

2009-2011 GRADUATE CATALOG

LEWIS UNIVERSITY

LEWIS UNIVERSITY

GRADUATE CATALOG

2009-2011



PRACTICAL · FOCUSED · RELEVANT

LEWIS AT A GLANCE

OUTSTANDING ACADEMIC CHOICES

Located in the Midwest, Lewis University is a comprehensive, Catholic university, where the traditions of liberal learning, values and preparation for professional work come together with a synergy that gives the university its educational identity and focus. Founded in 1932, Lewis is a dynamic, coeducational university offering nearly 80 undergraduate majors and programs of study, 22 graduate programs, and certificates of advanced study. Lewis is one of many schools sponsored by the De La Salle Christian Brothers, an international Roman Catholic teaching order, with 327 years of teaching experience in the Lasallian tradition.



EXPERIENCED FACULTY

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

A WELCOMING CAMPUS

The Lewis main campus in Romeoville, Illinois, is a picturesque 376-acre setting which houses 1,200 students in 12 residence halls, all within walking distance of well-equipped classrooms, the library, the JFK Recreation and Fitness Center, the Student Union, and the Sancta Alberta Chapel. Lewis suburban campuses are located in Oak Brook, Tinley Park, Shorewood and Hickory Hills. Additionally, classes are offered at De La Salle Institute in Chicago and at numerous sites throughout the Chicagoland area. All campuses are easily accessible to corporate offices in Chicago and the suburbs, making it easy for students to complete professional internships.

ENROLLMENT

Lewis currently has 5,600 students: 3,900 undergraduates and 1,700 graduate students. Many are from the Chicago region, with international students representing nearly thirty different countries.

FROM THE PRESIDENT

Dear Prospective Graduate Student:

I am pleased that you are interested in pursuing graduate level studies here at Lewis University. The University offers a variety of high quality, career-oriented graduate programs, leading to master's degrees and certificates in many fields, plus a doctoral program in Educational Leadership for Teaching and Learning. Each is designed to assist you in achieving your professional and personal goals. You will find that Lewis University enriches its curriculum with values-based principles to provide for our students a liberal and professional education, reflecting our Catholic and Lasallian heritage.

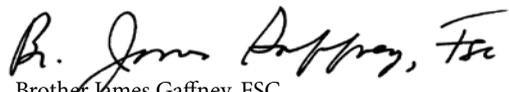


The Lewis University faculty has considerable expertise in their academic fields. Many are also practitioners who bring a wealth of experience to the classroom. They are very capable teachers and adept facilitators of adult learning. Our small interactive classes can provide you the opportunity both to get to know your instructors and to learn from your peers.

This catalog provides an overview of the University's various graduate programs. Additional information on specific courses, certificate programs, seminars, and workshops can be found in the *University Course Schedule*, through a visit to our Web site www.lewisu.edu, or by calling the appropriate academic department.

We recognize that you are seeking fine quality, adult-oriented academic programs, as well as convenience and a good return on your investment. You will find that the Lewis Mission pledges to provide effective learning opportunities through a creative and critical interaction of a community of learners, which is ideal for graduate studies. As adult students with a variety of educational and career experiences, your feedback is invited on ways to further enhance our many fine offerings. You can be assured that we will provide you with a challenging, yet rewarding graduate experience at Lewis University. You are to be commended for pursuing your lofty educational aspirations. Much encouragement to you in achieving your academic goals here at Lewis University.

Sincerely,


Brother James Gaffney, FSC
President



SIGNUM FIDEI

SIGN OF FAITH

THE MISSION STATEMENT OF LEWIS UNIVERSITY

Faithful to the Lasallian Heritage in Catholic Higher Education

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

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

These distinctive values guide the University in fulfilling its Mission:

- **Knowledge.** The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.
- **Fidelity.** The spirit which recognizes God as ultimate reality, unifying the diverse forms of knowledge in the pursuit of fullness of truth, while recognizing the diversity of human experience.
- **Wisdom.** The result of the integration of reflection and action developed through higher learning throughout all of life.
- **Justice.** The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.
- **Association.** The process of forming a community of mutual respect, collegiality, collaboration and service.

TABLE OF CONTENTS

GENERAL INFORMATION

Message from the President	1
The Mission Statement of Lewis University.....	2
The History of Lewis University	4
Accreditation	6
Admission Policies	6
Application Forms.....	7
Tuition and Fees.....	7
Financial Aid.....	8
Academic Guidelines	11
Academic Policies.....	11
Educational Rights	12
Grading.....	12
Graduation	13
Student Responsibilities and Appeals.....	14
Academic Honesty	16
Academic Resources	17
Student Services.....	18
University Ministry.....	22

GRADUATE PROGRAMS

College of Arts and Sciences	25
<i>Aviation and Transportation Studies, Department of</i> <i>Aviation and Transportation (M.S.)</i>	26
<i>Justice, Law and Public Safety Studies,</i> <i>Department of</i> <i>Criminal/Social Justice (M.S.)</i>	30
<i>Public Safety Administration (M.S.)</i>	37
<i>Math and Computer Science, Department of</i> <i>Information Security, (M.S.)</i>	57
<i>Political Science, Public Administration</i> <i>and Leadership Studies, Department of</i> <i>Organizational Leadership (M.A.)</i>	41
<i>Psychology, Department of</i> <i>Counseling Psychology (M.A.)</i>	47
<i>School Counseling and Guidance (M.A.)</i>	50
College of Business	65
<i>Graduate School of Management</i> <i>Business Administration (MBA)</i>	66
<i>Finance (M.S.)</i>	79
<i>Information Security, (M.S.)</i>	57
<i>Management (M.S.)</i>	82
<i>MSN/MBA</i>	69

GRADUATE PROGRAMS (CONTINUED)

College of Education	87
<i>Education Leadership, Department of</i> <i>Curriculum and Instruction: Teacher</i> <i>Leadership (M.Ed.)</i>	97
<i>Educational Leadership (M.A.)</i>	97
<i>Educational Leadership (M.Ed.)</i>	97
<i>English as a Second Language (ESL)</i> <i>Endorsement with (M.Ed.) option</i>	98
<i>C.A.S. General Administrative Endorsement</i> ..	99
<i>C.A.S. Superintendent Endorsement</i>	99
<i>Educational Leadership for Teaching and</i> <i>Learning (Ed.D.)</i>	100
<i>Elementary Education, Department of</i> <i>Field-Based Accelerated Elementary Certification</i> <i>Program</i>	101
<i>Elementary Certification Program for</i> <i>Teachers Who Hold a Bilingual</i> <i>(Type 29) Certificate</i>	102
<i>Evening Program for Elementary</i> <i>Certification</i>	103
<i>Reading and Literacy, Department of</i> <i>Reading and Literacy, Reading</i> <i>Specialist (M.A.)</i>	104
<i>Curriculum and Instruction: Reading</i> <i>Teacher Endorsement (M.Ed.)</i>	104
<i>Reading Teacher Endorsement without a</i> <i>degree</i>	105
<i>Secondary Education/Technology, Dept. of</i> <i>Secondary Education (M.A.)</i>	106
<i>Curriculum and Instruction:</i> <i>Instructional Technology (M.Ed.)</i>	106
<i>Middle School Endorsement</i> <i>without a degree</i>	106
<i>Special Education, Department of</i> <i>Special Education (M.A.)</i>	107
<i>LBSI Endorsement without a degree</i>	108
College of Nursing and Health Professions	127
<i>Graduate Studies in Nursing</i> <i>Nursing (MSN)</i>	128
<i>Adult Nurse Practitioner (MSN)</i>	129
<i>MSN/MBA</i>	131

ADMINISTRATION, FACULTY, TRUSTEES

Board of Trustees.....	140
Administration	141
Faculty	142
Index	147

THE HISTORY OF LEWIS UNIVERSITY

Inspired by its Catholic and Lasallian heritage, Lewis University offers a values-centered curriculum, rich in the Mission values of knowledge, fidelity, wisdom, and justice and guided by the spirit of association which fosters community in all teaching, learning and service. Lewis provides to its 5,600 students programs for a liberal and professional education based on the interaction of knowledge and fidelity in the search for truth.

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

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

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

By 1940, and with World War II threatening, the newly titled Lewis School of Aeronautics began emphasizing programs of direct utility to the armed forces, such as flight training. The high school department was closed in 1942 and the campus given over to the U.S. Navy for its flight instructors program. By the end of the war, 1,200 men had received pilot training at Lewis. The suspension of normal academic activities had given the Lewis administration and faculty an opportunity to rethink the school's objectives. As a consequence, when regular classes resumed

in the autumn of 1944, the reorganized school included a junior college. As returning servicemen increasingly sought further education, this new venture quickly evolved into a traditional arts and sciences curriculum. By 1949, women students were admitted and high school classes were discontinued. More appropriately named, the Lewis College of Science and Technology granted its first baccalaureate degrees in 1952. For the rest of the decade, enrollment grew steadily.

A new phase in the history of Lewis began in 1960 when the Brothers of the Christian Schools assumed direction of the institution at the invitation of Bishop Martin McNamara of Joliet. As members of a 327-year-old religious congregation devoted exclusively to teaching, the De La Salle Christian Brothers brought to Lewis a new tradition of Lasallian values, based on the teachings of Saint John Baptist de La Salle, their founder. The first group of Lasallian Brothers on campus successfully combined their efforts with those of the dedicated lay faculty to inaugurate a program of major improvements. The institution became Lewis College in 1962 and achieved accreditation by the North Central Association in 1963.

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

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

Two major organizational changes became effective in the fall of 1971. With the existing evening program as its core, the College of Continuing Education was established and the College of Nursing was proposed. The following fall, the Department of Business Administration was expanded and reorganized as the College of Business. These colleges, together with the College of Arts and Sciences, thus came to represent an organizational structure that no longer seemed appropriately designated by the term "college."

For that reason, among others, the decision was made in 1973 to become a University. The name was changed officially to Lewis University. As John Henry Cardinal Newman wrote, "To be perfect is to have changed often."

In July, 1975, a significant step in the development of Lewis University occurred with the accreditation of graduate programs (master's and first professional degree levels) by the North Central Association. The inaugural program was the Master of Science in Criminal/Social Justice which began offering classes in 1974. The Master of Science in Criminal/Social Justice now offers coursework in the fields of management, corrections, labor relations, and community policing. The program prepares students for positions in criminal justice administration, law enforcement, corrections, juvenile justice, and homeland security.

In the fall of 1975, the Master of Arts in Education was developed with the Specialization in Reading. Other specializations were added: School Administration (1990), Special Education (1993), Secondary Education (1994), and Elementary Education (2003). In 1995, the Certificate of Advanced Study in Education was introduced, and in 1997, the Master of Education degree was initiated.

In the fall of 1976, the Graduate School of Management was proposed. Classes toward the Master of Business Administration (MBA) degree began in the Spring of 1977, with the first degrees conferred during 1979. The success and rapid growth of the MBA program resulted in the approval for additional program sites. The first off-campus site was in Oak Brook.

During the 1980s, Lewis University expanded its programs to off-campus locations, establishing sites at Little Company of Mary Hospital in Evergreen Park, and sites in Schaumburg and LaSalle/Peru. In the 1990s, coursework at Little Company of Mary Hospital was moved to a new Lewis education center at Hickory Hills. Today, in addition to campuses in Oak Brook and Hickory Hills, the University has expanded its campus locations to Tinley Park, Shorewood, and Chicago.

The Lewis University Career Education Program (LUCEP) was first established in the fall of 1990 to offer an accelerated undergraduate degree program in business administration for working adults. The degree offerings expanded

rapidly and are now delivered through the School for Professional and Continuing Education (SCPE). Programs include bachelor's degree completion in business administration, management, information technology management, paralegal studies, healthcare leadership, organizational leadership, and applied sociology and political science, as well as an RN/BSN completion program. A graduate program in organizational leadership is offered through the School.

The Master of Science in Nursing (MSN) offered graduate classes beginning in 1983 with a concentration in community health nursing. In 1999, the College of Nursing began offering an online master's degree in nursing case management, the first online MSN case management option in the Chicagoland area. In 2000, the College of Nursing changed its name to the College of Nursing and Health Professions to reflect the College's planning and program development efforts to increase interdisciplinary programs and work with other healthcare professions. The MSN and MBA are also offered as a joint degree program.

In 1993, the Master of Arts in Counseling Psychology was developed. This program was originally designed for those individuals seeking to refine job-related psychological skills and knowledge. Additionally, Lewis developed a graduate program in School Counseling and Guidance within the Department of Psychology.

The Education Department evolved into the School of Education in 1999 and earned its first national accreditation, NCATE (National Council for Accreditation of Teacher Education), in 2000. The School of Education became a College in 2003. The fourth college for Lewis, its addition underscores the University's continued commitment to work collaboratively with federal and state agencies and accrediting bodies in preparing educators to meet the urgent need for quality teachers and administrators throughout the region. In 2005, an Ed.D. in Educational Leadership was approved, the first doctoral program to be offered by the University.

Today, the number of graduate programs has grown to 22. More recently graduate programs have been developed in Information Security, Finance, Management, Curriculum and Teacher Leadership, Aviation and Transportation, and Adult Nurse Practitioner.

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

To meet the needs of a growing student population, the University embarked on several construction projects over the summer of 2004. Major improvements were completed in De La Salle Hall, including a new Courtyard Cafe, bookstore and mailroom. Later significant De La Salle renovations included entirely new space for the College of Education, and the new Andrew Center for Electronic Media.

Looking forward to continued growth, Lewis University has strengthened its commitment to provide each student with more than a quality education. By going a step beyond traditional education, Lewis instills in each person socially responsible values and a sense of personal achievement in striving for overall excellence. The student-faculty ratio of 13 to 1 provides close, personal attention and classroom interaction, while the many resources of the University are accessible to students, alumni, and the community.

As its history continues to unfold, Lewis seeks to foster Catholic and Lasallian values in its educational programs and campus life. The University offers a unique blend of liberal learning and professional preparation, which promotes personal growth and competence. Lewis makes available the choice of an institution of higher education which unifies the pursuit of spiritual and moral values, intellectual skills, and career preparation in the context of a unique worldwide Lasallian tradition of higher education.

ACCREDITATION

Lewis University is accredited by The Higher Learning Commission and a member of the North Central Association. The College of Nursing and Health Professions' basic professional program is approved by the State of Illinois Department of Professional Regulation, and all nursing programs, graduate and undergraduate, are accredited by the Commission on Collegiate Nursing Education (One Dupont Circle, Washington DC, 20036). All teacher education programs are approved for entitlement by the Illinois State Board of Education in conjunction with the Illinois State Teacher Certification Board. In addition the College of Education has earned NCATE (National Council for Accreditation of Teacher Education) accreditation. For further information, visit the NCATE Web site www.ncate.org. Department of Aviation programs are approved by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations (CFR): Approved Dispatcher Program, Approved Flight School, and Approved Aviation Maintenance Technician School. The Athletic Training Education Program is accredited by CAATE (Commission on Accreditation of Athletic Training Education).

Inquiries concerning regional accreditation should be directed to the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504. By phone (800) 621-7440 or (312) 263-0456.

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

ADMISSION POLICIES

NON-DISCRIMINATION

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

STANDARDS FOR ADMISSION

Each graduate program has its own program-specific standards for admission. Refer to the

specific graduate program section for these standards.

IMMUNIZATION LAW

State law requires that all students (graduate and undergraduate) born after January 1, 1957, who entered Lewis on or after July 1, 1989, and are taking more than five hours of coursework on the Romeoville campus, must have proof of immunization on file at Lewis' Center for Health and Counseling Services.

Proof of immunity for diphtheria, measles, rubella, and mumps is required by the State of Illinois. Call the Center for Health and Counseling Services at (815) 836-5455 for more information.

ENTERING INTERNATIONAL STUDENTS

In addition to meeting graduate admission requirements, international students are required to demonstrate proficiency in the English language. Those international students who have attended universities abroad and whose instruction was in the English language may demonstrate proficiency through acceptable English grades documented on official transcripts. All others are required to take the Test of English as a Foreign Language (TOEFL). Graduate students are required to score 550 (written) or a minimum of 213 (computer-based).

The bulletin of information regarding the TOEFL may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, N.J. 08540, U.S.A.; or by e-mailing: www.toefl.com

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

All international students are required to present the appropriate student visa and other documents as well as complete the Certified Affidavit of Support Form confirming coverage of all college, personal and travel expenses for each academic year at Lewis University. Additionally, international students must have proof of health insurance in an amount not less than ten thousand (\$10,000) dollars. The

insurance carrier must have a U.S.-based office. International students who cannot show proof of health insurance from a U.S.-based company will be required to purchase health insurance that is available through the University.

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

APPLICATION FORMS

Graduate application forms can be found on the University Web site at www.lewisu.edu/admissions/applications.htm or obtained by e-mailing grad@lewisu.edu or by calling (815) 836-5610.

TUITION AND FEES

Official information concerning tuition and fees is published each semester by the Office of the Registrar in the *University Course Schedule*. All charges and fees are subject to change without notice or obligation, and only those lists of tuition, fees, and other charges published with the authority of the University Business Office are official. Graduate students should consult the *University Course Schedule* each semester for financial information affecting graduate courses or charges for special services provided to students.

OFFICIAL NOTICE

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

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

REFUND POLICY

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

- Through the first week of the semester: 100%
- Within the second week of the semester: 50%
- After the second week of the semester: None

Neither the number of class meetings nor student class attendance is considered in determining the refund.

ROOM AND BOARD

Room rental varies according to the residence hall and the number of students in a room. New students are assigned rooms according to availability. Current students participate in a room selection system.

The University provides cafeteria meals for resident students, all of whom must select a meal plan to fit their needs.

FINANCIAL AID

Faithful to its Lasallian heritage in Catholic higher education and to its Mission, Lewis University is committed to becoming a partner with you to make a higher education affordable. This partnership is comprised of three components: federal and state aid, institutional aid and family resources. Students who have been accepted to Lewis University are eligible to be considered for financial aid. The University requires that students complete the Free Application for Federal Student Aid (FAFSA) to apply for need-based financial aid. These include grants, loans, and work programs available through federal, state, and institutional resources. The FAFSA form is available through the Lewis Office of Financial Aid Services and on the Internet at www.fafsa.ed.gov

FINANCIAL AID APPLICATION PROCESS

Every student is eligible to apply for Financial Aid by completing the following steps:

1. Complete an Application for Admission and be accepted to a Lewis University graduate program as a degree-seeking student.
2. Apply for a PIN (Personal Identification Number) at www.pin.ed.gov The PIN serves as your signature to electronically sign your FAFSA.
3. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov List an e-mail address on the FAFSA for

notification purposes. The Lewis University Federal School Code is 001707.

4. The Department of Education will process your FAFSA and send each student a Student Aid Report (SAR) via postal mail or e-mail, depending on how the FAFSA was originally submitted.
5. If you are selected for verification, you may be required to submit additional documentation to Financial Aid Services. This additional documentation can be, but is not exclusive of, federal tax forms, federal W-2's verification forms, asset documentation, birth certificate, social security card, etc.
6. Once the verification process is complete, the Financial Aid Services staff will process a financial aid award. The financial aid award letter is the confirmation of any federal, state, and institutional grants, loans and work the student is eligible for during the academic year.

FINANCIAL AID POLICIES

Title IV Return of Funds Policy

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

- The date the student officially withdraws from the University.
- The total number of calendar days comprising the period of enrollment.
- The calendar days the student completed during the period of enrollment.

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

This refund policy does not apply to students who withdraw from individual classes, it applies to only those students who withdraw from the University completely.

The Financial Aid Office will review each student who totally withdraws from the University to determine the lesser of: unearned amount

of Title IV assistance, OR institutional charges incurred for the period of enrollment, multiplied by the unearned %.

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

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

Satisfactory Academic Progress Policy

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

Grade Point Average

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

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

Maximum Time Frame

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

certificate program is expected to complete a degree after attempting 98 hours. (This policy will consider all enrollments at Lewis University whether or not financial aid was received.)

NOTE: If a student reaches the attempted credit hours maximum they will be placed on permanent “Financial Aid Suspension.”

Rate of Completion Requirement

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

Hours Attempted	Hours Earned
12 + hours	11 + hours
9-11 hours	7 + hours
6- 8 hours	5 + hours
1- 5 hours	Hours Attempted

NOTE: Hours attempted are the total credit hours enrolled at the end of the add/drop period.

Review and Appeal Process

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

No additional financial aid will be awarded until the student regains eligibility. The student will be allowed a written appeal. Included in the appeal must be an educational plan that is outlined on how they will meet expectations and explanation of mitigating circumstances of what caused the student to not meet the Satisfactory Academic requirements. The student will have a time period in which to complete the appeal process. No appeals will be accepted after the deadline date.

If a student’s appeal is approved the student will be allowed to continue on probation for the next semester and will be reviewed once again at the end of the probation period. Earned **A,B,C,D** and **P** grades are considered hours earned. Incompletes,

withdrawals and N's are not considered hours earned. Audits, proficiency tests and non-credit courses are not included in attempted hours.

FINANCIAL AID CONSUMER INFORMATION

A summary of the Financial Aid Consumer information is available on our Web site at www.lewisu.edu/admissions/finaid/finaidpolicies.htm

FINANCIAL AID PROGRAMS**Loans**

The federal government sponsors various loans available to students. Listed below are the current loan types.

Subsidized Federal Stafford Loans

Eligibility is based on student's financial need as determined by the FAFSA. Annually graduate students may borrow up to \$8,500 at the graduate level. Funds are available through a local bank or credit union and repayment begins six months after graduation or cessation of enrollment.

Unsubsidized Federal Stafford Loans

This program is available to students who do not qualify for Subsidized Federal Stafford Loans. The primary difference between the Subsidized Federal Stafford Loan is that the loan interest must be paid while the student is enrolled. Payment on the principle is deferred until graduation or cessation of at least half-time enrollment. Annually graduate students may borrow up to \$8,500 at the graduate level. An additional \$10,000 is available to graduate students who qualify.

Federal College Work Study

This program offers on-campus or off-campus community service work programs that are partially funded by the federal government. Awards are made based on student's financial need as determined by the FAFSA. Work-study jobs are coordinated through the Office of Financial Aid Services.

Part-time Employment

This on-campus work program is fully funded through the University. Financial need is not a requirement, but job availability is limited. These jobs are also coordinated through the Office of Financial Aid Services.

DIOCESE TUITION DISCOUNT PROGRAM

In recognition of dedicated service to the Diocese of Joliet and the Archdiocese of Chicago, and to encourage the pursuit of lifelong learning and development of skills as educators and leaders, Lewis University is pleased to offer a 33% tuition discount to diocese employees. It is our hope that this tuition discount will encourage diocese employees to pursue their higher education goals and become more effective contributors and leaders. Eligibility parameters are listed below.

Eligibility Requirements

- Employees of a Diocese school or institution are eligible to apply.
- The tuition discount can be applied to graduate and adult undergraduate programs (excluding the Ed.D. in Educational Leadership).
- Endorsement of principal, pastor, or appropriate official is required.
- May not be used in combination with other Lewis University grant, scholarship or tuition discount programs.
- Employee must meet program admission requirements.
- A Tuition Discount Application form should be submitted prior to starting classes.
- Lewis reserves the right to cap the number of recipients in any given semester.

GRADUATE ASSISTANTSHIPS**Academic Assistantships**

An academic graduate assistant (GA) is hired by an academic department. Lewis University offers academic GA positions in the College of Arts and Sciences, College of Business, College of Education, and the College of Nursing and Health Professions. If you are interested in obtaining more information on these positions, please contact the specific College. You must be enrolled in the academic discipline of the College you are working for.

Staff Assistantships

A staff graduate assistant (GA) is one who is employed as a staff member of the University. The individual must be enrolled in a graduate degree program. Several departments on campus have assistantships. If you are interested in obtaining

more information on the staff GA positions, please contact the Office of Human Resources.

PROGRAM-SPECIFIC FINANCIAL ASSISTANCE

Additional scholarship information for graduate students can be found within the College of Education and the College of Nursing and Health Professions sections of this catalog.

ACADEMIC GUIDELINES

Upon admission to the University, it is the responsibility of the individual student to become informed of all academic information necessary to follow a sound academic program leading to graduation. This is to be accomplished by understanding the contents of the *University Graduate Catalog*, seeking academic advice from faculty, complying with all requirements for graduation, and applying for graduation at the appropriate time.

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

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

ACADEMIC POLICIES

REGISTRATION AND COURSEWORK

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

PRE-REGISTRATION

Each semester, students consult with their faculty advisors for approval of schedules of classes for the coming semester. This academic advising will ordinarily take place after the publication of the *University Course Schedule*, that is, several weeks before registration.

All financial obligations, such as unpaid tuition and fees, library and traffic fines, and residence hall charges, must be paid for the current semester

before a student can register for the next semester or a satisfactory payment plan must be arranged with the Bursar.

REGISTRATION

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

CHANGE OF REGISTRATION

Classes may be added only during the first five class days of the semester. Classes may be dropped only during the first 10 class days of the semester. No grade will be assigned for such dropped courses.

All changes of registration must be made in person in the Office of the Registrar on official University forms, and a fee will be charged. The schedule of tuition refunds for dropped courses is published in the section **Refund Policy** on page 8 and in the *University Course Schedule*.

COURSE NUMBERING

All University courses are assigned numbers which designate their general level of difficulty. Courses numbered 500 and above are graduate level and are open to undergraduate students only under special conditions explained in the appropriate graduate section of this publication. Courses numbered 100 to 299 are lower-division courses and are generally taken by freshmen and sophomores. Courses numbered 300 to 499 are upper-division and are generally taken by juniors and seniors.

FULL/HALF/PART-TIME STATUS

Graduate students registered for nine or more hours of coursework during a semester are considered full-time students. Graduate students registered for five through eight hours are considered half-time students. Graduate students registered for fewer than five hours during a semester are considered part-time students.

CLASS ATTENDANCE

Students are expected to attend all classes as part of the normal learning process. In addition, the students must be especially consistent in

attendance during the first two weeks of the course to confirm registration and to be listed on the official course roster. Students who fail to follow this procedure and who have not received prior approval from the instructor for absences will be officially withdrawn from the courses in question by certification of the instructor on the official class lists. Instructors may publish in the course syllabus specific, additional standards of attendance for their classes. Students may receive failing grades if they do not observe attendance requirements set for their classes.

WITHDRAWING FROM A COURSE

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

Withdrawal from courses with the grade of **W** will be allowed through the tenth week of the regular, non-accelerated semester, or through 5/8ths of the course. The date is published officially by the Registrar and is listed in each *University Course Schedule* booklet. Withdrawal involves the loss of tuition and credit hours and may change the student's status from full-time to part-time.

COURSEWORK AWAY FROM LEWIS

Once students have matriculated at Lewis University, they may not take courses at other colleges and universities for transfer to Lewis except for sound academic reasons and with the prior approval of the respective graduate director. Exceptions to this policy will be made only for students desiring courses not available at Lewis, but which are important to their academic programs, and only to a maximum of two courses. In such cases, approval must be secured before the courses are taken, and only the semester credit hours of **C** or higher will transfer. The grade does not transfer. There is a charge for posting these credits. Forms and further information can be obtained through the office of the respective graduate director.

EDUCATIONAL RIGHTS

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

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

For further information on accommodations or accessibility on campus, please contact the Academic Skills Coordinator in the Leckrone Academic Resource Center (LARC).

GRADING

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

GPA Calculation	Grade	Meaning	Quality Points
Counted in GPA	A	Outstanding	4.0 / credit hour
	A-		3.7 / credit hour
Counted in GPA	B+	Good	3.3 / credit hour
	B		3.0 / credit hour
	B-		2.7 / credit hour
	C+		Satisfactory
C	2.0 / credit hour		
Counted in GPA	C-	Passing	1.7 / credit hour
	D+		1.3 / credit hour
	D		1.0 / credit hour
	D-		0.7 / credit hour
	F		Failing Incomplete to Failure
IF	0.0 / credit hour		
Not Counted in GPA	P	Passing	
	W	Withdrew	
	N	No Credit	

AU	Audit
I	Incomplete

COURSE CREDIT

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

GRADE POINT AVERAGE

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

INCOMPLETE GRADE

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

Individual programs may have specific policies regarding incomplete grades (see the Department of Psychology).

CHANGE OF GRADE

The only reason for which a change of grade may be requested is an error in the original recording of the grade. Students are obliged to check their grade cards and consult with their instructors if there is a question of error. *A change of grade must be made in the first six weeks of the semester following that in which the course was taken.* A change of grade requires the approval of both the instructor and appropriate college dean.

REPEATED COURSES

Any course taken in the University may be repeated for a higher grade, except those

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

GRADE REPORT

Lewis University discontinued mailing grade reports as of January 2006. Your official grade report maybe obtained online at www.lewisu.edu/academics/onlinerecords.htm

Students with special needs may contact the Office of the Registrar for assistance after grades have been posted.

TRANSCRIPT

The transcript is the academic record of the student. It contains all courses taken at Lewis University and corresponding grades, credits attempted, credits earned, quality points, and the grade point average. Approved transfer credits are also on the transcript listing only the course title and credits earned. The transcript is updated after each semester to include coursework for that semester. The Office of the Registrar safeguards the transcript. The University adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, with regard to information contained on the student transcript. Students may review their unofficial transcript at the Office of the Registrar. Official copies are available for a fee, upon written request by the student. Current and prior students will not receive an official transcript until all financial obligations to the University, including, but not limited to, tuition, fees, and fines, have been completely satisfied.

GRADUATION

Students may graduate in winter, spring or summer. The University holds its commencement exercises in winter and spring. Students completing graduation requirements in August receive certification from the Registrar's office that they have completed all requirements and receive their

diplomas by mail. August graduates are eligible to participate in the winter commencement exercises.

All graduation requirements must be completed to graduate and participate in the commencement exercises. This includes coursework, labs, practicums, internships, and independent study courses.

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

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

APPLICATION FOR GRADUATION

All candidates for graduation for any of the three graduation dates must submit an application to the Office of the Registrar. The application deadline is the first class day of the semester of graduation. Applications received after the deadline will be considered for the next graduation. All students are required to pay a graduation fee.

STUDENT RESPONSIBILITIES AND APPEALS

GRADE APPEAL

COLLEGE OF ARTS AND SCIENCES GRADUATE PROGRAMS

1. If a student wishes to question or appeal a grade, the student will, prior to the sixth week

of the subsequent fall or spring semester, contact the instructor of the course to express concern. The instructor of the course will review with the student how the grade was determined.

2. If the student is not satisfied with the instructor’s explanation, the student will then meet with the department chairperson or director of the academic program sponsoring the course to express concern. The chairperson (director) will meet with the instructor of the course to ascertain how the grade was determined. The chairperson (director) then will meet with the student to inform the student of the chairperson’s (director’s) determination on the appeal.
3. If the student is not satisfied with the progress or the results of the inquiry to the instructor and chairperson (director), the student must submit a letter of appeal to the academic dean. The letter of appeal must contain a summary of the meetings with the instructor and the chairperson (director), and it must detail any evidence supporting the claim for a grade change.
4. The dean will review the material and render the final decision. The dean will communicate the decision in writing to the student.
5. Appeals must move with reasonable speed through the review process. The full process should not take longer than four weeks.

COLLEGE OF BUSINESS – GRADUATE PROGRAMS

1. If a student wishes to appeal a final grade for a course, the student should make an appointment upon receiving notice of the final grade with the instructor to review how the final grade was determined.
2. If the student is not satisfied with the explanation, the student may submit a letter of appeal with a rationale for a change of grade to the department chair (or the assistant dean if the instructor is also the department chair). The department chair (or the assistant dean) will meet with the instructor to review the student’s letter of appeal and the instructor’s basis for assigning the final grade in question.

If the instructor is not satisfied with the department chair's (or the assistant dean's) determination of grade appeal, the instructor has the right to review the matter with the dean. The student will be informed in writing of the determination of the grade appeal.

3. If, within six weeks of the issuance of the grade in question, the student is not satisfied with the progress or result of the grade appeal, the student should submit a letter of appeal to the dean, summarizing the action to date on the grade appeal and the student's rationale for requesting a change of grade. The dean will review the department chair's (or the assistant dean's) determination and the student's letter of appeal and respond in writing to the student's grade appeal. The dean's determination is final.

COLLEGE OF EDUCATION - GRADUATE PROGRAMS

1. If a candidate wishes to question or appeal a grade, the candidate must, prior to the fourth week of the subsequent semester, contact the instructor of the course to express concern. The instructor of the course will review how the grade was determined with the candidate.
2. If the candidate is not satisfied with the instructor's explanation, the candidate can then meet with the department chair or the director of the academic program sponsoring the course to express concern. The chairperson or director will meet with the instructor of the course to ascertain how the grade was determined. The chairperson (director) will then meet with the candidate to inform the candidate of the chairperson's determination on the appeal.
3. If the candidate is still not satisfied with the progress or the results of the inquiry to the instructor and chairperson, the candidate must submit a letter of appeal to the dean of the college. The letter of appeal must contain a summary of the meetings with the instructor and the chairperson, and it must include any evidence supporting the claim for a grade change.
4. The dean will review the material and render the final decision. The dean will communicate

the decision in writing to the candidate. The dean's determination is final.

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

COLLEGE OF NURSING AND HEALTH PROFESSIONS – M.S. IN NURSING

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

1. First scheduling an appointment with the faculty member responsible for assignment of the particular grade within six school days after receiving the grade.
2. If the student continues to request a review of grade determination, the student must schedule an appointment with the Director of Graduate Studies in Nursing within six school days of the meeting with the faculty member.
3. The director will, within six school days, review all pertinent materials and meet with both the student and appropriate faculty member in an attempt to resolve the issue.
4. The director may request a second or third faculty member to review the course material in question. The student should be aware that this may result in the final grade being lower or higher than the original grade. This grade will become the final grade on the disputed assignment or course.
5. If the student is not satisfied with the progress or result of the grade appeal, the student should, within 10 days, submit a letter of appeal to the dean of the college, summarizing the action to date on the grade appeal and the student's rationale for requesting a change of grade. The dean will review the director's determination and the student's letter of appeal and respond in writing to the student's grade appeal. The dean's determination is final.
6. Anecdotal notes will be made and signed by all participants in all phases of review of the grade.

POLICIES AND PROCEDURES FOR APPEALING OTHER ACADEMIC MATTERS

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

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

ACADEMIC HONESTY

Scholastic integrity lies at the heart of this academic institution. All of its members should expect to be evaluated on their own work. Plagiarism, collusion and other forms of cheating or scholastic dishonesty are incompatible with the principles of Lewis University. Students engaging in such activities are subject to loss of credit and expulsion from the University. Cases involving academic dishonesty are initially considered and determined at the department/program level. Appeal of the department/program decision is directed to the dean of the college who shall review the decision and make a recommendation to the Provost, whose decision is final.

GRADUATE SCHOOL OF MANAGEMENT

Students engaging in plagiarism, collusion, or other forms of cheating or academic dishonesty are subject to a failing grade on the quiz/examination/paper/project or a failing grade for the course. The penalty for an initial instance of plagiarism, collusion, or other forms of cheating or academic

dishonesty will be determined by the instructor. A notation of the incident will be placed on file.

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

Upon being informed of the department chair's (or the dean's) determination of the appeal, the student may submit a letter of appeal to the dean, summarizing the action to date on the appeal and the student's rationale for a lesser penalty. The dean will meet with the instructor to review the penalty imposed and the evidence supporting the charge of academic dishonesty and submit a recommendation in writing to the Provost, whose determination is final.

Students guilty of repeated instances of academic dishonesty are subject to expulsion from the University.

COMPUTER ETHICS

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

- Work done on University computer systems is considered the property of the individual user, subject to normal inspection and file maintenance by University supervisory personnel.
- Users shall respect the privacy of information belonging to other users. They may not alter, add to, or delete another user's property without the expressed consent of that owner. Any willful act of copying information with the intent of deceiving ownership, whether the information is your own or that of another user, is an act of plagiarism. Such action will be considered a form of academic dishonesty.
- The computer systems at the University shall not be used to identify the access codes of other users or other computer systems. Users may not disclose their own access codes to any other users.

ACADEMIC RESOURCES

THE LIBRARY

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

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

The Lewis library is situated in the Learning Resource Center. Periodicals, reference books, the government documents depository, indices and abstracts, library offices, specialized classrooms and the circulation and technical services departments are located on the first floor.

Book stacks, more specialized classrooms, study rooms (on a limited basis), University archives, the curriculum collection, and the Eva White Memorial Aviation Library Collection are located on the second floor. The library also houses the Lewis University I and M Canal and Regional History Special Collection archives.

ACADEMIC COMPUTING FACILITIES

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

e-mail, classroom media and distributed learning resources.

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

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

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

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

LECKRONE ACADEMIC RESOURCE CENTER

The Leckrone Academic Resource Center (LARC) delivers programs and services of distinction and quality that develop independent lifelong learners, address the needs of an increasingly diverse student population, and foster a holistic learning environment. The Center helps students improve academic performance through advising, tutoring, and innovative academic programs. These programs focus on strategies proven to help students succeed in the University by creating learning communities, achieving competency in important academic skills, and providing an enriched educational experience. Also, students with questions about degree requirements, University regulations and services, or students in need of help with study skills,

reading, writing, test taking, or advising will find help in LARC.

STUDENT SERVICES

CAREER SERVICES

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

STUDENT HANDBOOK

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

ATHLETIC PROGRAM

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

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

Athletic programs support the University's educational program. The Lewis athletics program subscribes to the idea that properly administered intercollegiate sports are beneficial activities that

contribute to the physical, intellectual and social experiences of the entire Lewis community.

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

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

AUTOMOBILES

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

RESIDENCE LIFE

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

CAMPUS SECURITY

The Office of Campus Security is composed of a professional full time staff, full-time shift supervisors and part-time student officers. Campus Security shift supervisors are on duty 24/7 and are trained to respond to any situations that arise on campus and provide various support services.

Services offered by Campus Security include the issuance of student identification cards, parking

permits, vehicle jumpstarts, vehicle and room lockouts, and outreach education efforts. Campus Security also offers a walking escort service on the main campus for all community members on a 24/7 basis. They can be reached at (815) 836-5222.

THE CENTER FOR HEALTH AND COUNSELING SERVICES

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

HEALTH SERVICES

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

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

IMMUNIZATION POLICY

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

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

COUNSELING SERVICES

Dedicated to assisting students with issues or concerns that may impact their academic success or quality of life, Counseling Services is staffed by mental health professionals. Issues

and mental health concerns addressed by staff members may include relationships, depression, anxiety, transition to the University, victimization, drug/alcohol abuse, loss, grief, stress, and poor self-concept. Our professionals offer the following services.

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

CLUB SPORTS

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

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

INTERNATIONAL STUDENT SERVICES

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

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

The ISA seeks to foster an awareness of other cultures at the Lewis University campus, promote

friendships between international students, as well as with American students, and provide support and appreciation for the international student community at Lewis University. It accomplishes this by providing special programs and opportunities for social interaction and constructive culture exchange. All programs and activities are non-political in nature.

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

INTRAMURAL PROGRAM

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

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

STUDENT RECREATION, FITNESS, AND WELLNESS CENTER

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

JUDICIAL PROCESS

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

STUDENT GOVERNING BOARD

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

STUDENT DEVELOPMENT AND LEADERSHIP

The Office of Student Development and Leadership, independently and in cooperation with the Student Governing Board and various student organizations, provides a variety of social and educational activities for resident and commuter students. Some of the programs have included a hypnotist, dances, comedians, dance troupes, musicians, a caricature artist, athletic pep events, coffee house entertainers, fundraising events and blood drives.

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

STUDENT ORGANIZATIONS

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

Cultural Groups:

Black Student Union (BSU)
 Computer Council (CC)
 Latin American Student Organization (LASO)
 International Student Association (ISA)
 South Asian Student Association (SASA)
 Muslim Student Association (MSA)

Organization Council:

Residence Hall Association (RHA)
 InterFraternity Council (IFC)
 Alpha Eta Rho
 Gamma Phi Omega
 Gamma Sigma Tau
 Phi Kappa Theta
 Phi Iota Alpha
 Sigma Delta
 Sigma Lambda Beta
 Theta Kappa Pi
 Tau Tau Tau

InterOrganization Council (IOC):

American Association of Airline Executives (AAAE)
 American Marketing Association (AMA)
 Art Club
 Delta Sigma Pi (Business Fraternity)
 Expressions Dance Group
 Fellowship of Justice (FOJ)
 Gay Straight Alliance (GSA)
 Political Science Club
 Pre-Law Club
 Prometheus (Computer Science)
 Psychology Club
 Student Nurses Association
 Teachers of Tomorrow

Honorary Organizations and Academic Clubs:

American Association of Airline Executives (AAAE) – Aviation
 American Chemistry Society (ACS) – Chemistry
 American Marketing Association (AMA) – Marketing
 Beta Beta Beta (Tri Beta) – Biology Honors Society
 Club Prometheus – Computer Science
 Delta Epsilon Sigma
 Delta Sigma Pi – Business Fraternity
 Fellowship of Justice (FOJ) – Judicial Law and Political Science
 Lewis Athletic Training Students (LATS)
 Math Club
 National Society of Collegiate Scholars

Phi Alpha Theta – History Honors Society
 Phi Sigma Tau – Philosophy Honors Society
 Philosophy Club
 Pi Mu Epsilon – Mathematics Honors Society
 Pi Sigma Alpha – Political Science Honors Society
 Political Science Club
 Pre-Law Club
 Psi Chi – Psychology Honors Society
 Psychology Club
 Sigma Pi Sigma – Physics Honors Society
 Sigma Tau Delta – English Honors Society
 Sigma Theta Tau – Nursing Honors Society
 Student Athletic Advisory Council (SAAC)
 Student Nursing Association
 Student Physics Society
 Teachers of Tomorrow (TOT) – Education
 Theta Alpha Kappa – Theology Honors Society
 Upsilon Pi Epsilon – Computer Science Honors Society
 Women in Aviation

National Pan Hellenic Council (NPHC):

Alpha Kappa Alpha
 Kappa Alpha Psi
 Delta Sigma Theta
 Omega Psi Phi
 Sigma Gamma Rho
 Zeta Phi Beta

Special Interest Organizations:

Gospel Choir
 Intramurals (13 sports)
 Mock Trial
 Peer Ministry
The Flyer – student newspaper
 The Pulse – student programming
 Theater
 WLRA – student radio

Service and Social Justice Council:

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

MULTICULTURAL STUDENT SERVICES

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

culturally enriched environment. The organizations located within the Office of Multicultural Student Services include the Latin American Student Organization, the Black Student Union, the University Gospel Choir, Expressions Dance Group, Gay Straight Alliance, and the National Pan Hellenic Council.

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

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

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

UNIVERSITY MINISTRY

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

- *of faith* – loving the generous God made known to us through Jesus and the Holy Spirit and in the giftedness and dignity of all human beings;
- *of service* – becoming more generous and loving in our time, talents, and treasures;

- *of community* – being with each other in our joys and sorrows.

The Ministry Team maintains an active presence on campus in residence halls, corridors, and dining halls. Team members also create and develop a variety of programs; make themselves available for pastoral conversations with students, parents, faculty, and staff; and empower others to share in this ministry.

LITURGY

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

Koinonia (Greek for 'community')

A student-led, faith based, community building retreat offered each semester. It has been a Lewis tradition for nearly 20 years.

IVCF (Intervarsity Christian Fellowship)

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

LOCAL NATIONAL AND INTERNATIONAL OUTREACH

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

PEER MINISTRY

A program that trains students in Christian leadership. These student leaders invite their fellow residents into a deeper life of faith, of service, and of community through social and reflective programs, connection time, and referrals to campus resources.

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

STAND

A student organization that promotes human rights. STAND promotes human rights through weekly meetings, letter writing, movie nights,

protesting WHINSEC/The School of the Americas and the annual STAND for Rights Week.

RCIA (Rite of Christian Initiation for Adults)

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

Post Graduation Opportunities

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

FACILITIES

- The Sancta Alberta Chapel is located at the center of the Romeoville campus and is utilized for Sunday evening Mass and many university programs. The De La Salle Chapel is used for private reflection and prayer.
- The Miguel Center for University Ministry is located in the east wing of the Chapel building. The Center houses offices for University Ministry personnel as well as a living room and conference room.
- The James A. LaGrippe Pastoral Center features the D'Arcy Great Room, The Lewis Family Room, a kitchen, and offices. The Victoria LaGrippe Meditation Garden is a quiet, reflective area between Sancta Alberta and the Pastoral Center.

FOR MORE INFORMATION ON UNIVERSITY MINISTRY ACTIVITIES AND PROGRAMS

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

