Elective
*Macroeconomics	3, 4, 5	Economics Elective
*Microeconomics	3, 4, 5	Economics Elective
Psychology	3, 4, 5	PSY1100
U.S. Govt./Politics	3, 4, 5	PSC1300
U.S. History	3, 4	HIS1200
U.S. History	5	HIS1200, HIS1210 (8SH)
World History	3, 4	HIS1300
World History	5	HIS1300, HIS1400 (8SH)

If Microeconomics and Macroeconomics are both successfully completed, 4SH of credit will be awarded for ECN2030 and 4SH of credit will be awarded in Economics elective credit.

Math and Computer Science

AP Exam	Score	AU Credit (4SH)
Calculus AB	3, 4, 5	MTH2210
Calculus BC	3	MTH2220
Calculus BC	4,5	MTH2210, MTH2220 (8SH)
Computer Science A	3, 4, 5	CSC1700
Computer Science Principles	3, 4, 5	CSC1010
Statistics	3, 4, 5	MTH2320

Sciences

AP Exam	Score	AU Credit (4SH)
Biology	3	BIO1210/Z
Biology	4, 5	BIO1210Z, BIO1220/Z (8SH)
Chemistry	3	CHM1200/Z
Chemistry	4, 5	CHM1310/Z
Environmental Science	3, 4, 5	BIO2200
Physics 1: Algebra Based	3, 4, 5	PHY2210/Z
Physics 2: Algebra Based	3, 4, 5	PHY2220/Z
Physics C: E&M	3, 4, 5	PHY2250/Z
Physics C: Mech	3, 4, 5	PHY2240/Z

World Languages & Culture

AP Exam	Score	AU Credit (4SH)
Chinese Lang/Culture	3, 4, 5	Foreign Language Elective (8SH)
French Lang/Culture	3, 4, 5	FRN1120, FRN1220 (8SH)
German Lang/Culture	3, 4, 5	Foreign Language Elective (8SH)
Italian Lang/Culture	3, 4, 5	Foreign Language Elective (8SH)
Japanese Lang/Culture	3, 4, 5	Foreign Language Elective (8SH)
Latin	3, 4, 5	Foreign Language Elective (8SH)
Spanish Lang/Culture	3, 4, 5	SPN1120, SPN1220 (8SH)
Spanish Lit/Culture	3, 4, 5	Spanish Elective

International Baccalaureate Program (IB) - Aurora University awards
appropriate credit from the International Baccalaureate Program (IB).

Arts

Higher Level (HL)	Score	AU Credit (4SH)
Art History	n/a	Does Not Transfer (DNT)
Dance	n/a	Does Not Transfer (DNT)

Film	4, 5, 6, 7	COM2300
Music	4, 5, 6, 7	MUS1550
Theatre	4, 5, 6, 7	THE1200
Visual Arts	4, 5, 6, 7	Art Elective
Philosophy	4, 5, 6, 7	PHL1100

Sciences

Higher Level (HL)	Score	AU Credit (4SH)
Biology	4, 5, 6, 7	BIO1210/Z
Chemistry	4, 5	CHM1310/Z
Chemistry	6, 7	CHM1310/Z, CHM1320/Z (8SH)
Computer Science	4, 5, 6, 7	CSC1010, CSC1700 (8SH)
Math: Analysis/Approaches	4, 5, 6, 7	MTH1310, MTH2210 (8SH)
Math: Applications/Interpret	4, 5, 6, 7	MTH2210, MTH2320 (8SH)
Physics	4, 5, 6, 7	PHY2210/Z, PHY2220/Z (8SH)

English

Higher Level (HL)	Score	AU Credit (4SH)
Language A: English Lit	4, 5, 6, 7	English Elective
Language A: Lang/Lit	4, 5, 6, 7	Foreign Language Elective or ENG 1000
Language B: Other than English	n/a	See Foreign Languages

Foreign Languages

Higher Level (HL)	Score	AU Credit (4SH)
Classical Languages	4, 5, 6, 7	Foreign Language Elective (8SH)
French	4, 5, 6, 7	FRN1120, FRN1220 (8SH)
German	4, 5, 6, 7	Foreign Language Elective (8SH)
Spanish	4, 5, 6, 7	SPN1120, SPN1220 (8SH)

Social Sciences

Higher Level (HL)	Score	AU Credit (4SH)
Economics	4, 5, 6, 7	ECN2030
Geography	4, 5, 6, 7	General Elective
Global Politics	4, 5, 6, 7	General Elective
American History	4, 5, 6, 7	HIS1200, HIS1210 (8SH)
World History	4, 5, 6, 7	HIS1300, HIS1400 (8SH)
Psychology	4, 5, 6, 7	PSY1100
Social/Cultural Anthropology	4, 5, 6, 7	SOC2150

Business

Higher Level (HL)	Score	AU Credit (4SH)
Business Management	4, 5, 6, 7	BUS1020

Other:

Higher Level (HL)	Score	AU Credit (4SH)
Design Technology	n/a	Does Not Transfer (DNT)
Sports, Exercise, Health Science	n/a	Does Not Transfer (DNT)

Credit for Departmental Challenge Examinations — In those cases where no nationally-normed examination is available or appropriate to support the awarding of credit in a subject area required in a major, the program faculty may establish a departmental challenge examination for the awarding of a maximum of four (4) semester hours to be used in lieu of a specific major course. Such examinations are subject to the same approval process as that prevailing for new courses. A testing fee for such examinations will be established by the Vice President for Finance. Students may present for graduation a maximum of eight (8) semester hours by departmental challenge examinations; such credit may be applied only toward major requirements and does not meet other general degree requirements. Departmental challenge credit shall be designated as lower or upper division by the program faculty.

Declaration of Major

Students who have been accepted under the general admission standards of the university may apply for acceptance into a program of the university. Acceptance of any

student into any program of the university is determined by the faculty of that program and is conditional upon the student's meeting any program requirements that have received the approval of the program faculty and the university.

Students applying for admission to the university, or who have been admitted and are attending as undeclared students, may state their intent to major in a program of the university. This statement of intent is used for purposes of evaluating transfer credit and providing appropriate advising services, but does not constitute admission to the program.

Matriculated traditional undergraduate students on the Aurora campus seeking to enter a program must file a Request to Declare or Change a Major form with the Center for Student Success. Requirements for admission to or retention in a program are determined by the program faculty, the academic dean, and the Chief Academic Officer.

Matriculated traditional undergraduate students on the Aurora campus currently entered as students in one program may seek to declare another major by filing a Request to Declare or Change a Major form showing both the old and new program. A student denied admission to a program may appeal the denial to the academic dean or, in the case of a program directly headed by the dean, to the CAO.

A student may be dismissed from a program in accordance with duly approved requirements for retention in the program by action of the program faculty. Students so dismissed may appeal to the academic dean or to the Chief Academic Officer, in the case of a program directly headed by the academic dean. Copies of the action for dismissal from a program shall be forwarded to the Registrar and the Center for Students Success, and the student will then be removed from the program and entered as undeclared.

Regulations Governing Majors
A. Established Majors

1. Majors require a minimum of 30 semester hours.
2. Each major must be developed and monitored by an approved program committee of the faculty; new or substantially revised majors require the approval of the Board of Trustees based on recommendations from the program committee, the appropriate school/college governance bodies, the academic dean, appropriate university governance bodies, the Chief Academic Officer, and the President.
3. Beyond the minimum coursework requirement, the content, structure, and extent of a major are prerogatives of the individual program committees within the schools and colleges of the university, except as otherwise defined or restricted by the academic regulations.
4. No "D" grade may apply to an academic major, either on the required or selected list. Secondary Education licensure candidates must earn a "C" or better in all education courses (with an EDU prefix) required by the State of Illinois.

B. Student-Initiated Major

1. Divisional: This major is prepared jointly between the student and the program chair. Said concentration is reviewed and approved by the program chair and academic dean. An initial conference should be held with the appropriate program chair at which time the general plan for the student-initiated major will be reviewed. Subsequent conferences with the program chair or his/her designate (s) will be concerned with developing the specific program. When completed, the program chair will present the concentration to the academic dean for approval and filed in the student's permanent academic record.
2. Interdivisional: This major is developed by the student and program chair with appropriate consultation from the academic dean and Registrar. An initial conference with the program chair should be held at which time the general plan for the student-initiated major will be discussed. Subsequent conferences with the program chair, academic dean, and Registrar will be concerned with developing the specific program. When completed, the program will be presented for approval by the program chair, academic dean, and Registrar whereupon it will be filed in the student's permanent academic record.
3. At least half the courses in a student-initiated major must remain to be earned at the time the concentration is presented for approval.

C. Minors

1. Minors at Aurora University are optional. They are not required for graduation.
2. A minor shall comprise a minimum of 18 semester hours.
3. At least 25% of the credits applied to a minor must be earned at AU.
4. Each minor must be developed and monitored by an approved program committee of the faculty; new or substantially revised minors require the approval of the Board of Trustees based on recommendations from the program committee, the appropriate school/college governance bodies, the academic dean, appropriate university governance bodies, the Chief Academic Officer, and the President.
5. Beyond the minimum coursework requirement, the content, structure, and extent of a minor are prerogatives of the individual program committees within the schools and colleges of the university, except as otherwise defined or restricted by the academic regulations.
6. No "Ds" will apply toward minors.
7. A maximum of 4 semester hours of credit/no credit coursework will apply toward a minor.

Academic Measurement and Evaluation

No fractional amount of credit is given for less than completion of any course or academic experience.

Grades

Undergraduate Grading System - Types and Definitions

At the end of the course, grades are awarded as defined:

a. Letter Grades - A, B, C, D, F.

A (4 quality points per semester hour) Denotes performance that consistently exceeds expectations and demonstrates comprehensive understanding of the subject.

B (3 quality points per semester hour) Denotes performance that meets and at times exceeds expectations and indicates good preparation in the subject.

C (2 quality points per semester hour) Denotes performance that meets expectations and demonstrates adequate preparation in the subject.

D (1 quality point per semester hour) Denotes performance that is inadequate or inconsistently meets expectations and makes it inadvisable to proceed further in the subject without additional work.

F (0 quality points per semester hour) Failure. Denotes performance that consistently fails to meet expectations.

b. Credit/No Credit: CR/NCR.

CR (quality points not calculated in grade point average) Pass. Denotes pass with credit at least at the level of "C" work, in courses that are graded CR/NCR.

NCR (0 quality points per semester hour) No credit. Denotes work that fails to meet college or university standards for academic performance at least at the level of "C" work.

Students are reminded that, with the exception of courses that are offered only on a CR/NCR basis, no courses in the major may be completed under this grading system. Only one selected course in a minor may be taken under this system. Students are also urged to consider any regulations concerning academic honors, scholarship eligibility, or tuition refund plans which may be affected by use of this grading system. Certain courses (for example, University Chorale) are available only under the CR/NCR grading system. Students may enroll for no more than one course per term, up to a total of eight courses, on a CR/NCR basis. This is in addition to any courses that are offered only on a CR/NCR basis.

Graduate Grading System - Types and Definitions - Letter Evaluation: A, B, C, F.

At the end of the course, letter grades are awarded as defined:

a. Letter Grades - A, B, C, F.

A (4 quality points per semester hour) Excellent. Denotes work that is consistently at the highest level of achievement in a graduate college or university course.

B (3 quality points per semester hour) Good. Denotes work that consistently meets the high level of college or university standards

for academic performance in a graduate college or university course.

    C   (2 quality points per semester hour) The lowest passing grade. Denotes work that does not meet in all respects college or university standards for academic performance in a graduate college or university course.

    F   (0 quality points per semester hour) Failure. Denotes work that fails to meet graduate college or university standards for academic performance in a course.

b. Credit/No Credit: CR/NCR.

    CR   (quality points not calculated in grade point average) Pass. Denotes pass with credit at least at the level of "C" work, in graduate courses that are graded CR/NCR.

    NCR   (0 quality points per semester hour) No credit. Denotes work that fails to meet graduate college or university standards for academic performance at least at the level of "C" work.

Students are reminded that, with the exception of courses that are offered only on a CR/NCR basis, no graduate courses may be completed under this grading system.

Change of Grading System

Students may change between the letter grade system and credit/no credit grading system by filing a change of grading petition in the Registrar's Office at any time up until the end of the first calendar week of the term. No changes will be authorized beyond that date.

Incomplete Grades — Regulations and Procedures

Aurora University permits the assignment of a grade of "I" (Incomplete) under limited circumstances upon petition by the student.

a) A grade of Incomplete (I) may be assigned by the instructor only if the student has filed a Petition for Incomplete Grade. This petition form, which is available in the Registrar's Office as well as online, must be completed and signed by the student, the instructor, jurisdictional Dean, and Dean of Academic Administration.

b) The petition must specify the reason the student has been unable to complete the work, the work to be completed, a timetable for completion, and the date by which all work must be turned in to the instructor.

c) Petitions for Incomplete grades must be filed by the deadline specified by the Registrar's Office for submission of final grades.

d) Completion dates for "I" grades must be on or before the last day of the fourteenth week of classes of the term following the term in which the grade is assigned, excluding the Summer Session. In the event that a final grade is not reported to the Registrar's Office on or before noon on the Tuesday following the completion deadline (Tuesday of week 15), the grade will revert to an "F" or "NCR". Instructors report grades to replace "I" grades in writing to the Registrar's Office using the Change of Grade form.

e) In extraordinary circumstances, the instructor may, upon receiving written documentation from the student, petition for an extension beyond the deadline established in section d. Such petitions must be filed with the Dean of Academic Administration on or before the deadline for completion originally specified in the petition for an "I" grade. Petitions approved by the Dean of Academic Administration must be received by the Registrar on or before the original deadline for filing of the grade.

f) A grade of "I" may be assigned only in cases of illness, accident, or other catastrophic occurrence beyond the student's control. In order for an "I" grade to be considered, the student must be in satisfactory academic standing in the specific course. In cases of emergency, the petition may be filed on the student's behalf by the course instructor. At the earliest possible time, the course instructor will take responsibility for confirming the petition with the student and securing the student's signature. If the student does not accept the conditions of the petition, the instructor will assign a permanent grade to be entered by the Registrar.

g) A student's Academic Warning status in a given term will be determined by the term GPA resulting from the work completed in that term. If a subsequently completed "I" grade causes the student's GPA to rise above or fall below 2.0, the student's warning status, and the permanent record thereof, will be changed accordingly.

h) In the case of an approved voluntary or involuntary leave of absence, the original deadline for completion of work will be maintained unless an extension is approved by the Dean of Academic Administration. A leave of absence does not automatically extend the completion deadline for the I grade.

Deferred Grade Policy — Regulations and Procedures

A deferred grade (X) is for use in certain courses in which it is anticipated that the student's learning experience will continue beyond a regular academic term. The deferred grade is available for use in the cases of travel study, field experiences, clinical experiences, practica, internships, student teaching, independent study, application or research projects, and sequential courses for which a deferred grading situation has been contracted at the initiation of the experience.

a) A grade of "X" may be assigned by the instructor only if the student has filed a Request for Deferred Grade. This petition form, which is available in the Registrar's Office, must be completed and signed by the student, the instructor, jurisdictional Executive Director or Dean, and Dean of Academic Administration.

b) The petition must specify the reason the Deferred grade is needed, the work to be completed, a timetable for completion, and the date by which all work must be turned in to the instructor.

c) Petitions for Deferred grades must be filed by the deadline specified by the Registrar's Office for submission of final grades.

d) In the event that a course or other learning experience is planned to extend beyond the academic term, the student(s) enrolled will be given a deferred grade

(X) at the end of the term. The permanent grade will be posted when received from the instructor, and by the expiration of the "X" grade petition.

e) Completion dates for "X" grades must be on or before the last day of the fourteenth week of the term following the term in which the grade is assigned, excluding the Summer Session. In the event that a final grade is not reported to the Registrar's Office on or before noon on the Tuesday following the completion deadline (Tuesday of week 15), the grade will revert to an "F" or "NCR". Instructors report grades to replace "X" grades in writing to the Registrar's Office using the Change of Grade form.

f) In extraordinary circumstances, the instructor may, upon receiving written documentation from the student, petition for an extension beyond the deadline established in section f. Such petitions must be filed with the Dean of Academic Administration on or before the deadline for completion originally specified in the petition for an "X" grade. Petitions approved by the Dean of Academic Administration must be received by the Registrar on or before the original deadline for filing of the grade.

g) Tuition for multi-term courses or other learning experiences is billed and payable with respect to the first term of registration, and the course counts in the student's load only in the first term of registration. No additional registration process is required during subsequent terms while the course is being completed.

h) A deferred grade (X) has no effect on the student's GPA and is not considered by the Academic Standards Committee or other university bodies in the review of student progress. When the permanent grade is posted, the effect of this grade will be assessed by university review bodies as though the grade were part of the work completed in the term when the grade is posted.

i) In the case of an approved voluntary or involuntary leave of absence, the original deadline for completion of work will be maintained unless an extension is approved by the Dean of Academic Administration. A leave of absence does not automatically extend the completion deadline for the I grade.

The "D" Grade

A "D" cannot be applied to an undergraduate major without the approval of the Registrar in consultation with the Jurisdictional Dean and Dean of Academic Administration. Aurora University reserves the right to require a student to repeat a course in which he/she has received a "D" grade if he/she proposes to apply that course toward a major or continue on in a truly sequential course of study. Students who receive a "D" grade in a prerequisite course are encouraged to repeat the course prior to matriculation into the sequential course.

Change of Permanent Grades

a) Permanent grades (A, B, C, D, F) may be changed by the instructor who originally issued the grade to correct computational or clerical errors.

b) Changes of permanent grades must be approved by the academic dean before they are forwarded to the Registrar, and must include an explanation for the change.

c) Changes in permanent grades arising from clerical or computational errors must be received by the registrar no later than 30 days following the date when the original permanent grade was filed with the Registrar.
d) In cases where it is necessary to correct a grading error on the part of an instructor who has left the university or who cannot otherwise be contacted in a timely fashion, or in cases where an instructor fails to correct an evident error in a timely fashion, the academic dean may assign another faculty member to review the relevant materials and correct the error.
e) Changes may be made in grades to reflect coursework completed after the deadline for grade submission only in instances in which the student received a grade of "I" or "X" for the course.
f) All changes in permanent grades other than those arising from clerical or computational errors are addressed under the university regulations for appeal of alleged capricious grading.

Grade Point Average

Two Grade Point Averages (GPA) are calculated by the Registrar's Office:

Type 1: Term GPA A=4, B=3, C=2, D=1, F=0, NCR=0, CR=Not Calculated into GPA. Based only on courses taken in a given term at Aurora University, the unit of credit is multiplied by the quality points assigned to the grade earned. The sums are then added and the total quality points divided by the calculable credit units producing the Term GPA. (If a course is repeated only the higher grade is calculated into the GPA and only academic credit from one can be counted toward graduation.)

Type 2: Cumulative GPA of courses at Aurora University. Calculated in the same way as the Term GPA but is based upon all work taken at Aurora University over all terms of attendance. Since fall 1990, only work completed at Aurora University has been included in the cumulative GPA of Aurora University students. Calculations of GPA for work at previous colleges are carried out by the Office of Admission for purposes of determining admission and merit scholarship eligibility and by the Registrar for purposes of student classification and to provide data for the financial aid process. No calculation of GPA including work at previous colleges is maintained as part of the student's official academic record.

Undergraduate Academic Honors

Academic Honors at Graduation
1. To be eligible for Academic Honors at Graduation, students must have:
   a. A minimum of 90 semester hours of credit for a letter grade, of which 30 semester hours must have been earned at Aurora University.
   b. A cumulative GPA at Aurora University of:
      i. 3.50–3.749 to receive the degree Cum Laude
      ii. 3.75–3.899 to receive the degree Magna Cum Laude
      iii. 3.90–4.0 to receive the degree Summa Cum Laude

c. In addition, a student who has a minimum of 90 semester hours for a letter grade at Aurora University and a cumulative GPA at Aurora University of 3.75 or above will receive the Gold Ivy Leaf Award (pin and certificate).
2. Term Dean's List
   a. Students will be placed on the published Dean's List and receive a letter from the Chief Academic Officer at the end of each fall or spring semester that these conditions are met:
      i. A minimum of 12 semester hours for a letter grade.
      ii. A term GPA of 3.60 or higher.
      iii. Students with a term GPA of 4.0 will be cited for High Honors in a special section of the Dean's List.

Procedures for Use in the Student Initiated Appeal of a Course Grade

A student has the right to appeal a course grade if she or he feels that the grade was assigned capriciously. Capricious grading is the only rationale for a grade appeal. A student may not appeal a grade based on a disagreement about grading criteria or concerns about the judgment of the faculty member.

Capricious grading, as that term is used herein, is limited to one or more of the following:

1. the assignment of a grade on some basis other than performance in the course;
2. the assignment of a grade to a particular student by different standards than were applied to other students in that course;
3. the assignment of a grade using standards other than those that the students had been led to reasonably expect would be used to judge their work.

The evaluation of the quality of a student's academic performance in participation in class and on assignments that the student turns in is one of the primary professional responsibilities of university faculty members; it is solely and properly their responsibility. It is essential for the standards of the academic programs at Aurora University and the integrity of the degrees conferred by this university that the professional judgments of faculty members not be subject to inappropriate pressures or other interference.

It is necessary, however, that any course grade be based on evidence of the student's performance in that course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced standards. These standards must be announced and put in writing for each class at the beginning of each term. While the standards for evaluation used in a course may change during a course as the faculty member judges to be appropriate based on the performance of the students, changes to guidelines for evaluation during a course should be as minimal as is possible and must be announced to the students in advance of the application of the new standards. It is never appropriate for a faculty member to retroactively alter the standards that have been applied to work that has already been turned in.

Appeal Procedures:

A student who believes his/her term grade is capricious may seek clarification and, where appropriate, redress, as follows:

    a. The student shall confer with the instructor, informing the instructor of questions concerning the grade, and seeking to understand fully the grounds and procedures the instructor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. The student should do this within two weeks of receiving his/her final grade.

    b. If after consultation with the instructor, the student believes that a grade was assigned capriciously, the student shall confer with the jurisdictional chair, who shall consult and advise with both the instructor and student separately or together, in an effort to reach an understanding and resolution of the matter.

    c. If Steps 1. or 2. do not resolve the problem, the student may submit a petition in writing to the jurisdictional dean. This petition must be submitted to the dean not later than the end of the fourth week of the term following that for which the grade is being appealed, excluding the summer term.

The petition shall request a meeting with the dean and shall present evidence that the grade is capricious as defined above, and shall present the student's arguments that substantiate his/her conclusions. The dean shall refer the petition to the instructor and secure from the instructor a response in writing, setting forth the instructor's position on the matter.

On the basis of a consideration of the student's petition and the instructor's response, the dean shall conduct an inquiry, which shall include a meeting with the student and the instructor separately or together and ascertain and consider relevant facts.

Decision:
The dean shall make one of these decisions:

    a. That the grade was not assigned capriciously and shall stand as assigned.

    d. That the grade was assigned capriciously and should be changed. The dean shall then assign a new grade. The dean may involve another faculty member with appropriate professional qualifications to review the work of the student and recommend a new grade The dean shall authorize the registrar to make the grade change.

The result of 3.a. or 3.b. shall be final.

Transcripts: Regulations Governing Issuance

1. Official transcripts bearing the signature of the Registrar and seal of the university for purposes of transfer of credit, certification or employment reference are issued by direct mail or electronically to educational institutions, certification agents and employers. Students may supply application forms or other supportive documents to be enclosed with official transcripts.

2. All official transcripts that are placed into a student's hands or sent directly to students are stamped "Issued to Student."
3. A student's academic record is considered confidential. Therefore, transcripts will be issued only at the <u>written and signed request of an individual student, or appropriate institutions or officials</u>.
4. Each transcript is issued as a complete and accurate copy of the student's academic record as of the date of issue. It contains a record of all work attempted at Aurora University, together with a notation as to final grades earned, or drop status achieved, in each course. It shows total number of credits accepted in transfer from other colleges or universities. High school credits and test scores are not transmitted. Grade point averages are computed and reported with appropriate explanation as to the means of calculation.
5. Aurora University has no authority to copy or release transcripts furnished to it from other institutions for admission or evaluation of credit. Transcripts from other institutions or testing agencies must always be obtained from the issuing institution or agency.
6. Transcripts will be withheld until the student's financial record with the university is clear. Until such time as this occurs, transcripts will only be issued to potential employers.
7. In cases of suspension, dismissal, and expulsion (or the equivalent), the transcript will be noted with the following: a) The general type of infraction (academic or disciplinaryl); b) The department initiating the students separation from the institution; and c) The effective dates or date/term ranges of students separation from the institution, if applicable.
8. Transcript transmittal information is listed on the reverse side of each transcript.

Undergraduate Student Classification and Definition
Each student who registers for a course at Aurora University will be classified. Classification will be made at the time of entry to the university and reclassification will be made every semester, or if a student shifts from a non- degree classification to a degree or certificate classification.

FR Freshman	Admitted with less than 30 semester hours
SO Sophomore	Admitted and 30+ semester hours
JR Junior	Admitted and 60+ semester hours
SR Senior	Admitted and 90+ semester hours
PU Post-Undergraduate	With Bachelor's Degree seeking second Degree or Certificate
AL Student-at-Large	Not Admitted and Not Seeking Degree (may earn no more than 15 semester hours)
AU Auditor	Not Admitted and Taking Courses Without Credit
PR Provisional	Attending classes but admission procedures incomplete

Graduate Student Classification and Definition
Each student who registers for a course at Aurora University will be classified. Classification will be made at the time of entry to the university and reclassification will

be made every semester, or if a student shifts from a non-degree classification to a degree or certificate classification.

G1 — First-year graduate student (less than 18 semester hours)
G2 — Second-year graduate student (18 or more semester hours)
G3 — First-year doctoral student
G4 — Second-year doctoral student
PG — Post Graduate (with master's or doctoral degree seeking second degree or certificate)
GA — Student-at-Large (not admitted and not seeking degree [may earn no more than six semester hours])
AU — Auditor (not admitted and taking courses without credit)
PR — Provisional (attending classes but admission procedures incomplete)

Graduation Policies and Procedures
Application for Graduation Status

1. Each candidate will file an Application for Graduation. This application is located in WebAdvisor for students who have an anticipated completion date within the current academic year. Exception to this are the doctoral candidates who apply for graduation AFTER successful defense of their dissertation through their department. Submitting an Application for Graduation does not guarantee graduation, as notation of degree is driven by completion of degree requirements.
2. Applications must be submitted by the deadline indicated on the application together with the graduation fee.
3. There are annual commencement ceremonies following both the fall and spring semesters. Students with a summer completion date should consult the Commencement webpage regarding commencement options. Different locations may be subject to different commencement schedules as well. The application deadlines and schedules are available on the Commencement webpage.

Transcripts, Examination Credit, Life and Vocational Credit, Portfolio Assessment Credit, Incompletes, Deferred Grades

All candidates for graduation must have all transcripts from other institutions; results of examination scores; Life and Vocational Experience credit; portfolio credit; removal of temporary grades (incompletes or deferred grades) submitted to the Registrar by the fifth week of the term prior to the end of the term in which they plan to graduate. The exception will be for summer candidates for graduation. Official transcripts must be received by Aurora University on or before the last day of the term in which a student plans to graduate. Failure to receive these transcripts by that date will mean that the student's graduation status will be deferred to the next term, even though the student may have already participated in the ceremony.

Completion of Degree Requirements

Aurora University confers (awards) degrees three times each academic year. The conferral date corresponds to the commencement ceremony date, or to the last day of the semester of completion in the absence of a commencement ceremony. Students completing all degree requirements prior to the conferral date may request from the Office of the Registrar a letter of degree requirement completion including the anticipated conferral date for purposes of employement.

Participation in Commencement Ceremonies

Students must comply with all of the above regulations in order to receive a printed diploma and to participate in the commencement ceremonies. Students planning to graduate should give special attention to their progress in their final semester courses.

It should further be noted that it is the responsibility of the student to make satisfactory arrangements with the Student Accounts Office for all outstanding debts prior to degree conferral and the commencement ceremony. Those students who have not completed such arrangements to the satisfaction of the Student Accounts Office will not be mailed a printed diploma or official transcripts.

Graduating in Absentia

Participation in the commencement ceremony is voluntary (although we do need to know the student's decision beforehand for planning purposes). Those who choose not to participate in person will graduate in absentia.

To Receive Diplomas

In order to receive a diploma, students must complete all degree requirements satisfactorily and be current in all financial obligations to the university.

Financial Aid Rights and Responsibilities

This information is accurate at all Aurora University locations and subject to change without prior notice.

1. A student has the right to know the criteria used to determine his/her financial need and the aid he/she has been awarded. A student also has the right to decline any or all of the awarded aid.
2. Students must apply for financial aid every year. Aurora University highly recommends completing the Free Application for Federal Student Aid (FAFSA) as soon as possible beginning October 1. Students turning in financial aid paperwork and completing their 2020-21 financial aid file after May 1, 2020, may incur late fees and/or penalties.
3. If a student has been selected for verification, he/she must submit requested items to the Office of Financial Aid. Verification must be completed before any financial aid, including loans, can be credited to your account. Please Note: The verification process may take longer if FAFSA corrections are required. Corrections to FAFSA information may result in changes to a student's financial

aid eligibility, which a student would be notified of via a revised financial aid award letter.

4. Special Circumstance and Dependency Override Requests: There are times when a student may encounter a situation that is not reflected in the information requested on his/her FAFSA. If he/she has extenuating circumstances, he/she may complete a Special Circumstance or Dependency Override Request. The Office of Financial Aid reviews completed requests weekly. These forms are available at aurora.edu/forms2020.

5. A student must be enrolled at least halftime and maintain Satisfactory Academic Progress (SAP) in order to receive federal, state and institutional financial aid. For additional information, refer to the Satisfactory Academic Progress Procedures form at aurora.edu/forms2020.

6. Definitions of Enrollment per Semester:

	Undergraduate	Graduate/Doctoral
Full-time	12 or more credits	6 or more credits
Three-quarter time	9–11 credits	5 credits
Half-time	6–8 credits	3 - 4 credits
Less than half-time	<6 credits	<3 credits

7. Definitions of Academic Level: A student's academic level is a factor in determining their Federal Direct Stafford Loan eligibility.

Academic Level	Credit Hours
Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90+ hours

8. The student's financial aid cost of attendance is based off of tuition and fees as well as estimates for room and board, books and supplies, transportation, and living (personal and miscellaneous) expenses. For full-time (12-17 hours) traditional undergraduate students, the cost of attendance is displayed below. A similar formula is used with adjusted numbers that reflect costs for different student scenarios (ex: part-time, graduate, online, George Williams College, etc.). Specific charges can be found at aurora.edu/student-accounts/cost.html.

	On Campus	Off Campus
Tuition/Fees	$25,960	$25,960
Books	$1,200	$1,200
Room	$6,574	$2,484
Board	$3,900	$1,476
Transportation	$1,386	$1,602
Living	$1,638	$1,638
Total	**$40,658**	**$34,360**

9. No federal or state aid will be awarded to a student who owes a refund or repayment on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (SEOG) or who is in default on a Federal Direct Stafford Student Loan, Federal Direct PLUS Loan, or Federal Perkins Loan.
10. Student's must comply with all federal regulations regarding Selective Service registration and use of funds.
11. All financial aid received in excess of a student's need and/or cost of attendance must be returned/repaid. The total of any financial aid programs designated as applicable toward tuition only cannot exceed the direct cost of tuition.
12. If a student or other individual misreports information or alters documents to fraudulently obtain federal funds, this will result in the cancellation of aid and referral to the U.S. Department of Education's Office of Inspector General.
13. The Student Accounts Office will apply federal and state financial aid to allowable charges such as tuition, fees, room, and board as well as authorized miscellaneous charges per the Tuition/Fees Payment Agreement form. Excess funds, if applicable, will be refunded to the student and/or parent within 14 calendar days from when the credit balance becomes available. **If a student receives a refund of credit and then has a reduction in financial aid, incurs additional charges, or withdraws from all courses, he/she is responsible for paying the outstanding balance.** If the student prefers to have any credit balance held on his/her student account during the academic year, he/she can arrange this with the Student Accounts Office.
14. A student's enrollment in a program of study abroad approved for credit by AU may be considered enrollment at AU for the purpose of applying for assistance under the FSA programs. The student must complete the Study Abroad Consortium Agreement Application and Contract.
15. Students are responsible for reporting any of the following to the Office of Financial Aid:
    - Change in enrollment
    - Change in living arrangements
    - Change in academic level
    - Receipt of tuition benefits/reimbursement from outside source
    - Receipt of an outside scholarship
16. Summer financial aid requires a separate institutional application in addition to the FAFSA for the applicable academic year. Applications will be available beginning in December. If eligible for summer aid, he/she will receive an award letter. He/She will also be notified if he/she is not eligible for aid during the summer term. Additional items may need to be submitted if requested.
17. If borrowing a Federal Direct Stafford Student Loan for the first time, a student must complete an Entrance Counseling session. He/She must complete an Exit Counseling session if his/her enrollment falls below half time, prior to graduation, or upon leaving the university. At that time, he/she may contact the U.S. Department of Education to inquire about repayment and/or deferment of his/her federal loans. It is important for the student to recognize their obligation to repay loans.

18. A student's loan disbursement dates have been predetermined by AU. Students enrolled in a semester or a modular program will have one scheduled loan disbursement each semester of attendance. Summer semester loan disbursements are based on summer course dates. The student's loan disclosure statement from the U.S. Department of Education will indicate his/her anticipated disbursement dates and amounts. Students will be notified by the Student Accounts Office via their AU email accounts upon arrival of their loan disbursement(s). Students can manage their federal loans through the National Student Loan Data System (NSLDS) at nslds.ed.gov.
19. Tuition Refund Policy: Refer to the Withdrawal and Refund Policies Section of the Tuition/Fees Payment Agreement form for additional information. **Withdrawing from courses may reduce or eliminate financial aid based on a student's final enrollment**.
20. Room and meal plan charges are subject to a different refund policy, which is determined by the Office of Residence Life.
21. A student's eligibility for financial aid may be affected if he/she withdraws from any or all of his/her classes. Check with the Office of Financial Aid before withdrawing from any classes. If a student makes the decision to withdraw from Aurora University at any time, the student utilizes the Request to Withdraw form located in WebAdvisor.
22. Return of Federal Funds Policy: A student who receives Title IV funds and withdraws from classes up through the 60% point in a period of enrollment may no longer be eligible for the full amount of federal aid. Title IV (federal aid) includes: Direct Stafford Loans, Direct PLUS Loans, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Iraq and Afghanistan Service Grant. A percentage is used to determine the amount of federal funds the student has earned, and which may be disbursed, at the time of withdrawal. For an official withdrawal, the withdrawal date is the date the student begins the university's withdrawal process. For an Unofficial withdrawal, the withdrawal date is the last date the student participated in an "academically related activity" (e.g., attending a class or lab, taking an exam, submitting an assignment) which can be confirmed by a faculty or staff member. If it is impossible to establish a date that the student last participated in an "academically related activity," the midpoint of the semester will be considered the official last date of attendance for the purpose of returning unearned Title IV funds. Any unearned funds must be returned by the school and/or student. This must be done no later than 45 days from the date the Office of Financial Aid is notified of the total withdrawal. This federal calculation must also be done after semester grades are submitted in the event that a student receives all F's (a 0.0 semester GPA) and the F's are due to lack of attendance. Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned must be allocated in the following order:
    1. Federal Direct Unsubsidized Loan
    2. Federal Direct Subsidized Loan
    3. Federal Direct Parent Loan (PLUS)
    4. Federal Direct Graduate PLUS Loan

5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Iraq and Afghanistan Service Grant

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, Aurora University must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and a signed, response or email from their AU email account must be returned to the university within 14 days.

Aurora University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the university needs the student's permission to use the post-withdrawal grant disbursement for all other university charges. If the student does not give his/her permission, the student will be offered the funds. It may be in the student's best interest to allow the university to keep the funds to reduce the student's debt at the university.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Further details regarding the federal returns calculation are available in the Office of Financial Aid.

Satisfactory Academic Progress Procedures
A student is required to maintain Satisfactory Academic Progress (SAP) in the course of study that he/she is pursuing, according to the standards and practices regulated by federal and state governments for the institution.
Schools are required to monitor the SAP of students at least once annually. Aurora University reviews SAP after the spring semester for all programs. Once the Registrar notifies the Office of Financial Aid that all grades are in the system financial aid staff will identify students whose academic records do not meet SAP. These students will be notified by a letter and email to their AU email account. A student has the right to appeal this decision. The appeal form is available at aurora.edu/financialaidforms.
All periods of enrollment count toward SAP (Fall, Spring, and Summer), including when a student does not receive Title IV aid.
The following guidelines are now in effect. These SAP policies and procedures are subject to change without prior notice.

1. **Qualitative** Regulations – GPA
   Undergraduate Students: Undergraduate students must achieve a minimum total cumulative GPA of 2.0 by the end of the spring semester to be eligible for financial aid for any subsequent semesters.
   Graduate Students: Graduate students must achieve a minimum total cumulative GPA of 3.0 by the end of the spring semester to be eligible for financial aid for any subsequent semesters.

2. **Quantitative Regulations** - Pace of Completion
   Students must complete at least two-thirds (66.67%) of all courses attempted to maintain quantitative eligibility for aid.
   *Example: A student was enrolled in 12 semester hours but completes only 7 semester hours. This student completed 58.33% of the courses and is therefore **NOT** maintaining SAP.*

3. **Academic Program Completion**
   Maximum Timeframe: To earn a bachelor's degree at Aurora University, students must complete a minimum of 120 semester hours. Students may receive financial aid for up to 150% of the hours required to complete their programs. This includes hours earned at another institution and transferred to Aurora University, as well as any hours that may have been completed even if financial aid was not received. If at any time a student chooses to change majors, courses previously completed may be included in the 150% completion rate.
   Timely Completion of Degree: Students enrolled in a graduate or aid-eligible non-degree program must complete the requirements for the program in the specified timeframe. Students who exceed the timeframe may not be eligible for aid and can appeal with the SAP Appeals Committee to develop a plan for degree completion.
   Degree Completion Requirement: Federal and state financial aid is limited to a student's degree requirements. Once degree requirements have been met, students can no longer receive federal or state aid with restrictions on institutional funds. This is accurate even if a student has not applied for graduation or the degree has not been officially conferred. Undergraduate students who are pursuing a double major or minor cannot receive aid once all degree requirements have been met for one undergraduate degree.

Transfer programs

All courses accepted for transfer from another institution are counted toward the 150% maximum time frame eligibility. The transfer credits received will not be included in the calculation of the student's GPA.

Policy on Incompletes, Audits, Non-Credit Remedials, and Withdrawals

Aurora University will not allow incompletes, audits, non-credit remedial, and withdrawal courses to be considered as credits successfully completed, but will consider them as courses attempted and therefore are counted in the maximum timeframe.
Students who receive an Incomplete or Deferred Grade for a course while on SAP

probation will be reviewed on an individual basis. Students in this situation are monitored in conjunction with the Registrar's Office for final grades and then the files are evaluated as to progress. If needed any required adjustment to their financial aid is made upon notification of the final grade.

Non-credit remedial courses are counted toward the minimum amount of courses required for financial aid eligibility.

Aurora University does not offer withdrawal pass and withdrawal fail courses.

Changing Programs of Study

As outlined in the academic catalog, students wishing to change programs of study (majors) need to complete a Declaration of Major form. The student is encouraged to meet with a student success/academic advisor and a financial aid counselor. The student is expected to complete their program within the maximum timeframe. In limited circumstances appeals will be considered.

Double Majors

As outlined in the academic catalog, students may pursue multiple majors. The student would need to complete the Declaration of Major form for both programs and if approved, the student is encouraged to meet with a student success/academic advisor and a financial aid counselor. The student is expected to complete the multiple majors within the maximum timeframe.

A student's financial aid eligibility ends once all requirements for a first undergraduate degree are met, even if the requirements for the second or additional program/degree/major, at the student's current academic level, have not been met.

Second Undergraduate Degree

Students pursuing a second undergraduate degree are eligible only for federal student loans at the undergraduate level. Students seeking a second undergraduate degree are subject to the maximum timeframe limit for undergraduate study.

Retaking Coursework

Students are eligible to repeat courses, but only the higher grade will be calculated in the GPA and credit towards graduation.

If a student completes and passes a course, he/she may only receive Federal Title IV And State aid for one repeated course should he/she decide to retake the same course to earn a higher grade. If a student withdraws from or fails a course, he/she may receive Federal Title IV aid if he/she retakes the course.

Impact of Dropping/Failing Courses

Though a student may receive Federal Title IV aid for retaking a course that had previously been dropped or failed, both the first and second attempts are counted toward the quantitative (Pace of Completion) requirement. This means that repeatedly withdrawing from and/or failing courses may negatively impact a student's quantitative progress over the long term and result in the student failing to meet SAP requirements.

Financial Aid Appeal Process

If a student does not meet the SAP requirements, resulting in a loss of federal and state financial aid eligibility, he/she may appeal this determination in writing by completing and submitting the necessary documentation to the Office of Financial Aid within the designated deadline. The student will be provided with detailed instructions regarding the appeal process at that time. This process requires submitting the Appeal for All Aid form located at aurora.edu/financialaidforms. The appeal process takes into consideration special circumstances.

The SAP Appeals Committee will meet to review the appeal and supporting documentation and will be responsible for the final decision regarding financial aid eligibility for the next semester/academic year. The student will be notified in writing of the committee's decision. If approved, the student will be placed on financial aid probation and an academic plan will be prescribed for continued financial aid eligibility. All specifications for the academic plan will be provided to the student in writing and will be monitored on a semester-by-semester basis to determine continued financial aid eligibility.

If a student enrolls in a course(s) over the summer at Aurora University or at another school, he/she must notify the Office of Financial Aid, in writing, upon successful completion of the coursework in order for it to be considered as part of the appeal. To transfer coursework from another institution, a Prior Approval Form must be completed, submitted, and approved by the Registrar prior to enrolling in the course. An official transcript must be received in the Registrar's Office documenting successful completion of the coursework.

Conditions for Aurora University Scholarship Renewal

By the end of the spring semester, students must attain a minimum cumulative GPA determined by each scholarship program, as noted in the initial university acceptance letter, to renew the scholarship for the next academic year for a maximum of four years. The financial aid staff will monitor the student's academic progress throughout the academic year.

Renewable GPA	3.0	2.75	2.5
Scholarships	Board of Trustees Presidential Transfer Phi Theta Kappa Alpha Beta Gamma Psi Beta EdRising (Beginning 17-18)	Crimi Deans' Transfer Williams EdRising (Before 17-18)	Deans' Spartan Transfer Cratty Faculty Transfer

If the student falls below the cumulative GPA required at the end of the spring semester, he/she will automatically receive a reduced scholarship level for the upcoming academic year. The student may appeal and will be provided with detailed instructions regarding the scholarship appeal process at that time. This process requires submitting the Scholarship Appeal form located at aurora.edu/financialaidforms.

The SAP Appeals Committee will meet to review the appeal and supporting documentation, if applicable, and will be responsible for the final decision regarding scholarship eligibility for the next academic year. The student will be notified in writing of the committee's decision. If approved, the student will be placed on scholarship probation and a Scholarship Probation Contract will be prescribed for continued scholarship eligibility.

If the student chooses not to appeal or if his/her appeal is denied, the change in scholarship eligibility will remain in effect. Students may receive federal and/or state aid, provided they apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA) by all applicable deadlines and satisfy the appropriate SAP requirements previously described.

This information is accurate at all Aurora University locations and subject to change without prior notice.

Family Educational Rights and Privacy Act of 1974 as Amended FERPA
The Family Educational Rights and Privacy Act of 1974 is a federal statute, that took effect on November 19, 1974. Specifically, this statute governs (1) student access to records maintained by educational institutions, and (2) release of such records. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:
1. The right to inspect and review the student's education records within 45 days after the day Aurora University receives a request for access. Under the first heading, student access to records, the law requires all educational institutions to allow attending students and former students access to their personal records.
    a. At Aurora University the records of attending students include the general file in graduate program office, the permanent academic record in the Registrar's Office, financial records in the Student Accounts Office, the financial aid files in the Office of Financial Aid, and where appropriate, the files in the School of Education.
    b. The files of former students are found in the Office of Alumni Relations, Registrar's Office, and, where appropriate, in the School of Education.
    c. Specifically exempted from viewing by the student are the financial records of students' parents and the confidential recommendations and statements written for and placed in the file prior to January 1, 1975. A student may or may not sign a waiver of his/her right to access to recommendations and statements written for and about him/ her after January 1, 1975.

     d. Copies of student records will be furnished upon written request of the student. Official transcripts of a student's college academic record are available. Student records for which copies are requested will be issued at a charge of $.25 per page with a minimum charge of $2.00.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The law requires educational institutions to provide hearings for students to challenge any record that they consider inaccurate or misleading. Aurora University, in complying with this law, has established the following procedures for implementing it.

     a. A student must present a written request to see the contents of his/her files to the appropriate office. An appointment will then be made for him/her to read his/her file in the presence of a member of the university staff. Identification will be required at the time of the appointment. A student may read the contents of these files, but may not remove or destroy any of the contents.

     b. A University Judicial Board hearing may be requested by a student for the purpose of challenging any record he/she considers inaccurate or misleading, under the terms of General Campus Regulation Number 16. The decision of the University Judicial Board will be appropriately implemented in all such cases. If the decision is not to amend the record, the student will be allowed to place a written comment or explanation in his/her file. If the contested portion of the file is disclosed to anybody, the student's statement will also be disclosed.

3. The right to provide written consent before Aurora University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Under the second heading, the release of student records, the law requires prior written consent of the student before releasing personally identifiable data about him/ her from the records to other than a specified list of exceptions that includes school officials, whom the university has determined to have legitimate educational interests, officials of other schools in which a student seeks to enroll, parents of "income tax dependent" students, appropriate government officials, accrediting organizations, in response to a legal subpoena and to certain others if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

     a. Excepted from this requirement is "directory information," including the student's name, address, telephone number, email address, photograph/electronic image, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees, honors, and awards received, and the most recent previous educational institution attended by the student.

     b. Such information may be made public once the institution gives notice of the categories of information that it has designated as such "directory information" and allows a reasonable period of time after such notice has

been given for a student to inform the institution in writing that all of the information designated should not be released without his/her prior written consent. New requests or cancellations must be submitted by the end of the first week of classes for the given term. After that date, the university cannot guarantee that your directory information will not appear in a printed publication. This announcement constitutes such public notice.

c. "School officials" include (a) persons employed by Aurora University in an administrative, supervisory, academic, research, or support staff position (including but not limited to law enforcement unit personnel, attorneys, counselors, and health staff); (b) persons serving on the board of trustees; or (c) persons (including students) serving on an official university committee, such as a disciplinary or grievance committee. A school official also may include a volunteer, contractor, consultant or other party outside of Aurora University (i) who performs an institutional service or function for which the university would otherwise use its own employees, (ii) who is under the direct control of the university with respect to the use and maintenance of education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks, and (iii) who is subject to the obligation not to disclose PII from any education record without the prior written consent of the student.

d. "Legitimate educational interests" include performing a task or engaging in an activity related to (i) one's regular duties or professional responsibilities, (ii) a student's education, (iii) the discipline of a student, (iv) a service to or benefit for a student, (v) measures to support student success, and (vi) the safety and security of the campus.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Aurora University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

ADMINISTRATION 2019-2020

REBECCA SHERRICK, PHD	President
REBECCA FLAMINIO	Executive Assistant to the President

ACADEMIC AFFAIRS

FRANK BUSCHER, PHD	Vice President for Academic Affairs
MARY TARLING, PHD	Dean of Academic Administration
KATHERINE CLARK, PHD	Director of University Library
MELODY NABORS	Registrar

ACADEMIC AFFAIRS, Educational Units

TOBY ARQUETTE, PHD	Dean, School of Business and Public Policy
BRENDA BARNWELL, DSW	Dean, School of Social Work
JENNIFER BUCKLEY, EDD	Dean, School of Education and Human Performance
KAROL DEAN, PHD	Dean, College of Arts and Sciences
JANICE STROM, PHD	Dean of School of Nursing

ENROLLMENT

JAMES LANCASTER	Vice President for Enrollment
DONNA LILJEGREN, EDD	Dean, AU Online
EMILY MORALES	Associate Vice President for Enrollment
CATHERINE PETERSON	Dean of Woodstock Center

ADMINISTRATION

CARMELLA MORAN	Vice President for Administration

ALUMNI RELATIONS

THERESE TOMASZKIEWICZ	Vice President for Alumni Relations

COMMUNITY RELATIONS

SARAH RUSSE	Vice President for Community Relations
NATASHA RITSMA	Director of the Schingoethe Center

DEVELOPMENT

MARGARET HOWES	Vice President for Development

FINANCE

SHARON MAXWELL, CPA	Vice President for Finance
JENNIFER HOFFMAN	University Controller

HUMAN RESOURCES

MARY WEIS	Vice President for Human Resources / Title IX Coordinator

MARKETING AND COMMUNICATIONS

DEBORAH MAUE	Vice President for Marketing & Communications

OPERATIONS

DAVID DIEHL	Chief Operating Officer
WILLIAM DAVIS	Deputy Director / Deputy Chief of Campus Public Safety
HEATHER GRANART	Executive Dean of Student Financial Services
HURSTEL HOWARD	Assistant Vice President / Chief Information Officer
AMIR ST CLAIR	Assistant Vice President / Director of Wackerlin Center

STUDENT LIFE

LORA DE LACEY, PHD	Executive Vice President
AMY GRAY, PHD	Vice President for Student Success
JAMES HAMAD	Assistant Vice President for Student Life/Athletic Director
ANN ALMASI-BUSH	Dean of Student Life

GEORGE WILLIAMS CAMPUS

KATHY HERRICK, PHD	Vice President for Academic and Student Life, GWC
KAILLEY HARMON	Assistant Vice President GWC
JENNIFER HERRICK	Assistant Dean of Students/Director of Student Success GWC
YVETTE SOMERVILLE	Vice President for Operations, GWC

FULL-TIME FACULTY 2019–2020

ADAMS, JULIE, Associate Professor of Biology, 2010 -- BS, 1999, University of Illinois at Urbana-Champaign; PhD, 2003, Bowling Green State University

AGOSTINONE, FAITH, Professor of Education, 2002 -- BA, 1992, University of Tulsa; MA, 1994, University of Tulsa; EdD, 1998, Oklahoma State University

ARENDT, ALISON, Assistant Professor of Social Work; Chair of Undergraduate Social Work, 2014 -- BA, 1996, Northern Illinois University; MSW, 2000, Aurora University

BABB, JACQUELINE, Assistant Professor of Digital Marketing; Chair of Marketing, 2017 -- BS, 2000, University of Illinois; MS, 2009, Northwestern University, IL

BARCLAY, BRIDGITTE, Associate Professor of English; Chair of English, 2011 -- BA, 2000, Evangel University; MA, 2002, Southern Connecticut State University; PhD, 2009, University of Texas at Arlington

BARSHINGER, JACK, University Professor, 2014 -- BS, 1974, Northern Illinois University; MS, 1978, Northern Illinois University; EdD, 1995, Northern Illinois University

BELCHER, ELISSA, Assistant Professor of Nursing, 2018 -- BSN, 1997, Aurora University; MSN, 2008, University of Phoenix

BONIAK, RICHARD, Associate Professor of Environmental and General Science; Assistant Academic Dean - GWC; Assistant Chair of Biology, 2010 -- BS, 1998, Northern Illinois University; MS, 2000, Southern Illinois University Carbondale; PhD, 2007, Southern Illinois University Carbondale

BRADLEY, KATHLEEN, Professor of Education; Chair of Special Education, 2006 -- BA, 1975, Princeton University; MA, 1978, Roosevelt University; PhD, 2004, Northwestern University

BRENDEL, KRISTEN, Associate Professor of Social Work, 2011 -- BA, 1995, Benedictine University; MSW, 1998, Aurora University; PhD, 2011, Loyola University Chicago

BRUHN, CHRISTINA, Associate Professor of Social Work; Co-Director of Assessment, 2009 -- BA, 1989, Kenyon College; MSW, 1996, University of Illinois at Chicago; PhD, 2003, University of Illinois at Chicago

BUTTERS, GERALD, Professor of History; Chair of History, 1999 -- BA, 1983, Washburn University; MA, 1989, University of Missouri; PhD, 1998, University of Kansas

CAIN, JAMES, Assistant Professor of Biology, 2014 -- BS, 2007, University of Illinois at Urbana-Champaign; MSEd, 2010, Southern Illinois University Carbondale; PhD, 2014, Southern Illinois University Carbondale

CARLISLE, SANDI, Assistant Professor of Recreation Administration; Coordinator of Human Performance Internships, 2019 – BS, 1981, St. Edward's University; MA, 1985, Texas State University; EdD, 2015 Northern Illinois University

CARR, ANDREW, Assistant Professor of Business and Finance; Chair of Undergraduate Business and Finance; Graduate Business Director, 2016 -- BA, 1982, Western Illinois University; MA, 1985, Sangamon State University; MBA, 1990, University of Chicago

CHEN, CHIH-CHIUN, Assistant Professor of Biology, 2016 -- BS, 1988, Fujen Catholic University; MS, 1991, National Yangming University; PhD, 2001, University of Illinois at Chicago

COLÓN SANTANA, JUAN, Assistant Professor of Physics, 2016 -- BSc, 2007, University of Puerto Rico; PhD, 2012, University of Nebraska

COOK, EUGENIE, Assistant Professor of Nursing - GWC, 2018 -- BS, 1985, University of Illinois; BSN, 2010, Olivet Nazarene University; MSN, 2015, Olivet Nazarene University

DABROS, MATTHEW, Assistant Professor of Political Science and Public Policy; Chair of Public Policy and Administration; MPA Director, 2016 -- BA, 2006, Aurora University; MA, 2008, Purdue University; MS, 2011, Purdue University; PhD, 2012, Purdue University

DANNER, DONALD, Assistant Professor of Accounting, 2013 -- BS, 1970, Saint Louis University; MBA, 1979, University of Missouri

DAVIS, JANE, Professor of Biology; Chair of Human Animal Studies, 2006 -- BS, 1981, University of Illinois at Urbana-Champaign DVM, 1984, University of Illinois at Urbana-Champaign; MS, 1986, University of Illinois at Urbana-Champaign

DAVIS, JENNIFER, Assistant Professor of Nursing, 2017 -- BSN, 1990, Bradley University, Peoria, IL; MSN, 2017, Northern Illinois University

DIAL, DAVID, Associate Professor of Criminal Justice; Chair of Criminal Justice, 2012 -- BA,1967, San Jose State College; MPA, 1980, University of Colorado; MA, 2006, United States Naval Postgraduate School

DONAVON, LAURA, Visiting Assistant Professor of Graduate Social Work; Coordinator of Addictions and Forensics, 2011 -- BSW, 1998, Aurora University; MSW, 1999, Aurora University

DUNN, PATRICK, Associate Professor of English, 2006 -- BA, 1998, University of Dubuque; MA, 2000, Northern Illinois University; PhD, 2005, Northern Illinois University

DURKIN, SUE, Visiting Assistant Professor of Nursing, 2019 – BSN, University of Illinois Medical Center; MSN, 1998, Northern Illinois University; DNP, 2016 Lewis University

ELLIOTT, SARA, Associate Professor of English, 2002 -- BA, 1989, Wheaton College; MA, 1992, Northern Illinois University; PhD, 1998, Northern Illinois University

ELLIS, JULIE, Assistant Professor of Nursing, 2018 -- BSN, 2003, Northern Illinois University; MSN, 2012, Benedictine University

ESCOBEDO, LIBBY, Associate Professor of Art History, 2007 -- BA, 1994, University of California-Los Angeles; MA, 1997, Bryn Mawr College; PhD, 2001, Bryn Mawr College

ESTRADA, CARLOS, Assistant Professor of Exercise Science, 2019 – BS, 2012, Southwestern Oklahoma State University; MS, 2015, University of Central Oklahoma; PhD, 2019, Oklahoma State University

FEDOTA, JOAN, Assistant Professor of Social Work; Assistant Dean of Social Work - GWC, 2014 -- BA, 1977, Northern Illinois University; MSW, 1980, Loyola University Chicago; EdD, 2000, National Louis University

FENNE, KARA, Assistant Professor of Nursing, 2016 -- BSN, 1992, University of Iowa; MSN, 2013, Clarke University

FERNAND, JONATHAN, Assistant Professor of Applied Behavior Analysis, 2018 -- BA, 2008, California State University; MA, 2012, California State University; PhD, 2017, University of Florida

FINCH, MELINDA, Visiting Assistant Professor of Nursing, 2019 – BA, Benedictine University; MSN, Loyola University, New Orleans

FLYNN, VALERIE, Professor of Psychology; Co-Director of Assessment, 1989 -- BA, 1979, University of Colorado; MA,1984, Columbia University Teachers College; PhD, 1998, Northern Illinois University

FORWARD, MARTIN, Professor of History, 2001 -- BA, 1973, University of Manchester; BA, 1975, University of Cambridge; MLit, 1982, University of Lancaster; PhD, 1995, University of Bristol

FOWLER, KIMBERLY, Assistant Professor of Nursing - GWC, 2017 -- BSN, 2015, Olivet Nazarene University; MSN, 2017, Olivet Nazarene University

FRANIUK, RENAE, Professor of Psychology, 2005 -- BS, 1996, University of Illinois at Urbana-Champaign; MA, 1998, University of Illinois at Urbana-Champaign; PhD, 2002, University of Illinois at Urbana-Champaign

FRANSEN, JEREMY, Assistant Professor of Exercise Science, 2019 – BA, 1995, College of St. Scholastica; MS, 2001, University of Nevada, Las Vegas; PhD, 2012, University of New Mexico

FREDENBURGH, LISA, Parolini Distinguished Associate Professor of Music; Director of Choral; Chair of Music, 2010 -- BA, 1986, Luther College; MM, 1992, University of Arizona; MM, 1995, University of Arizona; DMA, 1996, University of Arizona

GARRIOTT, PAMELA, Visiting Assistant Professor of Special Education; Chair of Special Education, 2016 -- BS, 1970, Indiana State University; MS, 1987, Indiana State University; PhD, 1992, Indiana University

GEREND, SARA, Associate Professor of English, 2008 -- BA, 1996, University of Wisconsin-Milwaukee; MA, 1998, University of California-Santa Barbara; PhD, 2004, University of California-Santa Barbara

GOALWIN, GREGORY, Assistant Professor of Sociology, 2018 -- BA, 2008, University of California-Riverside; MA History, 2010, University of California-Santa Barbara; MA Sociology, 2012, University of California-Santa Barbara; PhD, 2017, University of California-Santa Barbara

GORMAN, III, CORNELIUS F., Assistant Professor of Social Work; Coordinator Advanced Clinical Social Work Specialization, 2016 -- BA, 2003, Northern Illinois University; MSW, 2010, Aurora University; DSW, 2016, Aurora University

GRABOWSKI, ELIZABETH, Assistant Professor of Marketing, 2019 – BS, 2002, Northwestern University; MBA, 2009, Northwestern University

GRAHAM, KENDRA, Visiting Assistant Professor of Undergraduate Social Work, 2015 -- BSW, 1990, Lewis University; MSW, 1993, Aurora University

GREEN, SHAWN, Haase Distinguished Professor iof Marketing, 1991 -- BS, 1981, Bemidji State University; MBA, 1982, Mankato State
University; MS, 1990, University of Arizona; PhD, 1998, Union Institute

GRIES, JANICE, Assistant Dean of Nursing - GWC, 2013 --
BSN, 1978, Loyola University Chicago; MSN, 1980, Northern Illinois University; DNP, 2011, University of Illinois at Chicago

GWINNER, DONOVAN, Associate Professor of English, 2004 -- BA, 1991, University of Oregon; MA, 1994, University of Arizona; PhD, 2001, University of Arizona

HAPP, MARISSA, Associate Professor of Social Work; Coordinator of MSW Healthcare Specializations, 2013 -- BS, 1975, Northern Illinois University; MSW, 2000, Aurora University

HARRIS, ASHLEY, Assistant Professor of Athletic Training; Clinical Education Coordinator, 2017 -- BS, 2007, University of Wisconsin; MEd, 2009, Boston University; PhD, 2017, Oklahoma State University

HARVEY, MEREDITH, Associate Professor of English - GWC, 2010 -- BA, 2000, Cal Polytechnic University; MA, 2003, Chapman University; PhD, 2010, Idaho State University

HATCHER, DENISE L., Professor of Spanish; Chair of Foreign Languages, 2002 -- BA, 1989, Northern Illinois University; MA, 1994, Northern Illinois University; EdD, 2003, Northern Illinois University

HAYDEN, JENNIFER, Assistant Professor of Nursing, 2018 – BSN, 2010, Aurora University; MSN, 2016, Aurora University

HEARON, ELBERT, Assistant Professor of Business Analytics, 2018 – BA, 1982, Indiana University; MBA, 1991, University of Chicago; MS, 2010, DePaul University

HEIM, ANGELA, Assistant Professor of Nursing - GWC, 2018 – BSN, 2000, University of Wisconsin; MSN, 2016, Alverno College

HERRMANN, KEITH, Visiting Assistant Professor of Physical Education, 2005 -- BS, 1995, Illinois State University; MAT, 2007, Aurora University

HIPP, DANIEL, Professor of English, 1999 -- BA, 1990, University of Illinois at Urbana-Champaign; MA, 1993, Villanova University; MA, 1995, Vanderbilt University; PhD, 1998, Vanderbilt University

HIPP, JULIE, Associate Professor of English; Director of Faculty Development, 2011 -- BA, 1994, University of Notre Dame; MA, 1996, University of Notre Dame; MA, 1998, Vanderbilt University; PhD, 2001, Vanderbilt University

HOBBS, DENISE, Visiting Assistant Professor of Education, 2015 -- BS, 1977, Northern Illinois University; MEd, 1984, National Louis University; EdD, 1999, Loyola University Chicago

HOWERTON, EDWARD, Associate Professor of Education, 2015 -- BA, 1988, University of Illinois at Chicago; MS, 1995, Northern Illinois University; EdD, 2004, Aurora University

HUTCHES, MARY BETH, Assistant Professor of Nursing; Chair of Undergraduate Nursing, 2016 -- BSN, 1987, Northern Illinois University; MSN, 1993, Saint Xavier University; DNP, 2012, Rush University

JARPE, MEGHAN, Assistant Professor of Graduate Social Work, 2019 – BA, 2005, University of Michigan; MSW, 2010, University of Pittsburgh

JOHANSON, AMI, Assistant Professor of Chemistry, 2018 – BS, 2003, University of North Carolina at Chapel Hill; PhD, 2009, Northwestern University

JOHNSON, KRISTEN, Assistant Professor of Therapeutic Recreation, 2017 -- BS, 1986, University of Iowa; MS, 1996, Aurora University

JOHNSON, SARA, Associate Professor of Psychology - GWC; Assistant Chair of Psychology, 2013 -- BS, 2003, University of Wisconsin-Stevens Point; MA, 2008, Northern Illinois University; PhD, 2011, Northern Illinois University

JOYCE, STACY, Associate Professor of Theatre, 2014 -- BS, Illinois State University; MFA, 2005, Columbia University

KAJJUMBA, WOTAKA, Visiting Assistant Professor of Computer Science, 2019 – BS, 2002, Wayne State College; MS, 2008, Bellevue University

KAO, JAMES, Associate Professor of Art, 2013 -- BA, 1997, University of Chicago; BFA, 2004, School of the Art Institute of Chicago; MFA, 2006, School of the Art Institute of Chicago

KENNEDY, JENNIFER, Assistant Professor of Nursing - GWC 2017 – BSN, 2005, Northern Illinois University; MSN, 2011, Northern Illinois University

KIESO, DOUGLAS, Professor of Criminal Justice, 2001 -- BS, 1984, Northern Illinois University; MS, 1986, Northern Illinois University; JD, 1991, University of Illinois at Urbana-Champaign; PhD, 2003, University of California-Irvine

KING, KENNETH, Associate Professor of Education, 2019 – BS, 1985, Iowa State University; MS, 1990, Northern Illinois University; EdD, 1998, Northern Illinois University

KNELLER, MATTHEW, Associate Professor of Communication; Director of General Education; Chair of General Education, 2003 -- BA, 2000, Aurora University; MA, 2003, Northern Illinois University; EdD, 2009, Northern Illinois University

KOBER, RALPH, Assistant Professor of Education; Director of MA Programs, 2016 – BA, 1982, University of Illinois at Chicago; MS, 1983, University of Illinois at Chicago; MS, 1992, Northern Illinois University; EdD, 2000, Northern Illinois University

KOHNKE, JENNIFER L, Associate Professor of Education, 2008 -- BA, 1994, Roosevelt University; MA, 1997, Roosevelt University; EdD, 2006, Roosevelt University

KOOI, BRANDON, Professor of Criminal Justice, 2006 -- BS, 1995, Illlinois State University; MS, 1997, Illinois State University; PhD, 2004, Michigan State University

KUNSTBECK, THOMAS, Assistant Professor of Nursing, 2019 – BSN, 2016, Loyola University Chicago; MSN, 2019, Western Governor's University

LASH, DAVID, Assistant Professor of Computer Science, 2017 -- BS, 1981, Southern Illinois University; MS, 1983, University of Waterloo, Ontario, Canada; PhD, 1992, Illinois Institute of Technology

LEWIS, CALEB, Assistant Professor of Economics, 2018 – BA, 2006, Northern Illinois University; MA, 2009, Northern Illinois University; PhD, 2013, Northern Illinois University

LIVORSI, DAWN, Assistant Professor of Social Work, 2016 – BA, 2000, University of Illinois at Chicago; MSW, 2004, Aurora University; DSW, 2016, Aurora University

LLOYD, JOHNNY K. -- BS, 1975, Kentucky State University; MS, 1980, Wright State University; PhD, 1997, Northern Illinois University

MAISCH, GEORGINE, Assistant Professor of Nursing; Simulation Lab Coordinator, 2015 -- BSN, 1987, Widener University; MSN, 2012, Kaplan University

MARTIN, WILLIAM, Assistant Professor of Biology; Chair of Biology, 2016 -- BA, 1997, St. Norbert College; MS, 2000, University of Wisconsin-Madison; PhD, 2002, University of Wisconsin-Madison

MC CORMACK, JOHN, Assistant Professor of Religion, 2016 -- BA, 2004, Yale University; MA, 2006, Yale University; MA, 2009, University of Notre Dame; PhD, 2016, University of Notre Dame

MC ELHONEY, KYLE, Associate Professor of Chemistry, 2014 -- BS, 2008, Siena College; PhD, 2013, Tufts University

MEAD JASPERSE, SARAH, Assistant Professor of Applied Behavior Analysis; Director of Applied Behavior Analysis, 2018 – BA, 2005, Dartmouth College; MA, 2009, Harvard University; MA, 2010, Northeastern University; PhD, 2017, University of Florida

METZ, JENNIFER, Assistant Professor of Sport Management; Chair of Sport Management, 2018 – BA, 1996, Loyola University Chicago; MA, 1998, Northern Illinois University; PhD, 2005, University of Illinois at Urbana-Champaign

MORAN, TIMOTHY, Professor of Accounting, 2003 -- BA, 1980, Loyola University Chicago; MBA, 1999, University of St. Francis; EdD, 2013, Northern Illinois University

MYERS, JOHN, Assistant Professor of Biology - GWC, 2017 -- BA, 1987, Morehead State University; BS, 1991, National College of Chiropractic; DC, 1994, National College of Chiropractic

OBERMANN, MARGARET, Assistant Professor of Nursing – GWC, 2019 – BSN, 2007, Northern Illinois University; MSN, 2019, Northern Illinois University

PASTORELLO, CRISTIAN, Associate Professor of Music / Theory and Keyboard, 2011 -- BM, 2002, The Conservatory of Padua; MM, 2004, The Boston Conservatory; DMA, 2010, The University of Connecticut

PATEL, CHETNA, Professor of Chemistry; Smith Distinguished Chair of Science and Mathematics; Chair of Physical Sciencesto
John C. Dunham STEM Partnership School, 1996 -- BS/BA, 1986, University of Illinois at Chicago; PhD, 1991, University of Illinois at Chicago

PERKINS, DAVID, Assistant Professor of Accounting, 2016 -- BS, 2004, University of Illinois at Urbana-Champaign; MS, 2005, University of Illinois at Urbana-Champaign; Licensed, CPA, State of Illinois

PERTL, MELISSA, Assistant Professor of Nursing, 2015 -- ADN, 1986, Elgin Community College; BSN, 2003, Lewis University; MSN, 2009, Lewis University

PETERSEN, MARK, Assistant Professor of Public Policy and Administration; Co-Director of Dunham Scholars, 2017 -- BA, 2005, Fresno Pacific University; MA, 2008, Purdue University; PhD, 2012 Purdue University

PETKUS, JAMES, Assistant Professor of Computer Science and Mathematics, 2016 – BS, 2012, Aurora University; MS,2014, Northern Illinois University

PHELPS, DONALD W., Professor of Social Work, 2001 -- BS, 1985, Northern Illinois University; MSW, 1990, Aurora University; PhD, 1997, University of Illinois at Chicago

PICKUP, AUSTIN, Assistant Professor of Education, 2014 -- BA, 2008, Western Kentucky University; MA, 2010, The University of Alabama; PhD, 2014, The University of Alabama

PLUMMER, MARK, Associate Professor of Music, 2009 -- BM, 1993, South Dakota State University; MM, 1998, Roosevelt University; DA, 2003, University of Northern Colorado

QIN, YAN, Assistant Professor of Business Administration, 2019 – BA, 2006, Fudan University, Shanghai, China; PhD, 2011, University of Florida

RADTKE, SARAH, Professor of Athletic Training; Chair of Athletic Training, Exercise Science and Faculty Senate, 2001 -- BS, 1998, University of Wisconsin-Stevens Point; MS, 2001, Northern Illinois University; EdD, 2008, Northern Illinois University

RAHN, REGINA, Associate Professor of Mathematics, 2011 -- BS, 1988, University of Illinois at Urbana-Champaign; MS, 1991, University of Illinois at Urbana-Champaign; PhD, 1995, University of Illinois at Urbana-Champaign

REIFURTH, KATHERINE, Assistant Professor of Sport Management, 2019 – BA, 2012, Northwestern University; MS, 2013, University of Texas at Austin; PhD, 2019, University of South Carolina

RESSL, WILLIAM, Assistant Professor of Social Work, 2014 -- BA, 1985, Lewis University; MDiv, 2003, Chicago Theological Seminary; MSW, 2004, Dominican University; PhD, 2013, Chicago Theological Seminary

ROACH, TODD, Assistant Professor of Biology, 2017 -- BS, 1999, Purdue University; BS, 2002, National University of Health Sciences; DC, 2004, National University of Health Sciences

ROACHE', DAVID, Assistant Professor of Communication; Co-Director of Dunham Scholars, 2018 – BA, 2009, Aurora University; MA, 2013, University of Illinois at Urbana-Champaign; PhD, 2018 University of Illinois at Urbana-Champaign

RODRIGUEZ ESTRADA, ALMA, Associate Professor of Biology, 2013 -- BS, 2002, University of Veracruz; MS, 2005, Pennsylvania State University; PhD, 2008, Pennsylvania State University

ROWE-JOHNSON, MEAGHAN, Assistant Professor of Psychology, 2018 – BS, 2009, University of Wisconsin-La Crosse; MA, 2012, Loyola University Chicago; PhD, 2018, University of Iowa

RUBIN, MAUREEN, Associate Professor of Social Work; Director of Graduate Studies School of Social Work, 2019 – BA, 1987, University of Madras, India; MA, 1989, University of Madras, India; MSW, 1996, University of Illinois at Urbana-Champaign; PhD, 2004, University of South Carolina

RUDEK, DAVID, Professor of Psychology; Chair of Psychology, 2007 -- BA, 1998, Saint Louis University; MA, 2001, Loyola University Chicago; PhD, 2004, Loyola University Chicago

SCHROTH, TERRI, Associate Professor of Foreign Languages; Director of International Programs and Travel, 2011 -- BA, 1999, St. Norbert College; MA, 2002, Arizona State University; EdS, 2007, Louisiana State University; PhD, 2010, Louisiana State University

SCURTE, JESSICA, Assistant Professor of Graphic Design, 2018 – BFA, 2007, Iowa State University; MA, 2011, University of Phoenix

SEARLE-GULLI, STACY, Associate Professor of Theatre; Chair of Theatre, 2014 -- BA, 2003, Northern Kentucky University; MFA, 2006, The University of Alabama

SEERUP, WENDY, Visiting Assistant Professor of Undergraduate Social Work - GWC, 2017 -- BS, 1987, University of Illinois at Urbana-Champaign; MSW, 2000, University of Illinois at Urbana-Champaign

SERRANO, EVA, Associate Professor of Foreign Languages; Emeritus Dean of Latino/a Initiatives, 2019 – BA, 1983, Mundelein College of Loyola University; MBA, 1986, University of Dallas; EdD, 2009, Northern Illinois University

SHAPIRO, TERRY, Associate Professor of Psychology, 2009 -- BS, 1970, University of Illinois at Urbana-Champaign; PhD, 1977, University of Iowa

SILLITTI, SHARON, Assistant Professor of Nursing, 2017 -- BSN, 2008, Aurora University; MSN, 2013, Aurora University

SODERSTROM, MARK, Associate Professor of History, 2011 -- BA, 2004Central Michigan University; MA, 2005, Central Michigan University; PhD, 2011, Ohio State University

SOUTHALL, AUBREY B., Assistant Professor of Education; Chair of Secondary Education and ESL/Bilingual, 2016 -- BS/BA, 2009, University of Georgia; MEd, 2010, University of Georgia; EdS, 2012, Georgia State University; PhD, 2016, Georgia State University

STEVENS-MARCHIGIANI, DEBORAH, Professor of Education; Chair of Initial Licensure, Elementary Education, Early Childhood Education and Special Education ESL/Bilingual, 2001 -- BA, 1980, Marquette University; MA, 1981, Governors State University; PhD, 1992, Loyola University Chicago

STRASSBERG, BARBARA, University Professor of Sociology; Chair of Sociology, 1991 -- MA, 1970, Jagiellonian University, Krakow, Poland; PhD, 1975, Jagiellonian University, Krakow, Poland

TAYLOR, DAVID B., Visiting Assistant Professor of Education - Principal Endorsement, 2016 -- BS, 1981, Illinois State University; MEL, 2003, Aurora University

TEDROW, TODD, Assistant Professor of Social Work - GWC; Assistant Chair of Social Work - GWC and Woodstock, 2016 -- BA, 1991, University of Iowa; MA, 1997, University of Chicago; DSW, 2016, Aurora University

THOMAS, JERALD, Professor of Education, 2003 -- BA, 1987, Aurora University; MSEd,1998, Northern Illinois University; EdD, 2004, Northern Illinois University

VARGAS, LAURA, Assistant Professor of Social Work; Coordinator of Child Welfare Specialization, 2019 – BS, 1993, Illinois State University; MSW, 1996, University of Illinois at Urbana-Champaign; EdD, 2004, Northern Illinois University

VIVIRITO, JESSICA, Associate Professor of Education; Chair of EdD Program, 2008 -- BA, 1997, DePaul University; MSEd, 2001, Northern Illinois University; MSEd, 2008, Northern Illinois University; EdD, 2012, Northern Illinois University

WALKER, STEPHEN, Associate Professor of Applied Behavioral Analysis, 2013 -- BS, 2005, University of North Texas; MS, 2009, University of North Texas; PhD, 2013, University of Florida

WALTER, MARK, Associate Professor of Philosophy; Chair Religion and Philosophy, 2006 -- BA, 1990, University of Pittsburgh; MA, 2000, DePaul University; PhD, 2003, DePaul University

WELLS, CHRISTOPHER, Associate Professor of Parks and Recreation; Chair of Parks and Recreation Leadership, 2008 -- BA, 2005, Judson College: MS, 2007, Aurora University

WHEELER, DARIUS, Assistant Professor of Mathematics, 2017 -- BS, 2008, Delaware State University; MS, 2010, Delaware State University; MS, 2011, Northwestern University; PhD, 2017, Northwestern University

WHITE, LYNN, Kieso Distinguished Professor of Accounting; Chair of Undergraduate and Graduate, 2018 – BS, 1980, University of Illinois at Urbana-Champaign; MAS, 1984, University of Illinois at Urbana-Champaign; PhD, 1996, University of Illinois, Chicago

WHITUS, STEPHANIE, Professor of Criminal Justice, 2007 -- BS, 1993, University of Texas, Tyler; MPA, 1996, University of Texas, Tyler; PhD, 2006, Sam Houston State University

WICKS, PAMELA, Associate Professor of Communication; Chair of Communication, Marketing and Graphic Design, 2011 -- BA, 1997, Aurora University; MA, 2005, Northern Illinois University; EdD, 2010, Northern Illinois University

WYMAN, SEBASTIAN, Associate Professor of Mathematics; Chair of Mathematics, English and Computer Science, 2013 -- BS, 2007, Case Western Reserve University; MS, 2010, University of Florida; PhD, 2013, University of Florida

YELTON, STEPHANIE, Assistant Professor of Nursing, 2018 – BSN, 2008, Aurora University; MSN, 2017, Benedictine University

ZINZER, SCOTT, Assistant Professor of Mathematics, 2017 -- BS, 2009, Aurora University; MA, 2011, Arizona State University; PhD, 2015, Arizona State University

FACULTY/DEAN EMERITI

ALCORN, SANDRA, Dean of the School of Social Work and Professor of Social Work, 1986-2003; Dean Emeritus - GWC, 2003 -- BA, 1962, Wheaton College; MSW, 1965, University of Pittsburgh; PhD, 1984, University of Illinois at Chicago

ARTEBERRY, JOAN K., Professor of Nursing and Communication, 1979-2002; Professor Emeritus of Nursing and Communication, 2002 -- BSN, 1961, University of Wisconsin-Madison; MSN, 1966, University of Illinois Medical Center; PhD, 1974, University of Illinois at Urbana-Champaign

BABEL, RAYONIA A., Reference Librarian, Phillips Library, (Associate Professor), 1971-2000; Associate Professor Emeritus, Phillips Library, 2001 -- BA, 1970, Northern Illinois University; MA, 1971,Northern Illinois University

BANASZAK, RONALD, Professor of Education, 2000-2013; Professor Emeritus of Education, 2013 -- BA, 1966, Roosevelt University; MA, 1972, Northeastern Illinois University; PhD, 1980, Indiana University

BENSON, RONALD G., Dean, John and Judy Dunham School of Business and Professional Studies; Professor of Management, 1999-2001; Dean Emeritus, John and Judy Dunham School of Business and Professional Studies, 2001 -- BSIE, 1965, University of Iowa; MA, 1969, University of Iowa; PhD, 1975, University of Iowa

BERG, ROALD O., Associate Professor of Mathematics and Education, 1967-1999; Associate Professor Emeritus, 1999 -- BA, 1956, Aurora College, MEd, 1967, University of Florida

BOER, HENRY, Professor of Education, 2001-2016; Professor Emeritus of Education, 2016 -- BS, 1966, Illinois State University; MS, 1968, Northern Illinois University; PhD, 1978, Southern Illinois University

BONKOWSKI, SARA E., Professor of Social Work, 1986-2001; Professor Emeritus of Social Work, 2001 -- BS, 1960, University of Illinois at Urbana-Champaign; MS, 1973, Northern Illinois University; MSW, 1975, University of Illinois at Chicago; PhD, 1981, University of Illinois at Chicago

BROTCKE, DEBORAH, Professor of Education, 1992-2016; Professor Emeritus of Education, 2016 -- BA, 1971; MSEd, 1985, Northern Illinois University; EdD, 1991, Northern Illinois University

CHRISTIANSEN, RAYMOND S., Head of Media Services, Phillips Library; Associate Professor, 1977-2003; Associate Professor Emeritus, University Library, 2003 -- BA, 1971, Elmhurst College; MSEd, 1974, Northern Illinois University

CHURCH, LAUREL, Poetry Artist in Residence, Professor of Communication, 1985-2003; Professor Emeritus of Communication, 2001 -- BA, 1966, University of Illinois at Urbana-Champaign; MA, 1968, University of Illinois at Urbana-Champaign; PhD, 1975, University of Illinois at Urbana-Champaign

CRANE, CAROL D., Associate Professor of Biology, 1968-1971; 1978-2006; Professor Emeritus of Biology, 2006 -- BS, 1965, Aurora College; MA, 1968, University of North Carolina

DILLON, ROBERT A., Associate Professor of Mathematics, 1977-2006; Professor Emeritus of Mathematics, 2006 -- AB, 1963, Wheaton College; MA, 1968, University of Illinois at Urbana-Champaign; MA, 1978, Ball State University

DUNCAN, WILLAM B., Vice President and Chief Academic Officer - GWC; Assistant Professor of Recreation Administration, 1970-2011; Senior
Vice President Emeritus - GWC, 2011 -- BA, 1966, University of
California; MS, 1968, George Williams College; EdD, 1980, Northern Illinois University

DUNN, CAROL R., Vice President for Enrollment, 2000-2009; Director of Adult and Continuing Education, 1982-1985; Vice President for Enrollment Emeritus, 2009 -- BA, 1963, Oberlin College; MAT, 1964, Harvard University, EdD, 1984, Northern Illinois University

EDWARDS, MARVIN, Professor of Education ,2002-2017; Professor Emeritus of Education, 2017 -- BS, 1967, Eastern Illinois University; MS, 1969, Chicago State University; CAS, 1973, Northern Illinois University; EdD, 1974, Northern Illinois University

FEE, JOAN, Professor of Education; Chair EdD Program, 2003-2016; Professor Emeritus of Education, 2016 -- BA, 1969, College of William and Mary; MA, 1974, University of Chicago; PhD, 1979, University of Chicago

FROST, DAVID, Associate Professor of Business, 2006-2016; Professor Emeritus of

Business, 2016-BA, 1972, Pomona College; MBA, 1976, Harvard University

FULLER, DONALD A., Professor of English, 1963-1999; Professor Emeritus of English, 1999 -- BA, 1960, Aurora College; MAT, 1961, Yale University; MA, 1963, University of Michigan; PhD, 1983, Northern Illinois University

GLENN, MARY, Associate Professor of Nursing, 1984-2004; Associate Professor Emeritus, School of Nursing, 2004 -- BSN, 1959, St. Ambrose College; MS, 1966, University of Illinois at Chicago; PhD,1987, University of Illinois at Chicago

GUDENAS, JOHN, Professor of Computer Science, 1991-2010; Professor Emeritus of Computer Science, 2010 -- BS, 1968, Illinois Benedictine College; MS, 1971, Illinois Institute of Technology; PhD, 1995, Illinois Institute of Technology

JANASKIE, CRYSTAL R., Assistant Dean, Director of Academic Advisement and Associate Professor of Economics and Business, 1959-1977; Professor Emerita of Economics and Business, 1977 -- BS, 1955, Aurora College; MBA, 1960, University of Chicago

JEWEL, GARY D., Director, Graduate Programs, 1994-1996; Dean, College of Education 1996-2003; Executive Director, Institute for Collaboration, 2003-2005; Part-Time Instructor 2005-2012; Dean Emeritus, College of Education, 2012 -- BS, 1961, Illinois State University; MS,1965, Illinois State University

KRAUSE, CHRISTINA, Associate Professor of Psychology, 1996-2016; Associate Professor Emeritus of Psychology, 2016 -- BA, 1989, Aurora University; MA, 1992, Northern Illinois University; PhD, 1996, Northern Illinois University

LAY, STEVEN R., Professor of Mathematics, 1971-1990; Professor Emeritus of Mathematics, 1990 -- BA, 1966, Aurora College; MA, 1968, University of California-Los Angeles; PhD, 1971, University of California-Los Angeles

LEASK, J. KENNETH, Professor of Psychology, 1966-2001; Professor Emeritus of Psychology, 2001 -- BA, 1962, Michigan State University; MA, 1967, Northern Illinois University; EdD, 1989, Northern Illinois University

LOCKLIN, MARYANNE, Director, School of Nursing; Associate Professor of Nursing, 1995-2006; Associate Professor and Director Emeritus, School of Nursing, 2006 -- BS, 1979, Elmhurst College; MS, 1983, Rush University; DNS, 1994, Rush University

LOCKWOOD, BARBARA, Associate Professor of Nursing, 2003-2016; Associate Professor Emeritus of Nursing, 2016 -- BSN, 1970, University of Colorado; MSN, 1973, University of Colorado; PhD, 2009, University of Illinois at Chicago

LOWERY, STEPHEN P., Professor of Art, 1986-2013; Professor Emeritus of Art, 2013 -- BFA, 1966, Herron School of Art; MFA, 1971, Tulane University

MELLES, JOHN J., Professor of Physics and Engineering Science, 1974-2006; Professor Emeritus of Physics, 2006 -- BS, 1965, South Dakota State University; MS, 1968, University of Nebraska; PhD, 1973, University of Missouri

MILLER, MARY A. HARPER, Dean, School of Nursing; Professor of Nursing, 1996-2001; Dean Emeritus, School of Nursing, 2001 -- BSN, 1963, Union College; MS, 1964, Loma Linda University; PhD, 1987, University of Colorado

MORRISON, JOHN, Professor of Social Work, 1987-2008; Professor Emeritus of Social Work, 2008 -- BA, 1960, Roberts Wesleyan College; MSW, 1966, Adelphi University; DSW, 1978, Hunter College, City University of New York

MULL, CAROLYN, Professor of Nursing, 1987-2003; Professor Emeritus of Nursing,

2003 -- BA, 1969, Bethel College; BSN, 1983, Aurora College; MS, 1985, University of Illinois at Chicago; PhD, 1988, University of Illinois at Chicago

NELSON, KAY, Associate Professor of English and Communication, 1991-2003; Associate Professor Emeritus of English, 2003 -- BA, 1964, Elmira College; MA, 1969, University of Chicago; PhD, 1978, University of Chicago

OLBINSKI, LINDA, Dean, School of Professional Studies - GWC, 2002-2010; Director of Continuing Education, 2010-2012; Dean Emeritus - GWC, 2012 -- BA, 1973, Western Illinois University; MS, 1987, University of Wisconsin-Milwaukee; PhD, 1998, Marquette University

OLENIK, KENNETH A., Associate Professor of Sociology, 1966-1996; Professor Emeritus of Sociology, 1996 -- BA, 1955, University of Nebraska; MDiv, 1958, Trinity Evangelical Divinity School

PALMER, SUSAN L., Professor of History; Curator of Jenks Collection, 1973-2010; Professor Emeritus of History, 2010 -- BA, 1971, Aurora College; MA, 1973, Northern Illinois University; PhD, 1987, Northern Illinois University

PEICHL, CHARLOTTE G., Associate Professor of Music, 1974-1994; Associate Professor Emeritus of Music, 1994 -- BM, 1951, North Central College; MM, 1952, Northwestern University

PIET, MARIANNE, Associate Professor of Social Work, 1996-2006; Associate Professor Emeritus of Social Work, 2007-BA, 1984; MSW, 1986, University of Illinois at Chicago; DSW, 1998, Loyola University Chicago

RAMER, RONALD, Associate Professor of Philosophy/Interdisciplinary Studies, 1991-2010; Associate Professor Emeritus, 2010 -- BA, 1963, City University of New York; MA, 1965, City University of New York; MA, 1967, Michigan State University; PhD, 1973, Syracuse University

ROSS, SUSAN, Professor of Social Work, 1995-2010; Professor Emeritus of Social Work, 2010 -- BS, 1968, Iowa State University; MSW, 1974, George Williams College; EdD, 1985, Northern Illinois University

SAWDEY, MICHAEL, Professor of Fine Arts, 1985-2011; Professor Emeritus of Fine Arts, 2011 -- BA, 1966, University of Michigan; MA, 1968, University of Illinios at Urbana-Champaign; PhD, 1974, University of Illinois at Urbana-Champaign

SCARSETH, SONJA, Catalog Librarian, Phillips Library, (Associate Professor), 1964-1998; Associate Professor Emeritus, University Library, 1998 -- AB, 1953, Luther College; MLS, 1954, University of Michigan

SCHRAGE, HAROLD, BSW Program Director 1987-1991; Field Coordinator of Field Placement 1991-1992; Professor Emeritus of Social Work, 1994 -- BS, 1951, University of Wisconsin; MSSW, 1952, University of Wisconsin; PhD, 1971, University of Minnesota

SOMMERS, DEANNA, Associate Professor of Nursing, 2006-2016; Associate Professor Emeritus of Nursing, 2016 -- AS, 1989, University of New York State-Albany; BSN, 1994, Wayne State University; MSN, 1998, Wayne State University

TAYLOR, HANNI U., Professor of English, 1978-2006; Professor Emeritus of English, 2006 -- 5 eme, 1967, Alliance Francaise, Paris; MA, 1967, Phillipps Universitat, Germany; PhD, 1986, Northern Illinois University

VANKO, JOHN G., Associate Professor of Education, 1996-2008; Associate Professor

Emeritus of Education, 2008 -- BS, 1959, Western Illinois University; MS, 1960, Western Illinois University; EdD,1973, Loyola University Chicago

WESTPHAL, RICHARD F., Professor of English, 1971-2010; Professor Emeritus of English, 2010 -- AB, 1967, Boston College; MPhil, 1970, Yale University; DA, 1995, Illinois State University

YERKES, RITA, Dean, School of Experiential Leadership; Professor of Leisure Studies, 1987-2008; Dean Emeritus, School of Experiential Leadership, 2008 - -BA, 1970, University of Kentucky; MA, 1973, University of Missouri; EdD, 1980, Northern Illinois University

ZIMMERMAN, CRAIG A., Professor of Biology, 1975-2000; Professor Emeritus of Biology, 2000 -- BS, 1960, Baldwin-Wallace College; MS, 1962, University of Michigan; MS, 1964, University of Michigan; PhD, 1969, University of Michigan