
Aurora University Regulations and Policy Catalog

2023–2024

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General Information about Aurora University

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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 a main campus of 37 acres in Aurora, Illinois, and several locations. The three locations include the 137.5-acre George Williams College of Aurora University on Geneva Lake in Williams Bay, Wisconsin, and the Woodstock Center in downtown Woodstock, Illinois.

Additionally, Aurora offers courses and programs online through AU Online. Aurora University is accredited by the Higher Learning Commission to award degrees at the baccalaureate, master's and doctoral levels.

On the Aurora campus, AU offers a variety of undergraduate and graduate programs. 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. The George Williams College of Aurora University location offers undergraduate, graduate, and doctoral academic programs. The location 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.

General Education and Assessment of Learning in Undergraduate Programs

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 quantitative and formal reasoning competency requirement through coursework or examination. They take the university's core composition course, ENG-1000 Introduction to Academic Writing. They also take IDS-1200 Discover What Matters and IDS-1150 First Year Experience. While the IDS-1200 Discover What Matters course focuses on the development of the key academic skills of effective communication and critical thinking, the IDS-1150 First Year Experience 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 IDS-3040 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:

- Artistic Literacy
- Discovery and Reflection
- Quantitative and Formal Reasoning
- Cultural Literacy
- Human Inquiry
- Scientific Inquiry

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.

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, gender identity, 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 Statements A-1 and A-2 in the A-Book (student handbook). 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 (<http://www.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 of Aurora University location offers undergraduate and graduate degree programs. Additional individual classes and degree programs are offered at other sites in northern Illinois, including the Woodstock Center in downtown Woodstock, Illinois (222 Church St., Woodstock, IL, 60098). Online programs are available through AU Online (online.aurora.edu (<https://online.aurora.edu/>)).

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 and Spring Break 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 the 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 and Policies. 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: campus-based synchronous courses/experiences, remote synchronous courses/experiences, and online asynchronous courses/experiences.

Synchronous modalities may include online components aiming to enhance learning or substitute for synchronous interactions between instructors and students (reduction in seat time).

Campus-based synchronous courses/experiences: traditional type of courses where all or most of the class meetings take place in a classroom during an established schedule.

Web-Enhanced - A small percent (reduction in seat time less than 25%) of the course delivery and/or interactions between instructor and students may occur online, 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 synchronous interactions.

Hybrid courses - involve online components that reduce seat time by 25-74%. These online components substitute the traditional synchronous meetings. Hybrid courses should be clearly identified in the course schedule so students are fully aware as they register for a hybrid course. Likewise, the synchronous class meetings, rooms and times should be clearly specified in the course schedule and course syllabus. Courses may be delivered in a hybrid format upon formal written approval by the relevant academic dean.

Remote synchronous courses/experiences: traditional type of courses where all or most of the class meetings take place via the internet during an established synchronous schedule.

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Online asynchronous courses/experiences: 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. All asynchronous online courses provide students with routine, scheduled synchronous opportunities for engagement with faculty and other students.

Student Attendance Options

Three course modalities are recognized at Aurora University: campus-based synchronous courses/experiences, remote synchronous courses/experiences, and online asynchronous courses/experiences.

Synchronous modalities may include online components aiming to enhance learning or substitute for synchronous interactions between instructors and students (reduction in seat time).

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Online asynchronous courses/experiences: 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. All asynchronous online courses provide students with routine, scheduled synchronous opportunities for engagement with faculty and other students.

Undergraduate Programs of Study

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

Undergraduate Majors

Accounting (BS)
 Actuarial Science (BS)
 Autism Studies (BA)
 Biology (BS)
 Biology for Secondary Education Licensure (BS)
 Business Administration (BA)
 Chemistry (BS)
 Chemistry for Secondary Education Licensure (BS)
 Communication (BA)
 Computer Science (BS)
 Criminal Justice (BA)
 Cybersecurity (BS)
 Data Engineering (BS)
 Early Childhood Special Education with Bilingual/ESL (BA)
 Elementary Education (BA)
 English (BA)
 English for 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 for Secondary Education Licensure (BA)
 Human Animal Studies (BS)
 Marketing (BS)
 Mathematics (BS)
 Mathematics for Secondary Education Licensure (BS)
 Music (BA)
 Musical Theatre (BA)
 Nursing (BSN)
 Parks and Recreation Leadership (BS)
 Physical Education (K–12) Teacher Licensure (BA)
 Political Science and Public Policy (BA)
 Psychology (BA)
 Secondary Education (supplemental major)
 Social Work (BSW)
 Sociology (BA)
 Spanish (BA)
 Special Education with ESL/Bilingual (BA)
 Sport Management (BA)
 Theatre (BA)
 Therapeutic Recreation (BS)

Undergraduate Adult Degree Completion Majors at Woodstock Center

Business Management (BA)
 Elementary Education (BA)*
 Psychology (BA)
 Social Work (BSW)*

*These programs are offered to adults with relevant work experience.

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)
 Business Management (BA)
 Communication (BA)
 Criminal Justice (BA)
 Cybersecurity (BS)
 General Studies (BA)
 Psychology (BA)
 Social Work (BSW)

Undergraduate Majors at George Williams College of Aurora University

The following undergraduate majors are offered at the George Williams College of Aurora University location in Williams Bay, Wisconsin:

Business Management (BA)
 Environmental Studies and Sustainability (BA)
 Nursing (BSN)
 Psychology (BA)
 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. 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
 Biology
 Black Studies
 Chemistry
 Coaching and Youth Sport Development
 Computer Science
 Criminal Justice
 Gender Studies
 Homeland Security
 Latin American and Latino/a Studies
 Mathematics
 Museum Studies
 Music
 School Health Education
 Spanish
 Special Education

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)
 Professional Writing (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 Instructional Leadership: Coaching and Mentoring, Leadership in Adult Learning and Higher Education, 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*
 Director of Special Education Endorsement*
 Special Education Endorsement (LBS1)*
 Master of Arts in Teaching (MAT)
 Master of Business Administration (MBA)
 Master of Science in Athletic Training (MSAT)
 Master of Science in Criminal Justice (MSCJ)
 Master of Science in Exercise Science (MSES)

Master of Science in Nursing (MENP)
 Master of Social Work (MSW) Tracks in addictions/CODPA, child welfare, faith-based, forensic, gerontology, health care, leadership administration, school social work
 Graduate Addictions Certification (CADC)*
 Post MSW: Illinois Professional Educator's License with School Social Work Endorsement
 Superintendent Endorsement*
 Co-Occurring Substance Use and Mental Health Disorder Professional (CODP I)*
 * Curriculum supports independent endorsement – no academic credential awarded by the University.

Graduate Programs at Aurora University Woodstock Center

Bilingual/ESL Endorsement*
 Doctor of Education (EdD) in Leadership in Adult and Higher Education, Instructional Leadership: Coaching and Mentoring, or Leadership in Educational Administration
 Superintendent Endorsement*
 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*
 Special Education Endorsement (LBS1)*
 Director of Special Education Endorsement*
 Post-Baccalaureate Elementary Education (PBEE)*
 Master of Business Administration (MBA)
 Master of Public Administration (MPA)
 Master of Social Work (MSW) Tracks in addictions/CODPA and child welfare
 Co-Occurring Substance Use and Mental Health Disorder Professional (CODP I)*
 Graduate Addictions Certificate (CADC)*
 * Curriculum supports independent endorsement – no academic credential awarded by the University.

Graduate Programs at Aurora University Online

Doctor of Education (EdD) in Leadership in Adult and Higher Education or Instructional Leadership: Coaching and Mentoring
 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 child welfare, faith-based, forensic, gerontology, health care, leadership administration, school social work
 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

Archived Programs

Not taking applications at this time

Doctor of Social Work (DSW)
 Master of Arts in Communication Management (MACM)
 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 (MS)
 Master of Arts in Mathematics and Science Education for Elementary Teachers (MAMSE)
 Master of Arts in Mathematics Education
 Master of Arts in School and Professional Counseling (MASPC)
 School Counseling Endorsement
 Master of Arts in Science Education (MASCE)
 Master of Arts in Special Education (MASE)
 Master of Arts in Special Education with Licensure (MASE)
 Post-Baccalaureate Licensure for Secondary Education Program (BPL-SE)
 Master of Science in Accountancy (MSA)
 Master of Science in Applied Behavior Analysis (ABA)
 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

Master of Social Work/Divinity (MSW/MDiv)
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
Aurora University
347 S. Gladstone Ave.
Aurora, IL 60506-4892

For further information about admission to the university, call 630-844-5533, admission@aurora.edu, or visit [aurora.edu](http://www.aurora.edu) (<http://www.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](http://www.aurora.edu) (<http://www.aurora.edu>).

Information regarding admissions to fully online programs may be found at online.aurora.edu (<https://online.aurora.edu>). Email at onlineinfo@aurora.edu or call 888-688-1147.

Undergraduate Admission

Entering Freshmen

Students who have completed fewer than 15 semester hours or 22.5 quarter hours of college work after high school 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)¹ or completion of a GED certificate
- One of the following:
 - ACT composite score of at least 19
 - Equivalent combined SAT scores (Math and Critical Reading)
- Official transcripts of all high school and previous college work must be provided

¹ 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

Test Optional Admission

Entering freshmen may choose to be reviewed for admission without standardized test scores (ACT or SAT). If a student chooses to be reviewed as test-optional, their admission and scholarship (if applicable) will be based on their academic record. Admission and scholarship(s) may be revised or revoked if standardized test scores are later submitted.

Final official high school transcripts, documenting date of graduation, and GPA of 2.5 and above should be submitted to the Office of Admission and Financial Aid prior to the beginning of the student's first semester of classes. Final official high school transcripts **must** be submitted prior to the end of the student's first semester of classes, or financial aid may not be disbursed and/or a hold may be placed on future registration.

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 after high school, 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:

- a. The student was in good academic standing at the college or university last attended and whose overall college record yields a GPA of at least 2.4 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.
- b. 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 2.4 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.

Any student who has been dismissed from another college or university must attend a community college for at least two semesters (not including summer) prior to being considered for admission. Any student who would like to appeal this policy must do so in writing to the Vice President of Enrollment.

Special Admission Requirements for Undergraduate Online Program Students

- 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; and
- 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 Vice President for Enrollment or designee.

Adult Student Admission

Available at the Woodstock Center location

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 can 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 at the Aurora University campus, 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 colleges (College of Education and Social Work, College of Liberal Arts and Business, and College of Health and Sciences) 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 50 states. 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](http://www.aurora.edu) (<http://www.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:

- A completed Application for admission. (Note: The application may be completed online at aurora.edu/apply (<http://www.aurora.edu/apply/>).
- 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 (AU-ETranscripts@%20aurora.edu).
- Letters of recommendation from persons able to attest to the student's academic and/or professional potential.

See the specific requirements of the program; 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

- 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.
- 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 academic 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 U.S. citizens 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

- a. Apply online at [aurora.edu/apply/](http://www.aurora.edu/apply/) (<http://www.aurora.edu/apply/>).
- b. 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.
- c. 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.
- d. Specific official certified evaluations of all academic transcripts of college-level credit from schools attended outside of the United States must be evaluated by one of the following companies: Educational Credential Evaluators, Inc. (ECE) OR World Education Service (WES). All evaluations must be sent directly to the Office of Admission by one of the two companies noted below. Students that have attended schools outside of the United States that provide academic transcripts in English may be waived from providing a foreign transcript evaluation.
 - If evaluating transcripts with Educational Credential Evaluators, Inc. (ECE) evaluations type must be a Course-by-Course Evaluation with original and/or authenticated education documents.
 - If evaluating transcripts with World Education Service (WES), evaluation type must be an Evaluation Report and Verified Transcripts.
- e. 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:
 - i. TOEFL paper-based: 550 or higher
 - ii. TOEFL computer-based: 213 or higher
 - iii. TOEFL Internet-based: 79 or higher
 - iv. ELS level 109
 - v. IELTS: 6.5 or higher
- f. 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).
- g. References must be academic or professional based (all items are required).
 - i. One letter of recommendation
 - ii. One personal statement
 - iii. Two references providing contact information (email preferred)
- h. 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.

- i. Copy of current passport.
- j. Copy of I-94.
- k. Copy of visa only if applicants are currently in the U.S. or holding a valid U.S. visa.
- l. Additional documentation for graduate applicants may be required. Please contact the Center for Graduate Studies at 630-844-5294 for more information.

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

Once admitted to Aurora University, international applicants will need to submit the following items before I-20 will be issued:

- a. 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 the Health Services website (<https://aurora.edu/student-life/campus-services/wellness/>) for additional information. Be sure to seek out medical insurance through a private vendor.
- b. Proof of international medical insurance: A copy of current medical insurance card is needed. If the international applicant does not have international medical insurance, the applicant should contact the Office of Admission for assistance.
- c. \$1,000 non-refundable admission deposit: The deposit will be applied to the first semester's tuition payment.

Once admitted and Aurora University receives the above required items:

- a. 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.
- b. There is no need-based financial aid available for international students requiring an I-20 visa.
- c. 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.

- a. Students demonstrating unusual potential for benefiting from and contributing to the ongoing program of the university.

- b. Students who will contribute to increasing the cultural, racial, and ethnic diversity of the university.
- c. Students who show distinction in extra-curricular activities such as student government, drama, music, athletics, etc.
- d. Students whose experiential or career backgrounds bring unusual diversity of skills or knowledge to the classroom.
- e. 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 university policies and regulations relating to nondiscrimination, equal opportunity, and affirmative action.

Decision Procedures and Relation to University Governance

- a. Applicants for admission who meet the academic qualifications outlined above may be approved for admission by the Vice President for Enrollment, or a designate.
- b. 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).
- c. 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).

Additional Bachelor's Degrees

Additional Bachelor's Degrees for Graduates of Other Schools and Alumni of Aurora University not Continuously Enrolled

Holders of baccalaureate degrees from other regionally accredited schools may earn an additional bachelor's degree from Aurora University by completing the balance of the coursework required for the additional degree provided that at least 24 semester hours in each degree is not present in the other, 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 18 semester hours not included in the major of the first degree. All General Education requirements are deemed to have been met by virtue of completion of the first degree.

Holders of a bachelor's degree from Aurora University may earn an additional bachelor's degree by completing the balance of the coursework required for the additional degree provided that at least 24 semester hours in each degree is not present in the other, completing the last 24 semester hours in the degree at Aurora University, and by completing an approved major that contains a minimum of 18 semester hours not included in the major of the first degree. All General Education requirements are deemed to have been met by virtue of completion of the first degree.

Holders of a bachelor's degree from Aurora University may complete the courses required for an additional major within two years of the conferral of the latest undergraduate degree, by completing the balance of courses required for any approved major with the same general degree classification as the latest degree conferred (BA/BS), which contains a minimum of 18 semester hours not included in the required courses for the major of the latest conferred degree. A minimum of 18 hours required for the additional major must have been or be completed at AU. No credit by examination or competency credit may be applied toward the balance of required courses. Completion of the requirements of the additional major will be noted on the transcript. Financial aid may not be available for the completion of additional major requirements after an undergraduate degree is conferred.

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.

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 U.S. 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 academic 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.

Aurora University will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill[®] (Ch. 33) or Veteran Readiness and Employment Service (VR&E) (Ch. 31) benefits, while their payment from the U.S. Department of Veterans Affairs is pending to Aurora University:

- Prevent enrollment
- Assess a late penalty fee
- Require they secure alternative or additional funding

- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class
- Provide written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

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 (GECC) 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 Admission & Aid website (<https://aurora.edu/admission/transfer/>) to review transfer guides and transferability of courses.

University of Wisconsin Colleges - George Williams College of Aurora University 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 System has met all lower-division general education requirements at George Williams College of Aurora University. Students must also successfully complete academic program requirements in the major. A GWC 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 official transcripts must be received by the university before admission can be processed. Students should request to have an updated official transcript sent to Aurora University of any courses that were in progress at the time of application to Aurora University once the courses have concluded.

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 academic 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 nontechnical 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 on a student's official Aurora University transcript. Transfer credit is applied to general degree requirements with the approval of the University 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 Academic Catalog and the Regulations and Policies Catalog. 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 the "General Education Requirements for Transfer Students" (<https://catalog.aurora.edu/undergraduate/academic-regulations-procedures/general-education/#gen-ed-requirements-transfer>) section.

Nontraditional 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 (ACE). In addition, Aurora University accepts credit earned based on qualified testing results through the CLEP, DANTES, IB (HL), 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 nontraditional 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.

- 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.
- 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.
- 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 Academic Dean, and the receipt of an approved Petition for Prior Approval from the University Registrar, obtained prior to registration for courses to be transferred.

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 scholarships, grants, loans, and work study. In 2022–2023, the Office of Financial Aid assisted more than 5,600 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 Career Services 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

Tuition Type	Tuition Cost per Semester
Full Time (12–18 semester hours)	\$14,000 per semester
Part Time (1–11 semester hours)	\$450 per semester hour
Over 18 Credit Hours	\$450 per semester hour
Summer Session	\$450 per semester hour
Travel Study/May Session	\$450 per semester hour

Adult Degree Completion	\$450 per semester hour
AU Online	\$450 per semester hour

The university may also assess fees for certain services, courses, field placements, or other ancillary expenses.

Room and Board

2023-2024 Academic Year (fall and spring semesters):

Aurora Board

Meals	+ Points	Cost per Semester
The Full Sammy	unlimited meals per week with 80 points per semester	\$2,970 per semester
Taste of AU 15	15 meals per week with 100 points per semester	\$2,715
Weekly Bite 10	10 meals per week with 100 points per semester	\$2,110
Blue Block 150	150 meals per semester with 175 points per semester	\$2,260
AU 80 (for Juniors and Seniors only)	80 meals per semester with 160 points per semester	\$1,045

Aurora Room

Type	Cost per Semester
Air-Conditioned Halls	
Centennial, Davis, Memorial, Tucker, and Watkins Halls: single with A/C	\$3,940
Centennial, Davis, Memorial, Tucker, and Watkins Halls: double with A/C	\$3,650
Non-Air-Conditioned Residence Halls	
Jenks, East, Memorial and Wilkinson Halls: single without A/C	\$3,650
Jenks, East, Memorial and Wilkinson Halls: double without A/C	\$3,220
Suites	
Jenks West, Jenks East Halls: suite with A/C	\$3,940
Jenks West, Jenks East Halls: suite without A/C	\$3,650

GWC Board

Meals	Cost per Semester
Unlimited	\$2,765 per semester
Residential 15	\$2,585 per semester
Residential 10	\$1,545 per semester
JR/SR 80 (Juniors and Seniors only)	\$1,045 per semester

GWC Room

Type	Cost per Semester
Oak and Hickory, Winston Paul, and Emory Halls: single	\$3,915

Oak and Hickory, Winston Paul, and Emory Halls: double	\$2,850
Oak and Hickory, Winston Paul, and Emory Halls: triple	\$2,020

General Fees

Fee Type	Fee Amount
Auditor Fee	50% of tuition
CLEP Credit Recording Fee	No charge
Course by Special Arrangement (CBSA)	\$130 per semester hour
Deferred Payment Fee	\$10 per semester hour
International Affiliate Program Transfer Fee	\$375
Late Payment Fee (2 weeks past due)	\$100 (fall and spring); \$50 (summer)
Late Payment Fee (6th week of semester)	\$200 (fall and spring); \$100 (summer)
Late Payment Fee (10th week of semester)	\$300 (fall and spring); \$150 (summer)
Life and Vocational Assessment Fee	\$125 per semester hour
Nursing Pinning Fee	\$25
Parking Fine	\$20-25
Parking Permit	None
Pathways Program	\$3,000
Prior Approval Petition Fee (late submissions)	\$30
Regalia Fee - Bachelor's	\$110
Replacement I.D. Card Fee - Non-resident	\$25
Replacement I.D. Card Fee - Resident	\$35
Residence Hall Deposit - new students	\$100
Residence Hall Lost Room Key Fee - Standard Room	\$110
Residence Hall Lost Room Key Fee - Suite	up to \$310
Returned Check Fee	\$25
Student-at-Large tuition Deposit (non-refundable)	\$100
Technology Fee (per semester)	\$110
Technology Fee (online; per module)	\$55
Transcript, Online Service	\$5
Transcript, While-You-Wait Service	\$25 for first copy; \$20 per additional copy
Tuition Deposit	\$100

Fees Charged per Course/Registration

Fee Type	Fee Amount
Athletic Training Laboratory	\$50
Athletic Training Practicum	\$50
Autism Exercise Specialist Fee	\$423
BSW Field Placement Fee	\$50 per semester hour

Communications/Digital Marketing	\$50
Exercise Physiology	\$50
Fine Arts	\$50
Foundations K-12 Physical Education (PED-1510) Fee	\$80
Health Science Certification	\$50
Mechanical/Physical Analysis of Sport/Exercise	\$50
Nursing Clinical Fee	\$55 per semester hour
Nursing Laboratory Fee	\$55 per semester hour
Nursing Testing Fees	\$750
Outdoor Recreation Skills (REC-3500) Fee	\$275
Physical Education Lab (First Aid/CPR) Fee	\$35
Science Fee	\$50
Student Teaching Fee (Aurora only)	\$150

Nursing testing fees are determined by contract with vendor and will be added to specific courses as outlined by the School of Nursing – Estimate \$600 (actual cost of exams passed through to students).

*Military Tuition Rates for AU Online Students Only - For active duty military, their spouses and dependents, National Guard members, and reservists, a grant equivalent to \$250 a credit hour for undergraduate and graduate courses. A 10% tuition discount for qualified veterans.

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 1st 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, AU Online, and Woodstock Center

Tuition Type	Tuition Cost per Semester
Student At Large	\$670 per semester hour
Graduate Business Programs (MBA, MSA, MPA)	\$580 per semester hour
MSW, MSW/MBA, MSW/MPA, PEL, Addictions Programs	\$618 per semester hour
Doctoral (DSW) Program	\$750 per semester hour
School District Cohorts/Master Ed. Cohorts	\$492 per semester hour
Doctoral (EdD) Program	\$670 per semester hour
MS in Mathematics Program (cohort)	\$520 per semester hour
MS Athletic Training Program	\$700 per semester hour
Graduate Plus One Programs	\$9,950
Graduate 3+2 MS-ATR Program (FA/SP)	\$9,950

(SU summer internship semester)	\$4,975
MS Exercises Science	\$565 per semester hour
Master of Science in Nursing (MSN)	\$715
MA in Mathematics Education Program	\$565 per semester hour

The university may also assess fees for certain services, courses, field placements, or other ancillary expenses.

General Fees

Fee Type	Fee Amount
Course by Special Arrangement (CBSA)	\$130 per semester hour
Deferred Payment Fee	\$10 per semester hour
Regalia Fee (master's)	\$135
Regalia Fee (doctoral)	\$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

Fees Charged per Course/Registration

Fee Type	Fee Amount
Athletic Training Laboratory	\$50
Athletic Training Practicum	\$50
EdD Research Software Licensing	\$50
Nursing Elsevier Fee (MSN)	\$500/semester
Nursing Clinical Fee	\$55 per semester hour
Nursing Laboratory Fee	\$55 per semester hour
MSW Field Placement Fee	\$50 per semester hour
Student Teaching Fee (Aurora only)	\$150

*Military Tuition Rates for AU Online Students Only - For active duty military, their spouses and dependents, National Guard members, and reservists, a grant equivalent to \$250 a credit hour for undergraduate and graduate courses. A 10% tuition discount for qualified veterans.

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.

Student Services

Aurora Campus

Charles B. Phillips Library

Phillips Librar (<https://aurora.edu/academics/library/>)y 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, and students have access to wireless network, printing and scanning. Student can reserve the Learning Lab which seats 12, and Room 204 which seats eight.

Campus Housing

Aurora University has seven on-campus residence halls — Centennial, Davis, Jenks, Memorial, Tucker, Watkins, and Wilkinson — with accommodations for approximately 700 residents in mostly double occupancy rooms. Priority for residential accommodations is given to undergraduate students. A limited number of single rooms are also available, with priority for these rooms given to returning residents. Some residence halls offer air conditioning. Tucker Hall - AU's newest residence hall - is the home of Aurora University's Pathways to Success program. 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 Chartwells Food Service to provide service at three on-campus dining locations. Resident students may use their meal plan at both Tru Blu Dining and the Spartan Spot. Meal plan points may be used at Tru Blu Café. Tru Blu Dining, located in Alumni Hall, serves breakfast, lunch, and dinner during the week; brunch and dinner are served on the weekends and select holidays. Dining at this location is offered in an unlimited-servings, cafeteria-style format. The Spartan Spot serves hot and cold menu items including grilled items. Located in the lower level of Stephens Hall, the Spot is also a social gathering place and study area. Tru Blu Coffee, located on the first floor of the Institute for Collaboration, offers a variety of specialty coffee drinks, grab and go snacks and sandwiches and a selection of fresh baked goods.

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 Campus Public Safety office. AU Online students may print enrollment verification from Self-Service.

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, men's and women's wrestling and women's bowling — often with championship results. About 40 percent of resident students and 20 percent of the student body participate in intercollegiate athletics. Additionally, club programs are offered in cheerleading, ACHA D2 men's hockey, and ACHA D3 men's hockey.

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. The center also works 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 Services

Counseling 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 Services for information on services available free of charge to students, as well as for referral information to services in the community.

Aurora University also offers TimelyCare - a virtual wellness provider that is available to all AU students at no cost. With the confidential services, students can talk to a medical professional, receive health coaching, access 24/7 crisis support and arrange ongoing counseling sessions with a licensed therapist.

Student Clubs and Organizations

Approximately 60 student clubs and organizations (<https://aurora.edu/student-life/activities/>) 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.

Aurora University also offers TimelyCare - a virtual wellness provider that is available to all AU students at no cost. With the confidential services students can talk to a medical professional, receive health coaching, access 24/7 crisis support and arrange ongoing counseling sessions with a licensed therapist.

The Hill Center for Student Success

The Kimberly and James Hill Center for Student Success prepares students for meaningful and successful careers and lives through vocational exploration and career development. Career Services advisors support students as they explore and develop their distinctive strengths and aspirations, and then guide them as they transition to the workplace, graduate or professional school, or to service. Programs offered at the center include resume and job search workshops, interview preparation, individual appointments, and career conversations with alumni and employers.

The Crouse Center for Academic Advising

The Crouse Center for Academic Advising offers advising and mentoring services to support undergraduate students at the Aurora location and graduate students in Plus One programs. Academic advisors in the Crouse Center provide guidance to students throughout their enrollment at the university, helping them develop a thorough understanding of their academic program requirements as they plan, build, and complete bachelor's or master's degrees reflecting their talents and aspirations. Academic 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).

Academic Support Center

The Academic Support Center (ASC) offers 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 (i.e., 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 Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Its 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 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 Vice President for Academic Affairs will ask the Faculty Senate to appoint a three-person committee to investigate and make a recommendation for its final decision on the matter.

George Williams College (GWC) of Aurora University

Students attending the George Williams College (GWC) of Aurora University location may access services offered online and on the Aurora campus. AU Career Services and Health Services offer career search and self-improvement online programs. When visiting the Aurora University's main campus, 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 eight 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. Peer tutoring services are also offered.

Housing

George Williams College of Aurora University offers four residence halls (Emery Lodge, Hickory Lodge, Winston Paul, and Oak Lodge). All rooms are offered with an in-room bathroom, air conditioning, and a hall common room. Each year single rooms are provided, dependent upon enrollment and availability. Priority for 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

GWC partners with Chartwells Food Service to provide dining at the Beasley Campus Center, the main dining facility at GWC. Beasley serves breakfast, lunch, and dinner during the week; brunch and dinner are served on the weekends and select holidays. Dining is offered in an unlimited-servings, cafeteria-style format. On-campus residents are required to have a meal plan. Students without a meal plan are welcome to purchase individual meals in Beasley. Contact Chartwells Food Service 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 the GWC location 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 presence. Through established relationships with local police and fire departments, the resources of these organizations are available to the GWC 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, the George Williams College of Aurora University location continues to update its preparedness plans and policies taking advantage of the most recent best practices.

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 (<https://aurora.edu/student-life/activities/>). 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; the student ID serves as their membership card.

Disability Services

George Williams College of Aurora University is committed to providing equal access. 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 (<http://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 and helps clarify university rules and regulations related to graduation requirements, transfer work, and major and minor requirements. Advisors also perform graduation audits.

Woodstock Center (WDC)

Academic Support

Woodstock Center students can access free professional writing support for all courses at all levels via the Aurora campus Academic Support Center (ASC), or peer writing assistance at the George Williams College (GWC) of Aurora University location. Subject tutoring for

many undergraduate courses is also available via Zoom. To schedule an appointment, go to Academic SupportNet on Okta at <https://aurora.mywconline.com> (<https://aurora.mywconline.com/>). In addition, [www.Tutor.com](https://catalog.aurora.edu/regulations-policy-catalog/student-services/file:///C:/Users/mtarling/Documents/1%20DEAN%202019/Faculty/Syl%20Guidelines/www.Tutor.com) (<https://catalog.aurora.edu/regulations-policy-catalog/student-services/file:///C:/Users/mtarling/Documents/1%20DEAN%202019/Faculty/Syl%20Guidelines/www.Tutor.com>) is available for select access math and physics courses 24/7. Students must access [www.Tutor.com](https://catalog.aurora.edu/regulations-policy-catalog/student-services/file:///C:/Users/mtarling/Documents/1%20DEAN%202019/Faculty/Syl%20Guidelines/www.Tutor.com) (<https://catalog.aurora.edu/regulations-policy-catalog/student-services/file:///C:/Users/mtarling/Documents/1%20DEAN%202019/Faculty/Syl%20Guidelines/www.Tutor.com>) via their Moodle course shell for the free service provided by AU.

Library Services

Access to high quality scholarship in academic journals, magazines, eBooks and print books is provided through the AU libraries. Find these resources and other available services through the AU library website (<http://aurora.edu/library> (<http://aurora.edu/library/>)), or the GWC Scott Library website (<https://gwc.aurora.edu/academics/library> (<https://gwc.aurora.edu/academics/library/>)). Librarians can help you research and assist with obtaining articles and books. They are available for all students by chat at (<http://aurora.libanswers.com/>), text (630-796-7615), phone (630-844-7534), or by an online appointment with a librarian <http://libguides.aurora.edu/appointments> (<http://libguides.aurora.edu/appointments/>). For assistance on the GWC campus, contact Dr. Julie Beyers (jbeyers@aurora.edu). Services for Woodstock campus students are available through both the Aurora and GWC campuses, including courier delivery of materials.

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 Aurora University Woodstock Center location 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, the Woodstock Center location continues to update its preparedness plans and policies taking advantage of the most recent best practices. At Aurora University, everyone is responsible for creating a safe environment, so it is important for students to report suspicious or threatening objects, people, or conditions to Campus Public Safety. At the Woodstock Center location, call 815-338-2131 or 911 for an emergency.

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 (p. 20)
- General Education (p. 21)
- Simultaneous Undergraduate Multiple Degrees and Multiple Majors (p. 23)
- Additional Bachelors Degree (p. 12)

- Degree Distinctions (<https://catalog.aurora.edu/regulations-policy-catalog/academic-regulations-procedures/degree-distinctions/>)
- Graduate Degree Requirements (p. 23)
- Time Limit for Completion of Graduate Degrees (p. 24)
- Code of Academic Integrity (p. 24)
- Chosen Name and Pronoun Policy (<https://catalog.aurora.edu/regulations-policy-catalog/academic-regulations-procedures/chosen-name/>)
- Classroom Conduct Policy (p. 26)
- Course Enrollment and Classroom Environment Policy (p. 26)
- Undergraduate Academic Standards (p. 26)
- Graduate Academic Standards (p. 27)
- Application of Academic Regulations (p. 27)
- Registration (p. 28)
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- Special Educational Experiences and Credit (p. 31)
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- Transfer and Nontraditional Sources of Credit (p. 38)
- Declaration of Major (p. 43)
- Regulations Governing Majors and Minors (p. 43)
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- Undergraduate Student Classification and Definition (p. 48)
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- Awarding Posthumous Degrees (p. 49)
- Financial Aid Rights and Responsibilities (p. 50)
- Satisfactory Academic Progress Procedures (p. 52)
- Conditions for Aurora University Scholarship Renewal (p. 54)
- Family Educational Rights and Privacy Act of 1974 as Amended FERPA (p. 54)

Undergraduate Degree Requirements

Undergraduate Degree Requirements

A student who graduates from Aurora University with a baccalaureate degree will have met the following requirements:

- Completion of all requirements for an approved major (with no grades lower than "C").
- 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:
 - At least 52 semester hours completed at a senior college.
 - 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).

- 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.

c. Completion of all General Education requirements (with no grades lower than "C"), as follows:

- Quantitative and Formal Reasoning competency requirement (p. 22)
- ENG-1000 Introduction to Academic Writing
- IDS-1200 Discover What Matters or IDS-3040 Global Justice
- IDS-1150 First Year 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. (IDS-3500 Junior Mentoring Program I and IDS-3550 Junior Mentoring Program II - *Not required for ADC or AU Online students but may be designated electives for AU Online students admitted with fewer than 15 hours of transfer credit.*)
- Distribution Requirements
Students will complete one approved course¹ from each of the following categories:
 - Artistic Literacy
 - Cultural Literacy
 - Human Inquiry
 - Scientific Inquiry

In addition to the above, ADC and Online students will also complete one approved course¹ from the following category:

- Discovery and Reflection

¹ Only courses that are approved to meet the distribution requirement can be used toward this requirement. See the list of approved courses (p. 21) 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.
- 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 lab component.

General Education

Courses Approved for General Education Distribution Credit

Catalog 2023-2024

Artistic Literacy

Code	Title	Credits
ART-1020	Around the World in 80 Masterpieces	4
ART-2100	Introduction to Drawing	4

ART-2540	Art and Power	4
ART-2620	Art and Death	4
COM-2300	Critical Analysis of Film and Television	4
ENG-2210	Poetry	4
ENG-2250	Novel	4
ENG-3185	Multicultural Literature for Children and Young Adults	4
MST-1110	Introduction to Museum Studies	4
MUS-1550	Exploring Music	4
PHL-2700	Art and Philosophy	4
THE-1200	Introduction to Theatre	4
THE-1300	Introduction to Acting	4
THE-2510	Design for the Stage	4

Cultural Literacy

Code	Title	Credits
BST-2010	Introduction to Black Studies	4
CSD-3050	Deaf Culture	4
HIS-1200	American History I (to 1877)	4
HIS-1210	American History II (since 1877)	4
HIS-1300	World History I (to 1500)	4
HIS-1400	World History II (since 1500)	4
LTS-1200	Introduction to Latino Cultural Studies	4
NUR-1214	Professional Nursing, Culture, and Health Care	4
REL-1100	Comparing Scriptures	4
REL-1400	Spirituality Today	4
REL-2060	Exploring Religion	4
SOC-2150	Cultural Anthropology	4
SOC-3350	Race, Ethnicity, and Culture	4
SPN-1120	Elementary Spanish I	4
SPN-2200	Intermediate Spanish I	4

Human Inquiry

Code	Title	Credits
COM-2160	Human Communication and Relationships	4
CRJ-1010	Introduction to Criminal Justice System	4
ECN-2030	Principles of Economics	4
ENV-1000	Introduction to Environmental Studies	4
LTS-1300	Latinos and Latinas in the United States	4
PHL-1100	Problems of Philosophy	4
PHL-2100	Ethics	4
PSC-1300	Introduction to U.S. Government	4
PSY-1100	General Psychology	4
PSY-3350	Child and Adolescent Development	4
SOC-1100	Introduction to Society	4
SOC-3480	Globalization and Social Change	4

Scientific Inquiry

Code	Title	Credits
BIO-2200	Humans and the Environment	4
CHM-1200 & 1200Z	Principles of Chemistry and Principles of Chemistry Laboratory	4

CHM-1310 & 1310Z	General Chemistry I and General Chemistry I Laboratory	4
CSC-1010	Introduction to Computer Science	4
HAS-1200	Introduction to Animal Science	4
HLS-2650	Essentials of Anatomy and Physiology	4
NSM-1400	Earth and Space Science	4

Discovery and Reflection (ADC and Online students only)

Code	Title	Credits
ACC-2010	Principles of Financial Accounting	4
BUS-1020	Foundations of Management	4
SWK-2500	Survey of Contemporary Social Work	4

Ways to Satisfy the Quantitative and Formal Reasoning Requirement

As part of the General Education program, students will demonstrate quantitative and formal reasoning 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:

- 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)
- A grade of "C" or better or transcribed credit in one of the following courses:

Code	Title	Credits
FIN-2010	Personal Finance	4
MTH-1030	Dealing With Data	4
MTH-1100	College Algebra	4
MTH-1310	Precalculus	4
MTH-2100	General Statistics	4
MTH-2210	Calculus and Analytic Geometry I	4
PHL-1200	Logic	4

- A grade of "C" or better in a course within the students' academic major program that has been approved to meet the quantitative and formal reasoning requirement.
- Elementary Education, Early Childhood Special Education with Bilingual/ESL, and Special Education majors meet the quantitative and formal reasoning requirement via MTH-1210 Mathematics for Elementary Teachers I, MTH-1220 Mathematics for Elementary Teachers II, and NSM-2500 Integrated Mathematics and Science for Teachers.
- 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

- A new first-year student is expected to take IDS-1200 Discover What Matters and IDS-1150 First Year Experience in the first semester at Aurora University. All students will take IDS-3500 Junior Mentoring

Program I/IDS-3550 Junior Mentoring Program II during their third year at Aurora University.

- First-year students wishing to meet the ENG-1000 Introduction to Academic Writing requirement via CLEP or AP credit must have official score results submitted to the Office of the Registrar prior to the beginning of their first term of attendance, or registration in ENG-1000 Introduction to Academic Writing will be required during the first year of study.
- A single course may be used to satisfy a major requirement and a General Education requirement.
- No single course may be used to satisfy more than one General Education requirement.
- New transfer students will be advised as to the best timing to take any required IDS courses (see "General Education Requirements for Transfer Students" (p. 22)). They will otherwise follow the progression outlined above.
- Transfer students entering without having completed an English Composition course equivalent to ENG-1000 Introduction to Academic Writing must complete the requirement as early in their Aurora University career as possible. Transfer students who have transferred in the equivalent of ENG-2010 Introduction to Research Writing need not take ENG-1000 Introduction to Academic Writing. (No credit will be given for ENG-1000 Introduction to Academic Writing.) 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 ENG-1000 Introduction to Academic Writing if this General Education requirement has not already been met by transfer credit, CLEP credit, or AP credit. Transfer students wishing to meet the ENG-1000 Introduction to Academic Writing 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 ENG-1000 Introduction to Academic Writing requirement must be met via CLEP and/or appropriate Aurora University coursework.

General Education Requirements for Transfer Students

- 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:
 - Participation in the junior-year mentoring, and assessment process (IDS-3500 Junior Mentoring Program I and IDS-3550 Junior Mentoring Program II).
 - Completion of the ENG-1000 Introduction to Academic Writing and quantitative and formal reasoning requirements through appropriate transfer credit or at Aurora University.
 - Completion of IDS-3040 Global Justice (online General Studies students only).
- 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):
 - Participation in the junior-year mentoring, and assessment process (IDS-3500 Junior Mentoring Program I and IDS-3550 Junior Mentoring Program II)
 - Completion of the ENG-1000 Introduction to Academic Writing and quantitative and formal reasoning requirements through appropriate transfer credit or at Aurora University

- iii. 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)
- iv. Completion of IDS-3040 Global Justice (online General Studies students only)
- c. Requirements for students who have fewer than 30 semester hours of transfer credit accepted by Aurora University:
 - i. All General Education requirements apply
- d. Requirements for students who hold a baccalaureate degree from a regionally accredited college:
 - i. There are no General Education requirements for a student holding a baccalaureate degree.
- e. Any student transferring in credit but deemed by Admissions as a "First Time Freshman" is required to take IDS-1150 First Year Experience (does not apply to online students).

Simultaneous Undergraduate Multiple Degrees and Multiple Majors

- a. "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.
- b. 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.
- c. "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 pursuing the BA in General Studies may not double major.
- d. 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.
- e. 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.

Additional Bachelor's Degrees

Additional Bachelor's Degrees for Graduates of Other Schools and Alumni of Aurora University not Continuously Enrolled

Holders of baccalaureate degrees from other regionally accredited schools may earn an additional bachelor's degree from Aurora University by completing the balance of the coursework required for the additional degree provided that at least 24 semester hours in each degree is not

present in the other, 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 18 semester hours not included in the major of the first degree. All General Education requirements are deemed to have been met by virtue of completion of the first degree.

Holders of a bachelor's degree from Aurora University may earn an additional bachelor's degree by completing the balance of the coursework required for the additional degree provided that at least 24 semester hours in each degree is not present in the other, completing the last 24 semester hours in the degree at Aurora University, and by completing an approved major that contains a minimum of 18 semester hours not included in the major of the first degree. All General Education requirements are deemed to have been met by virtue of completion of the first degree.

Holders of a bachelor's degree from Aurora University may complete the courses required for an additional major within two years of the conferral of the latest undergraduate degree, by completing the balance of courses required for any approved major with the same general degree classification as the latest degree conferred (BA/BS), which contains a minimum of 18 semester hours not included in the required courses for the major of the latest conferred degree. A minimum of 18 hours required for the additional major must have been or be completed at AU. No credit by examination or competency credit may be applied toward the balance of required courses. Completion of the requirements of the additional major will be noted on the transcript. Financial aid may not be available for the completion of additional major requirements after an undergraduate degree is conferred.

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 degree 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 degree focuses on courses required for professional or pre-professional programs.

Graduate Degree Requirements

Graduate Degree Requirements

- a. When a student's academic performance does not meet minimum standards, the instructor should send an academic alert to the student.
- b. A student is placed on academic warning at the end of any semester when their cumulative or semester program/major GPA is less than 3.0.

- c. A student, placed on academic warning for a second time (not necessarily consecutive semesters) will be academically dismissed, for poor scholarship.
- d. A student, will be academically dismissed if their Term GPA is 0.00 in any given semester.
- e. A graduate student, who is dismissed from Aurora University for poor scholarship may apply for readmission after one full semester away (Spring, Summer, or Fall).
- f. 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.
- g. The petition will be reviewed by an academic program committee, comprised of the academic program director/chair and two faculty designated by the Jurisdictional Academic Dean, to make a determination based on the academic standards of the program. The academic program committee may require an in person meeting with the student as deemed necessary.
- h. Should readmission be granted, the student will be readmitted on Academic Warning. Should the cumulative program GPA fall below 3.0 in a subsequent semester, the student will be dismissed from the university.
- i. A student who had already had their petition for readmission denied by the academic program may appeal the decision to the Jurisdictional Academic Dean over the program. The step must be completed in the form of a written request to the Academic Dean within one calendar week after the student has been informed of the program committee decision. The Academic Dean will appoint two faculty members to serve 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 the University Registrar regarding the final decision and its reasoning.

Time Limit for Completion of Graduate Degrees

Time Limit for Completion of Graduate Degrees

- a. 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).
- b. 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.
- c. Petitions for extension are reviewed by the Program Chair in consultation with the program faculty.
- d. 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.
- e. An extension of deadline may be granted only once and then for a maximum of two years.
- f. Individual programs may establish more restrictive limits for initial and extended time deadlines for completion.

Code of Academic Integrity

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" (p. 24) 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.

Identity Fraud - Identity fraud involves the act of impersonating another person, or any other form of identity fraud, in any work submitted for evaluation for academic credit. Examples include the submission of work under the login credentials of someone else, or misrepresenting one's own identity during in-person work. Identity fraud will be processed as a second or egregious offense, which may lead to dismissal from the university. Students wishing to appeal the offense should follow the process identified under a Second, Egregious, or Referred Violation, below.

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. Allowing or facilitating the impersonation of oneself, or any like form of such identity fraud, in any work submitted for evaluation for academic credit is deemed to be a facilitation offense which will be processed as a second or egregious offense, and may lead to dismissal from the university.

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 (p. 26)). Students notified by the faculty member, Dean of Academic Administration, or University 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:

- a. The faculty member will report the violation to the Dean of Academic Administration or University 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 University 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 University Registrar.

- b. Within five business days of receipt of the violation, the Dean of Academic Administration or University Registrar will confirm the violation to be a first violation and eligible for appeal under Policy Statement F3 (below) (p. 26). 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.
- c. The Dean of Academic Administration or University Registrar will then send the student an electronic notification 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 electronic notification 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 (p. 26), the faculty member's allegation shall be removed from the academic integrity violation file.
- d. 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 University Registrar (or a violation is referred for hearing as set forth above), the Dean of Academic Administration or University Registrar shall inform the student of the allegation via electronic notification. This electronic notification shall inform the student that contact must be made with the Dean of Academic Administration or University Registrar within 10 business days from the date of the electronic notification 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 sent by the Dean of Academic Administration or University 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 for 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 to inform the University 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 does not 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:

- a. violation of the Code took place and the report remains in the academic integrity violation file; or
- b. 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 for Academic Affairs within one calendar week after the Academic Conduct and Integrity Committee has informed the student of its decision. The Vice President for Academic Affairs will appoint two faculty members to serve with the Vice President for Academic Affairs on an ad hoc committee working to review the student’s appeal. This committee and the Vice President for 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 Academic 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

- a. 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.

- b. A student will be academically dismissed if her/his Term GPA is 0.00 in any given term.
- c. 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.
- d. 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:
 - i. completed three consecutive terms (excluding summer session) with a Term GPA of at least 2.0, and have achieved an Aurora University cumulative GPA of at least 2.30, or
 - ii. a Term GPA below 2.0, in which case the student is dismissed from the university, or
 - iii. has graduated.
- e. 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 University Registrar. Should the appeal be granted, the student will be readmitted on Last Term Warning.
- f. 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.
- d. A student, will be academically dismissed if their Term GPA is 0.00 in any given semester.
- e. A graduate student, who is dismissed from Aurora University for poor scholarship may apply for readmission after one full semester away (Spring, Summer, or Fall).
- f. 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.
- g. The petition will be reviewed by an academic program committee, comprised of the academic program director/chair and two faculty designated by the Jurisdictional Academic Dean, to make a determination based on the academic standards of the program. The academic program committee may require an in person meeting with the student as deemed necessary.
- h. Should readmission be granted, the student will be readmitted on Academic Warning. Should the cumulative program GPA fall below 3.0 in a subsequent semester, the student will be dismissed from the university.
- i. A student who has already had their petition for readmission denied by the academic program may appeal the decision to the Jurisdictional Academic Dean over the program. This step must be completed in the form of a written request to the Academic Dean within one calendar week after the student has been informed of the program committee decision. The Academic Dean will appoint two faculty members to serve 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 the University Registrar regarding the final decision and its reasoning.

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.

Graduate Academic Warning and Dismissal

- a. When a student's academic performance does not meet minimum standards, the instructor should send an academic alert to the student.
- b. A student is placed on academic warning at the end of any semester when their cumulative or semester program/major GPA is less than 3.0.
- c. A student, placed on academic warning for a second time (not necessarily consecutive semesters) will be academically dismissed, for poor scholarship.

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 Crouse Center for Academic Advising to make an initial appointment with an advisor to register for courses. George Williams College of Aurora University 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 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 Crouse Center for Academic Advising 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 of Aurora University 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 (<https://aurora.edu/student-life/campus-services/wellness/>) 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 University 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 Self-Service may be admitted to class by faculty. Faculty who knowingly allow unregistered students to attend 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 (<https://aurora.edu/student-life/campus-services/wellness/>) for additional information.

services/wellness/) 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 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 Self-Service.

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, the student will not be able to enroll in subsequent terms until the hold is removed, which could result in the student's registration for future terms being cancelled.

Payment of Tuition and Fees

Tuition and fees are assessed in accordance with approved policies. Please refer to the Financial Responsibility Agreement signed/accepted 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 on the Student Accounts Office website (<https://aurora.edu/student-accounts/>). Official transcripts are issued to students in good financial standing, unless required by law.

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 Financial Responsibility Agreement signed/accepted at the time of registration. Refunds are, in all cases, governed by the actual date of submitting a drop notice, via Self-Service 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 Office of the Registrar 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 on the Office of the Registrar's webpage (<https://aurora.edu/about/administration/registrar/>).

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 Office of the Registrar 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 schedule of classes or may be obtained on the Office of the Registrar's webpage (<https://aurora.edu/about/administration/registrar/registrar-forms.html>). 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 Self-Service. If the student is unable to make the changes in Self-Service, 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 Office of the Registrar. The Registration Forms are available from any advisor, in the Office of the Registrar, 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 Office of the Registrar 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 prerequisites, 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 University 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 Office of the Registrar will calculate late registration and withdrawal deadlines and provide this information on the Office of the Registrar's website (<https://aurora.edu/about/administration/registrar/>).

Undergraduate Accelerated Load (Overload)

Students desiring to register for an accelerated load of more than 18 semester hours in any term must have the approval of a student success/academic advisor or the University 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 18 semester hours in any term if the student has a cumulative GPA at Aurora University of at least 3.40. The University Registrar will review petitions for students with a cumulative GPA at Aurora University that is below 3.400. 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 Self-Service 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 Self-Service 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 Council of West Suburban Colleges Consortium or 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 University 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 Office of the Registrar for eligibility information and special registration forms.

Council of Independent Colleges Consortium (CIC) Cross Registration

Courses taken at other schools in the Council of Independent Colleges Consortium or CIC 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 the terms

of the CIC agreement. Interested students must contact their Crouse Center advisor for requests. Prior approval of the student's AU advisor and the Registrar is required along with the student's request to be cross-registered before the student is registered at one of the other institutions. Cross-registration is available during the fall, spring, and summer terms. Tuition is paid to AU and grades are recorded at AU without the necessity of applying for a transcript. Through this program, degree-seeking students have access to a broad selection of academic offerings in online courses. Contact the Crouse Center for Academic Advising for eligibility information and special registration forms.

Petitions

Prior Approval Petition

It is expected that, once enrolled at Aurora University, a student will complete all coursework at AU. When a student wishes to register for coursework at another institution due to extenuating circumstances, or to take a correspondence course, or a CLEP examination, they must file a Petition for Prior Approval seeking approval from the Dean of Student Success to make sure that the work they plan to do is not available at Aurora University, will be transferable, and is applicable toward their degree. This petition must be submitted for review prior to registering for coursework at other institutions. Students retaking courses for grade replacement must do so at Aurora University.

After completing a previously approved course for transfer, the student must have an official transcript sent to the Office of the Registrar. 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, they must fill out a General Petition stating their request and file it with the Office of 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 Office of the Registrar. The University 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 appropriate. Contact the Crouse Center for Academic Advising or the Office of the Registrar 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 Office of the Registrar. 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 Office of the Registrar. A determination will be made by the University Registrar or Dean of Academic Administration as appropriate.

Special Educational Experiences and Credit

Individual Study Petitions — Special petitions must be completed for Directed Study (DS), Independent Study (IS), and Courses by Special Arrangement (CBSA). 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 their 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 University 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 (DS) — 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 credit 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.

- e. 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.
- f. 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 for credit by the faculty.
- g. A maximum of 14 semester hours of academic internship experience credit may be presented for graduation as part of general degree requirements.
- h. 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):
 - i. Fall semester – August 1
 - ii. Spring semester – December 15
 - iii. Summer semester – May 1
- i. No approvals required in this section may be granted retroactively. Students may not begin their internship experience prior to official registration for the course.
- j. 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.
- k. 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.
- l. An internship application must be completed and approved as an authorization to register for an internship experience.
- m. 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.
- n. 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Contact hours and duration shall be determined by the program faculty but shall adhere to the minimum clock hour conversions above (p. 31).
- g. Grading systems for practica are determined by the program faculty. Completion requirements and evaluation methods must support the grading system chosen for a practicum.
- h. 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 Colleague, the student information system (SIS). Descriptions of courses by special arrangement do not differ from published catalog descriptions.

Attendance Policy

Class Attendance

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 their own policy in each of their 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.

Attendance Policy Considerations for Special Circumstances (COVID-19)

In the event that CDC-endorsed community health concerns or other extraordinary circumstances cause the university to transition to remote learning in part or total, the following attendance policy will apply. Synchronous class sessions attended remotely (via Zoom or other means) are treated as in-person class sessions for the purpose of attendance. Appropriate attendance for these class sessions will require that the student's device camera is on with the student clearly visible. The attendance policy listed in the course syllabus will remain in force. Visibility of the student shall serve as evidence of attendance during the remote instruction period.

- a. Isolation/Quarantine – In the event that a student is experiencing symptoms, is awaiting test results, has been confirmed to have been exposed to someone who tested positive, or has tested positive for COVID-19, she or he must isolate/quarantine at home or in university-designated space for the duration of time prescribed by the CDC or relevant regulatory authorities. During this time, the student may attend class via Zoom and engage remotely in learning activities as she or he are able, and if the class structure allows. Should the student be too ill to attend via Zoom, or the class structure prohibit such remote attendance or engagement, the class sessions missed shall be excused. A student may return to class from isolation/quarantine when cleared by the university to do so.
- b. Documentation – Should a physician's recommended isolation/quarantine time exceed that prescribed by the CDC or other relevant regulatory authorities, documentation must be provided to the university. Once provided, the Special Circumstance Attendance Policy will honor the physician's recommendation in the determination of excused absences.
- c. Make-up Work – At minimum, a student whose absences are excused shall be able to make up all work and assignments missed during their illness. Faculty members may authorize additional time at their discretion.
- d. Extended Absence for Illness – A student and faculty members may request an I (Incomplete) grade if the student was passing the course prior to the first COVID-19 related absence. Such requests are subject to customary administrative approvals. The university completion deadline for the I (Incomplete) grade stipulations shall apply.

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 (CBSA), may be considered at the discretion of the instructor.

Definitions and Academic and Procedural Considerations Regarding Attendance

- a. "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.
- b. "University-sponsored events": The manager or advisor of the event or activity shall submit to the Chief Academic Officer (CAO) a list of events and have them approved as eligible for inclusion under this policy. This definition normally includes intercollegiate athletics, student government, student development, and fine arts events, as well as events required for the completion of another academic course.
- c. "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.
- d. 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.
- e. 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

- a. 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.
- b. 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.
- c. 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.).

- d. 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.

Academic Leave of Absence

Academic 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 (LOA) form via Self-Service in order to be able to resume studies according to the conditions described below.

- a. Academic leaves may be granted for up to two academic years (four terms excluding summer).
 - i. 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.
 - ii. 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.
 - iii. Students on an approved LOA that has expired after four consecutive terms (excluding summer) must apply for readmission through the Office of Admission.
 - iv. 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.
 - v. 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).
- b. 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 Office of the Office of the R (<https://aurora.edu/about/administration/registrar/registrar-forms.html>) registrar web page (<https://aurora.edu/about/administration/registrar/>) prior to the beginning of the desired term to return. Students whose LOA has expired must contact the Office of Admission.
- c. 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.

- d. 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.

Medical Leave of Absence

Student Leaves of Absence Policy - Voluntary or Involuntary

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 Life and the Student Life Case Manager, or their 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 non-medical Leave of Absence can do so by completing a Leave of Absence/Withdrawal Form via the Self-Service portal. Questions about withdrawing or taking a non-medical Leave of Absence can be directed to the Crouse Center for Academic Advising or the Office of the Registrar.

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.

- a. **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 the Student Life Case Manager, Health Services, Counseling Services, Disability Resource Office, or the Vice President for Student Life to explore whether an MLOA is appropriate. 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.
- b. **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 Student Life Case Manager 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 a medical 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 Health Services or Counseling Services) who may have useful information or be able to provide documentation that assists in preparation of the Request.

- c. **Determination.** As soon as possible after receiving the Request and documentation, the Student Life Case Manager or their designee will notify the student in writing of the determination. Upon approving a request for a medical leave, the student will also be informed of the status of the student's current coursework and 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 has 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 Student Life Case Manager in consultation with the Vice President for Academic Affairs or designee. 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 the appropriate departments and adjustments will be made to the student's account to provide the student with the greatest benefit financially.
- d. **Timing of Determination.** The Student Life Case Manager 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.
- e. **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 Leave 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 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 (i) to function safely or effectively in the University's programs, activities, or facilities without harming himself or herself, harming one or more other individuals, causing a disruption, or (ii) to be helped by mental or physical medical treatment.

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.

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 Life 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 Life 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.

- a. **Information gathering.** Upon initiation of this procedure, the Vice President for Student Life 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.
- b. **Initial meeting with student/possible voluntary leave.** If practicable under the circumstances, the Vice President for Student Life 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 Life may discuss with the student whether the student wishes to take a voluntary leave (i.e. medical leave of absence, leave of absence or withdrawal) 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.
- c. **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.
- d. **Interim involuntary leave.** 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 Life may withdraw the student or restrict the student's access to classes and/or campus for an interim period before a final determination is made.

- e. **Considering an involuntary leave.** If the review process outlined above does not (a) result in the student's decision to take a voluntary leave or (b) the Vice President for Student Life's determination that no further proceedings are warranted, the Vice President for Student Life 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 non-interim involuntary action).

If the Vice President for Student Life determines that the matter should be handled as an involuntary leave of absence (or other non-interim involuntary action), Vice President for Student Life shall proceed to make a final determination as follows.

- f. **Final determination.** In making a final determination, the Vice President for Student Life 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 Life deems relevant. The Vice President for Student Life will also afford the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard to the extent that such a meeting is possible.

The Vice President for Student Life 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.

- g. **Possible evaluation.** As part of this final determination, the Vice President for Student Life 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 of that evaluation to be shared with the Vice President for Student Life, the student, as well as with Director of Health Services and/or Director of Counseling 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 Life shall consider the results of this evaluation and other information collected in making a final determination.

- h. **Communicating the final decision.** Any decision by the Vice President for Student Life to require an involuntary leave of absence (or other non-interim 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.

- i. **Appeal.** Students have the right to appeal the Vice President for Student Life's decision in an involuntary leave situation. Any student appeal should be made in writing to the Executive Vice President within seven (7) days of the student's receipt of the written decision from the Vice President for Student Life. 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 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 Leave of Absence

A student on an approved MLOA or Involuntary Leave of Absence must be reinstated by the Student Life Case Manager or the Vice President for Student Life before the student may register for classes and resume coursework at Aurora University. Until such time as the student is reinstated, a student on an approved MLOA or Involuntary Leave of Absence retains his or her student status with the University per the following stipulations:

- Students on an approved MLOA or Involuntary Leave of Absence for no more than two consecutive semesters (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.
- Students on an approved MLOA or Involuntary Leave of Absence for more than two consecutive semesters (excluding summer) will be required to return under the catalog in effect at the time of their return.
- For students who begin an approved MLOA or Involuntary Leave of Absence before the end of the second week of the semester, the counting of consecutive semesters will begin with the current semester. For students who begin a MLOA after the end of the second week of the semester, the counting of consecutive semesters will begin with the next semester (excluding summer).
- For students on an approved MLOA or Involuntary Leave of Absence who have existing approved incomplete/deferred grades, the original deadline for completion of work for an X or I grade will be maintained unless an extension is approved by the Dean of Academic Administration before or at the time of the approval of the MLOA. Alternatively, the existing X or I grade may also be converted to a W grade if approved by the Student Life Case Manager or Vice President for Student Life in consultation with the Dean of Academic Administration.

When a student is interested in returning to the University following an approved MLOA or Involuntary Leave of Absence, the student should take the following steps to initiate the reinstatement process.

- a. Contact the Student Life Case Manager or the Vice President for Student Life. The student should first contact the Student Life Case Manager (for reinstatement from an MLOA) or Vice President for Student Life (for reinstatement from an Involuntary Leave of Absence) 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 Student Life Case Manager or Vice President for Student Life 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. Summer courses may continue dependent on medical recommendation. This schedule will help ensure that the Student Life Case Manager or Vice President for Student Life 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.

- b. **Information Requested by Health Services and/or Counseling Services.** Depending upon the circumstances underlying the student's original MLOA or Involuntary Leave of Absence, and pursuant to the Student Life Case Manager or Vice President for Student Life's discretion, Health Services and/or Counseling Services may be consulted in evaluating a request to return. The University will determine on a case-by-case basis what information, if any, Health Services and/or Counseling 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, 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.
- c. **Determination.** The Student Life Case Manager and/or Vice President for Student Life will evaluate the information provided by the student as well as any information provided by Health Services and/or Counseling Services 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 6 credits for graduate students) or a comparable course load to the load that the student managed prior to his or her leave. The student will be notified in writing of the determination. Factors the Student Life Case Manager and/or Vice President for Student Life will typically consider include but are not necessarily limited to:
 - i. Evaluation and recommendation by the student's treatment provider, Health Services, and/or Counseling Services;
 - ii. The student's demonstrated ability to engage in productive and realistic academic planning;
 - iii. The student's ability to participate safely and independently in the University's programs and activities;
 - iv. The student's personal statement included on the Reinstatement Form;
 - v. Any coursework completed or employment during the MLOA or Involuntary Leave of Absence; and
 - vi. Any other factors that the Vice President for Student Life deems relevant under the student's particular circumstances.

Negative Recommendation. If, upon review, Health Services and/or Counseling Services submits a recommendation to the Student Life Case Manager and/or Vice President for Student Life that a student is not ready for return, or if the Student Life Case Manager and/or Vice

President for Student Life 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. A student may appeal a negative recommendation to the University by submitting an appeal letter in writing to the Senior Vice President for Student Success 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 Senior Vice President for Student Success 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 Student Life Case Manager and/or Vice President for Student Life will notify appropriate campus offices of the student's return to classes and campus.

Military Accommodation

Military Activation Policy (Military Accommodation)

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 relocate¹, have three options available that they may consider with their advisor in determining their enrollment status with the University:

- a. 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.
- b. 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 recalculation of aid must take place.
- c. 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.

¹ 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 financial aid and other university policies and processes that guide the handling of students who cease academic engagement mid-term.

Request a Military Accommodation

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

- a. Provide a copy of their active duty orders to the University 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 Office of the Registrar along with the withdrawal form and any petitions for incompletes.
- b. File a Military Leave of Absence Form with the Office of 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.

Return Following 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 coursework.

Withdrawal

Students wishing to discontinue their studies at Aurora University are expected to submit a Withdrawal form through Self-Service. 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 academic catalog and regulations prevailing at the time of readmission.

Transfer and Nontraditional Sources of Credit

Transfer Credit

General Criteria and Process

- a. Official evaluation of acceptability for transfer — An official evaluation of all previously completed college credit is prepared by the Office of the Registrar after a transfer student has been approved for general admission to the university. The University Registrar makes the final determination for the university with respect to the transferability of credit.
- b. Acceptability for transfer — At the time of admission to the university, previously earned college credit is evaluated by the Office of the Registrar 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 Office of 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 Office of the Registrar in determining acceptability for transfer:
 - i. 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. Credit earned through StraighterLine, Sofia Learning, and other similar opportunities will require an American Council of Education (ACE) official transcript for consideration of transfer credit.
 - ii. Guidelines presented in the AACRAO "World Education Series" are applied to international institutions. Where credit and content determination cannot be made from international 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 University Registrar reserves the right to determine whether or not international transcripts meet the university's requirements for acceptance as official records.
 - iii. In most cases, only courses bearing grades of C minus (C-) or higher may be transferred. The exception is that a "D" for an Illinois Articulation Initiative (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 University 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.
 - iv. 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.

- v. 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.
- vi. 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.
- vii. Credit deemed by the sending institution, or by Aurora University, to be remedial or pre-college in level will not be accepted in transfer. However, such credit may be considered by an academic unit as a basis for waiving course prerequisites.
- c. 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" (<https://catalog.aurora.edu/undergraduate/academic-regulations-procedures/general-education/#gen-ed-requirements-transfer>)). These students still must participate in a junior-year mentoring, and assessment process.
- d. Transfer of credit by students matriculated at Aurora University — It is expected that, once enrolled at Aurora University, a student will earn all subsequent credit toward the degree at the university. Students retaking courses for grade replacement must do so at Aurora University.
 - i. 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.
 - ii. No credit from other institutions earned while a student is matriculated at Aurora University may be accepted in transfer except under extenuating circumstances and upon prior, written approval of the University Registrar.
 - 1. 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 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.
 - iii. No credit may be transferred within the last 24 semester hours of the student's degree except upon the prior, written approval of the University Registrar.
 - iv. The applicability of transferred credits to the completion of major requirements is decided by the University Registrar or Dean of Academic Administration.
 - v. Aurora University does not accept credit for college-level GED examinations in transfer.
 - vi. 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 an official transcript for credit.
 - vii. The application of courses transferred toward meeting general degree requirements will be determined by the University Registrar or Dean of Academic Administration. Professionally oriented courses (e.g., pastoral counseling or Sunday

School administration) will not apply toward general degree requirements.

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

Transfer Articulation

AU makes available on its transfer admission web site (<https://aurora.edu/admission/transfer/index.html> (<https://aurora.edu/admission/transfer/>)), both 2+2 Plans and Transfer Plans to assist prospective students in choosing courses at many Illinois and Wisconsin community or technical colleges which will transfer into specific AU academic programs. AU utilizes the Transfer Evaluation System (TES) to provide prospective students information on how individual courses will transfer into the university.

Transfer Articulation Agreements

Aurora University and the College of DuPage have formally established a transfer articulation agreement between the two schools to aid in and encourage the transfer from the College of DuPage to Aurora University.

Nontraditional 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. A maximum of 30 semester hours may be granted in total for nontraditional sources of credit, including ACE, NCCRS, CLEP, AP, IB, DANTES, STAMP, and LVE.

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

- a. A portfolio assessment program is available to students who have significant prior learning through career achievements, individual study, or volunteer work.
- b. LVE portfolios may present documentation supporting the awarding of credit for the following categories of prior learning:
 - i. Military training evaluated by the American Council on Education (ACE)
 - ii. Non-collegiate training and education programs evaluated by ACE or under the National College Credit Recommendation Service (NCCRS)
 - iii. College-level learning achieved through organized training and education programs not included in (a) or (b) above (LVE fee applies)
 - iv. 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)
 - v. Educational experiences achieved through non-CHEA accredited institutions of higher education (LVE fee applies)
 - vi. College-level learning achieved through on-the-job experience, individual study, or other life experiences (LVE fee applies)
- c. Students seeking LVE credit will complete a "Life and Vocational Experience Credit Request (LVE)" form and submit it to the Office of the Registrar. Upon receipt of the request, the student will be directed to the appropriate faculty member to determine the required materials for the portfolio per the type of request.

- d. There is a 90-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 faculty member, supplying satisfactory requested documentation to the faculty member, evaluation of the portfolio by the faculty member, and posting of credit to the academic record by the Office of the Registrar. Failure to complete the process within 90 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 Office of 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.
- e. The student will submit the requested portfolio materials to the faculty member for evaluation.
- i. Credit will be granted when such credit is clearly applicable to the student's baccalaureate program at Aurora University, and upon submission of the following documentation to the Office of the Registrar:
 1. A "Life and Vocational Experience (LVE) Credit Request" form completed and signed by the designated program faculty member and approved by the Academic Dean, b) the completed portfolio assessment rubric used by the university, and c) the documentation submitted by the student. 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.
 2. The portfolio evaluation process may result in the award of semester hours of specific course or general elective credit, not to exceed the maximum 30 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 and approved by the designated faculty member using the portfolio assessment rubric used by the university, and approved by the appropriate Academic Dean.
 - ii. Credit awarded through the portfolio process will be recorded on the student's permanent academic record as determined by the program evaluator, with indications of applicability to the requirements of the major as approved by the major department.
 - iii. Credit not approved for application in the major may be applied as general elective credit toward graduation.
 - iv. Portfolio credit considered by the Office of 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.
 - v. 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.
 - vi. 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 Office of the Registrar.
 - vii. Credit awarded through the portfolio process, by examination or as an experiential prerequisite for a major may not be counted toward either the general -nor major or minor program- residency requirement for graduation.
- f. 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 Office of the Registrar. Acceptable credit will be posted to the student's academic record. The LVE fee will be assessed at the time credit is posted, if applicable.

Credit by Examination

- a. CLEP/AP/IB/DANTES/STAMP – Examination credit through the College Level Examination Program (CLEP), the Advanced Placement Program (AP), the International Baccalaureate Program (IB), 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.
- b. Prior approval of the University Registrar must be secured by filing a Petition for Prior Approval before current students take examinations for credit.
- c. Limitations on Use:
 - i. No more than one-fourth of the courses presented for the major shall be by examination.
 - ii. No more than 4 semester hours of examination credit may be used to meet the General English Composition requirement.
- d. Fees
 - i. Students are expected to pay all fees required by testing agencies.
 - ii. 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 eight 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)	Foreign Language Elective (8SH)

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 Office of the Registrar.

A student who has received CLEP credit in English cannot also receive college credit for ENG-1000 Introduction to Academic Writing. A student who has received four semester hours of CLEP credit in mathematics may not take MTH-1100 College Algebra for college credit.¹ A student who has received eight semester hours of CLEP credit in mathematics

may not take MTH-1100 College Algebra or MTH-1310 Precalculus for college credit.¹

¹ **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	ENG-2420 or ENG-2430
Analyzing/Interpreting Lit	50	English Elective
College Composition	50	ENG-1000
College Composition Modular	50	Does Not Transfer (DNT)
English Literature	50	ENG-2520 or ENG-2530
Humanities	50	General Elective

World Languages

Subject	Score (Minimum)	AU Credit (4SH)
French Language: Levels 1&2	50	FRN-1120, FRN-1220 (8 SH)
German Language: Levels 1&2	50	Foreign Language Elective (8 SH)
Spanish Language: Levels 1&2	50	SPN-1120, SPN-1220 (8 SH)
Spanish w/ Writing: Levels 1&2	50	SPN-2200, SPN-2300 (8 hours)

History and Social Sciences

Subject	Score (Minimum)	AU Credit (4SH)
American Govt.	50	PSC-1300
History of the U.S. I: to 1877	50	HIS-1200
History of the U.S. II: 1865 - Present	50	HIS-1210
Human Growth/ Development	50	PSY-3250
Intro to Educational Psych	50	EDU-2260
Introductory Psychology	50	PSY-1100
Introductory Sociology	50	SOC-1100
Principles of Macroeconomics ¹	50	Economics Elective
Principles of Microeconomics ¹	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

¹ If Microeconomics and Macroeconomics are both successfully completed, 4SH of credit will be awarded for ECN-2030 Principles of Economics and 4SH of credit will be awarded in Economics elective credit.

Sciences and Mathematics

Subject	Score (Minimum)	AU Credit (4SH)
Biology	50	BIO-1210/BIO-1210Z
Precalculus	50	MTH-1310
Calculus	50	MTH-2210
Chemistry	50	CHM-1200/CHM-1200Z
College Algebra	50	MTH-1100
College Mathematics	50	MTH-1030
Natural Sciences	50	General Elective

Business

Subject	Score (Minimum)	AU Credit (4SH)
Financial Accounting	50	ACC-2010
Information Systems	50	CSC-1010
Introductory Business Law	50	BUS-2010
Principles of Management	50	Business Elective
Principles of Marketing	50	MKT-2300

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, 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	ART-1210
Studio Art: 3-D Design	3, 4, 5	ART-1310
Art History	3, 4, 5	Art Elective
Studio Art: Drawing	3, 4, 5	ART-2100
Music Theory	3, 4, 5	MUS-2600

English

AP Exam	Score	AU Credit (4SH)
English Lang/Comp	3, 4, 5	ENG-1000
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 ¹	3, 4, 5	Economics Elective
Microeconomics ¹	3, 4, 5	Economics Elective
Psychology	3, 4, 5	PSY-1100
U.S. Govt./Politics	3, 4, 5	PSC-1300
U.S. History	3, 4	HIS-1200
U.S. History	5	HIS-1200, HIS-1210 (8 SH)
World History	3, 4	HIS-1300
World History	5	HIS-1300, HIS-1400 (8 SH)

¹ If Microeconomics and Macroeconomics are both successfully completed, 4SH of credit will be awarded for ECN-2030 Principles of Economics 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	MTH-2210
Calculus BC	3	MTH-2210
Calculus BC	4, 5	MTH-2210, MTH-2220 (8 SH)
Computer Science A	3, 4, 5	CSC-1700
Computer Science Principles	3, 4, 5	CSC-1010
Statistics	3, 4, 5	MTH-2100

Sciences

AP Exam	Score	AU Credit (4SH)
Biology	3	BIO-1210/BIO-1210Z
Biology	4, 5	BIO-1210/BIO-1210Z, BIO-1220/BIO-1220Z (8SH)
Chemistry	3	CHM-1200/CHM-1200Z
Chemistry	4, 5	CHM-1310/CHM-1310Z
Environmental Science	3, 4, 5	BIO-2200
Physics 1: Algebra Based	3, 4, 5	PHY-2210/PHY-2210Z
Physics 2: Algebra Based	3, 4, 5	PHY-2220/PHY-2220Z
Physics C: E&M	3, 4, 5	PHY-2250/PHY-2250Z
Physics C: Mech	3, 4, 5	PHY-2240/PHY-2240Z

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	FRN-1120, FRN-1220 (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	SPN-1120, SPN-1220 (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	COM-2300
Music	4, 5, 6, 7	MUS-1550
Theatre	4, 5, 6, 7	THE-1200
Visual Arts	4, 5, 6, 7	Art Elective
Philosophy	4, 5, 6, 7	PHL-1100

Sciences

Higher Level (HL)	Score	AU Credit (4SH)
Biology	4, 5, 6, 7	BIO-1210/BIO-1210Z
Chemistry	4, 5	CHM-1310/CHM-1310Z
Chemistry	6, 7	CHM-1310/CHM-1310Z, CHM-1320/CHM-1320Z (8SH)
Computer Science	4, 5, 6, 7	CSC-1010, CSC-1700 (8SH)
Math: Analysis/Approaches	4, 5, 6, 7	MTH-1310, MTH-2210 (8SH)
Math: Applications/Interpret	4, 5, 6, 7	MTH-2100, MTH-2210 (8SH)
Physics	4, 5, 6, 7	PHY-2210/PHY-2210Z, PHY-2220/PHY-2220Z (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

upon the student's meeting any program requirements that have received the approval of the program faculty and the university.

Foreign Languages

Higher Level (HL)	Score	AU Credit (4SH)
Classical Languages	4, 5, 6, 7	Foreign Language Elective (8SH)
French	4, 5, 6, 7	FRN-1120, FRN-1220 (8SH)
German	4, 5, 6, 7	Foreign Language Elective (8SH)
Spanish	4, 5, 6, 7	SPN-1120, SPN-1220 (8SH)

Social Sciences

Higher Level (HL)	Score	AU Credit (4SH)
Economics	4, 5, 6, 7	ECN-2030
Geography	4, 5, 6, 7	General Elective
Global Politics	4, 5, 6, 7	General Elective
American History	4, 5, 6, 7	HIS-1200, HIS-1210 (8SH)
World History	4, 5, 6, 7	HIS-1300, HIS-1400 (8SH)
Psychology	4, 5, 6, 7	PSY-1100
Social/Cultural Anthropology	4, 5, 6, 7	SOC-2150

Business

Higher Level (HL)	Score	AU Credit (4SH)
Business Management	4, 5, 6, 7	BUS-1020

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

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 Crouse Center for Academic Advising. 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 Chief Academic Officer.

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 Office of the Registrar and the Crouse Center for Academic Advising. The student will then be removed from the program and entered as undeclared.

Regulations Governing Majors and Minors

Established Majors

- Majors require a minimum of 30 semester hours.
- 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.
- 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.
- 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.

Student-Initiated Major

- 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.

- b. Interdivisional: This major is developed by the student and Program Chair with appropriate consultation from the Academic Dean and University 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 University 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 University Registrar whereupon it will be filed in the student's permanent academic record.
- c. At least half the courses in a student-initiated major must remain to be earned at the time the concentration is presented for approval.

Regulations Governing Minors

- a. Minors at Aurora University are optional. They are not required for graduation.
- b. A minor shall comprise a minimum of 18 semester hours.
- c. At least 25% of the credits applied to a minor must be earned at AU.
- d. 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.
- e. 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.
- f. No "D" will apply toward minors.
- g. A maximum of four (4) semester hours of credit/no credit coursework will apply toward a minor.

Academic Measurement and Evaluation

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

Grade	Quality Points per Semester Hour	Description
A	4	Denotes performance that consistently exceeds expectations and demonstrates comprehensive understanding of the subject.
B	3	Denotes performance that meets and at times exceeds expectations and indicates good preparation in the subject.
C	2	Denotes performance that meets expectations and demonstrates adequate preparation in the subject
D	1	Denotes performance that is inadequate or inconsistently meets expectations and makes it inadvisable to proceed further in the subject without additional work.
F	0	Denotes performance that is inadequate or inconsistently meets expectations and makes it inadvisable to proceed further in the subject without additional work.

- b. Credit/No Credit: CR/NCR

Grade	Quality Points per Semester Hour	Description
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	No credit. Denotes work that fails to meet college or university standards for academic performance at least at the level of "C" work.

- c. Pass/No Pass: P/NP¹

Grade	Quality Points per Semester Hour	Description
P	(quality points not calculated in grade point average)	Pass. Denotes pass with credit at least at the level of "D" work, in courses that are graded P/NP.
NP	(quality points not calculated in grade point average)	No Pass. Denotes work that fails to meet college or university standards for academic performance at least at the level of "D" work.

¹ The P/NP grading basis is made available only under special circumstances that are clearly delineated by faculty and the university administration.

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, grades are awarded as defined:

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

Grade	Quality Points per Semester Hour	Description
A	4	Excellent. Denotes work that is consistently at the highest level of achievement in a graduate college or university course.
B	3	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	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	Failure. Denotes work that fails to meet graduate college or university standards for academic performance in a course.
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b. Credit/No Credit: CR/NCR

Grade	Quality Points per Semester Hour	Description
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	No credit. Denotes work that fails to meet graduate college or university standards for academic performance at least at the level of "C" work.

c. Pass/No Pass: P/NP¹

Grade	Quality Points per Semester Hour	Description
P	(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 P/NP.
NP	(quality points not calculated in grade point average)	No Pass. Denotes work that fails to meet college or university standards for academic performance at least at the level of "C" work.

¹ The P/NP grading basis is made available only under special circumstances that are clearly delineated by faculty and the university administration.

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 general petition for a change of grading with the Office of the Registrar 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 an Incomplete (I) grade under limited circumstances upon petition by the student.

- a. A grade of "I" may be assigned by the instructor only if the student has filed a Petition for Incomplete/Deferred Grade form. This petition form, which is available on the Office of the Registrar webpage (<https://aurora.edu/about/administration/registrar/registrar-forms.html>), must be completed and signed by the student, the instructor, Jurisdictional Academic 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. The Petition for Incomplete/Deferred Grade must be filed by the deadline specified by the Office of the Registrar 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 Office of the Registrar 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 Office of the Registrar using the Change of Grade form located on SpartanNet (<https://aurora.edu/au/faculty/handbook.html>).
 - e. In extraordinary circumstances, the instructor may, upon receiving written documentation from the student, petition for an extension beyond the deadline established in section 4. 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 Office of 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 Office of 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.
- 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 Petition for Incomplete/Deferred Grade form. This petition form, which is available on the Office of the Registrar webpage (<https://aurora.edu/about/administration/registrar/registrar-forms.html>), 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. The Petition for Incomplete/Deferred Grade form must be filed by the deadline specified by the Office of the Registrar 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 Office of the Registrar 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 Office of the Registrar using the Change of Grade form located on SpartanNet (<https://aurora.edu/au/faculty/handbook.html>).
 - f. In extraordinary circumstances, the instructor may, upon receiving written documentation from the student, petition for an extension beyond the deadline established in section 5. 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 Office of 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 "X" 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,

The "D" Grade

A grade of "D" cannot be applied to an undergraduate major without the approval of the University Registrar in consultation with the Jurisdictional Academic 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 grade of "D" 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 grade of "D" 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 Office of 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 Office of the Registrar no later than 30 days following the date when the original permanent grade was filed with the Office of 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:

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.)

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 Office of 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

- a. To be eligible for academic honors at graduation, students must have:
 - i. A minimum of 90 semester hours of credit for a letter grade, of which 30 semester hours must have been earned at Aurora University.
 - ii. A cumulative GPA at Aurora University of:
 1. 3.50 – 3.749 to receive the degree Cum Laude
 2. 3.75 – 3.899 to receive the degree Magna Cum Laude
 3. 3.90 – 4.000 to receive the degree Summa Cum Laude
 - iii. 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 (medallion).
- b. Term Dean's List – 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. Students with a term GPA of 4.0 will be cited for High Honors in a special section of the Dean's List.
 - ii. A term GPA of 3.60 or higher.
 - iii. A minimum of 12 semester hours for a letter grade.

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

A student has the right to appeal a course grade if they feel 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:

- a. the assignment of a grade on some basis other than performance in the course; or
- b. the assignment of a grade to a particular student by different standards than were applied to other students in that course; or
- c. 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.
- b. 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 either shall be final.

Transcripts: Regulations Governing Issuance

- a. Official transcripts bearing the signature of the University 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.
- b. All official transcripts that are placed into a student's hands or sent directly to students are stamped "Issued to Student."

- c. A student's academic record is considered confidential. Therefore, transcripts will be issued only at the written and signed request of an individual student, or appropriate institutions or officials.
- d. 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, 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.
- e. 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.
- f. Transcripts will be withheld until the student's financial record with the university is clear. Until such time as this occurs, official transcripts will only be issued to potential employers.
- g. In cases of suspension, dismissal, and expulsion (or the equivalent), the transcript will be noted with the following:
 - i. The general type of infraction (academic or disciplinary);
 - ii. The department initiating the students separation from the institution; and
 - iii. The effective dates or date/term ranges of students separation from the institution, if applicable.
- h. A transcript legend is included with each official 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.

Classification	Definition
FR Freshman	Admitted with less than 30 semester hours
SO Sophomore	Admitted and 30-59 semester hours
JR Junior	Admitted and 60-89 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 assigned a classification. 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.

Classification	Definition
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

- Each candidate who has an anticipated completion date within the current academic year will submit an Application for Graduation via Self-Service. An exception to this are the doctoral candidates who must apply for graduation only 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.
- Applications must be submitted by the deadline indicated on the application together with the graduation fee.
- There are annual commencement ceremonies at the end of both the fall and spring semesters. Students with a summer completion date should consult the Commencement web page (<https://aurora.edu/commencement/>) regarding commencement options. Different locations may be subject to different commencement schedules as well. The application deadlines and schedules are available on the Commencement web page (<https://aurora.edu/commencement/>).

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

All candidates for graduation must have all official 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 Office of 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 completion including the anticipated conferral date for purposes of employment. Some, but not all, employers will accept the degree completion letter until the official AU transcript showing the degree conferred is available.

Participation in Commencement Ceremonies

Students must comply with all of the above regulations in order to receive their 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 receive their diploma and may not be eligible to receive their official AU transcript until the debt is resolved.

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.

Awarding of Posthumous Degrees

Aurora University may confer posthumous baccalaureate and graduate degrees upon students deceased prior to but nearing formal completion of all degree requirements being pursued.

1. Eligibility: To be eligible for the award of an Aurora University degree posthumously, the student generally must have met the following criteria:

- The student must have been enrolled in undergraduate or graduate degree programs at Aurora University at the time of their death (summer excluded), or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
- The undergraduate student must have earned a minimum of 75% of the undergraduate degree requirements. The graduate student must have completed at least 75% of the graduate degree requirements. For graduate degrees requiring a research project (dissertation or thesis), the student should have commenced the research process. Other criteria may be considered at the discretion of the Chief Academic Officer.
- The student should have been in good disciplinary, financial, and academic standing with the University.

2. An approved posthumous degree shall be awarded consistent with the regular degree conferral cycle of the University.
3. If a posthumous degree is awarded,
 - The deceased student's name may be listed in the next Commencement Program, parenthetically noted "Posthumous."
 - There also shall be a notation of the posthumous award on the transcript.

Posthumous Degree Award Procedure

The following procedures shall be used in reviewing requests for and awarding posthumous degrees:

- The request for the awarding of a posthumous degree may be initiated by the deceased student's family or friends. Requests also may be initiated by the Jurisdiction Dean or other academic administrator.
- The request must be in writing with a copy of the student death notification (e.g., state death notification form, newspaper article, funeral service program) and sent to the student's Academic Dean. Contact information of the requestor is required.
- The Academic Dean will contact the University Registrar, who will confirm eligibility.
- In consultation with the school's faculty, the Academic Dean shall recommend awarding the degree to the Chief Academic Officer.
- The determination that a posthumous degree is to be awarded shall be made by the Chief Academic Officer, subject to the President of the University's review and determination.
- Upon receiving a decision from the Chief Academic Officer, the Academic Dean or other designated University administrator shall notify the individual who made the original request of the decision. If the posthumous degree is approved, that party shall also be responsible for providing the details for the diploma presentation or availability.
- The President, Chief Academic Officer, and/or Academic Dean will make a personal presentation to the family. If a presentation is not possible or desired, the diploma may be made available to an appropriate family or another representative by the Office for Academic Affairs or Office of the President.

Financial Aid Rights and Responsibilities

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

- a. 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.
- b. 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 2023-24 financial aid file after May 1, 2023, may incur late fees and/or penalties.
- c. 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 their 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 offer letter.

- d. 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 under "Petitions and Appeals" at aurora.edu/forms2023 (<https://aurora.edu/admission/financialaid/forms/23-24.html>).
- e. 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 at [aurora.edu/satisfactoryacademicprogress](https://aurora.edu/admission/financialaid/satisfactory-academic-progress.html) (<https://aurora.edu/admission/financialaid/satisfactory-academic-progress.html>).
- f. Definitions of Enrollment per Semester:

Type	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

- g. 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

- h. Each student has a cost of attendance that is based on direct and indirect costs. **Direct costs** are those costs billed by the university. Your actual tuition and fee charges and housing and food charges (if living on campus) will reflect on your billing statement (e-Bill). **Indirect costs** are common school expenses that a student may incur while attending college. These are NOT billable costs, but these costs are taken into account when determining your eligibility for financial aid. Indirect costs are based on the costs experienced by the average student and can vary based on individual spending decisions. For full-time (12-18 hours) traditional undergraduate students, the typical 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 of Aurora University, etc.). Specific direct charges can be found at aurora.edu/tuition.

Category	On Campus	Off Campus
Tuition & Fees	\$28,220	\$28,220
Housing-Air Conditioned Double Room	\$7,300	n/a
Food-Unlimited Meal Plan	\$5,940	n/a
Total Direct Costs	\$41,460	\$28,220
Books & Supplies	\$1,200	\$1,200

Housing (Mortgage, Rent, etc.) & Food	n/a	\$4,248
Transportation	\$1,458	\$1,674
Miscellaneous Personal Expenses (ex.: Clothing, toiletries, laundry, etc. and loan fee, if applicable)	\$1,818	\$1,818
Total Indirect Costs	\$4,476	\$8,940
Total Cost of Attendance	\$45,936	\$37,160

- i. 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.
- j. 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.
- k. 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.
- l. The Student Accounts Office will apply federal and state financial aid to allowable charges such as tuition, fees, room, and meal plan as well as authorized miscellaneous charges per the Financial Responsibility 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.
- m. 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.
- n. Students are responsible for reporting any of the following to the Office of Financial Aid:
 - i. Change in enrollment
 - ii. Change in living arrangements
 - iii. Change in academic level
 - iv. Receipt of tuition benefits/reimbursement from outside source
 - v. Receipt of an outside scholarship
- o. 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 offer 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.
- p. 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.

- q. 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 at studentaid.gov (<https://studentaid.gov>).
- r. Tuition Refund Policy: Refer to the Payment of Charges Promise to Pay section of the Financial Responsibility Agreement form on the Student Accounts webpage for additional information. **Withdrawing from courses may reduce or eliminate financial aid based on a student's final enrollment.**
- s. Room and meal plan charges are subject to a different refund policy, which is determined by the Office of Residence Life.
- t. 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 "Withdraw from Aurora University" or "Request an Academic Leave of Absence" links located in Self-Service.
- u. Return of Federal Funds Policy: If a student withdraws, either officially or unofficially, before completing 60 percent of the term, and he/she has received Title IV federal funds the student may no longer be eligible for the full amount of the federal aid. Title IV (federal aid) includes: Federal Direct Stafford Loans, Federal Direct PLUS Loans, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Iraq and Afghanistan Service Grant. The federal government requires schools to review the student's eligibility for these funds through a federally mandated formula to determine how much of the federal funding was "earned" up to the time of the student's withdrawal. The review and recalculation is called a "Return of Title IV Aid."

The Title IV funds that were disbursed in excess of the "earned" amount must be returned to the federal government by the university and/or the student. If the student received a refund from their financial aid, which was to be used for education-related personal expenses or non-university housing expenses, he/she may be required to return a portion of those funds to Aurora University. This portion represents funds that were intended to pay the student's education-related expenses through the end of the term. The amount to be returned to the University will be determined by the student's institutional costs, refunds he/she might have received for non-university expenses and the funds that must be returned to the government.

The amount of federal funds to be returned will be calculated from the date of the student's withdrawal. There are two types of withdrawals, official and unofficial. The student's type of withdrawal impacts this calculation and timing.

Official Withdrawal is when a student completes the withdrawal process. This can be achieved by using the "Withdraw from Aurora

University" or "Request an Academic Leave of Absence" links on Self-Service or by the student dropping online all of their classes for a term. The date of official withdrawal used by Aurora University is the date that the Office of the Registrar receives the student's written request of the student's intention to withdraw or the date the student drops their last class in a term through the online system.

Unofficial Withdrawal is when a student stops attending classes, but does not withdraw from those classes or notify the university. A student in this scenario eventually will earn all grades of "F" for a term. When an instructor assigns an "F" grade they also must indicate the last date the student attended the class/participated in an "academically-related activity" (e.g. attended a class or lab, took an exam, submitted an assignment). The date of unofficial withdrawal will be the last date attended reported by the instructor. If it is impossible to establish a date that the student last participated in an "academically-related activity," the midpoint of the term will be considered the official last date of attendance, for the purpose of returning unearned Title IV funds.

Determining Aid Earned

Aid Already Disbursed

When a student withdraws after beginning attendance in the term, Aurora University's Office of Financial Aid will calculate the percentage of the term the student attended. This percentage is then used to determine the federal aid the student has earned. The federal calculation known as the Return of Title IV uses the following:

- Number of days in the term
- Number of days that the student has been enrolled for the term
- Student's institutional costs
- Student's federal funds received or eligible to receive

Once the student has been enrolled for 60 percent of the term, no more adjustments are made.

If the amount the student received (funds that were disbursed directly to his/her university student account and possibly refunded to the student) is greater than the amount the student earned, the unearned funds must be returned to the U.S. Department of Education by Aurora University. This must be done as soon as possible, but no later than 45 days from the date of determination of the student's withdrawal. The student will be notified by Aurora University's Office of Financial Aid as to the result of the calculation to their federal financial aid, how it impacts their Aurora University student account, and any instructions on how to proceed if he/she is required to return funds to the government.

Aid That Could Be Disbursed

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 if it results in a refund it will be issued within 14 days of the credit balance.

Aurora University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, room and board

(if applicable), and miscellaneous charges (as authorized on the Financial Responsibility Agreement form).

If the post-withdrawal disbursement includes loan funds, Aurora University must obtain the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that he/she 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.

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.

Returned Title IV Aid

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:

- a. Federal Direct Unsubsidized Stafford Loan
- b. Federal Direct Subsidized Stafford Loan
- c. Federal Direct PLUS Loans (parent or graduate)
- d. Federal Pell Grant
- e. Federal Supplemental Educational Opportunity Grant (SEOG)
- f. Iraq and Afghanistan Service Grant

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

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 Office of 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 (<http://www.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.

a. 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.

b. 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.*

c. 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 nondegree 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.

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 Office of the Registrar 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/](http://www.aurora.edu/financialaidforms/) (<http://www.aurora.edu/financialaidforms/>). The appeal process takes into consideration special circumstances.

University officials will 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 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 University Registrar prior to enrolling in the course. An official transcript must be received in the Office of the Registrar 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 Criminology Presidential Transfer Phi Theta Kappa Alpha Beta Gamma Psi Beta EDRising (Beginning 17-18)	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 (<http://www.aurora.edu/financialaidforms/>).

University Officials will review the appeal and supporting documentation 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 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 (FERPA) is a federal statute, that took effect on November 19, 1974. Specifically, this statute governs:

- student access to records maintained by educational institutions
- 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:

- 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 student is considered "in attendance" at Aurora University as of the official first day of the term in which the student is first enrolled.
 - At Aurora University the records of attending students include the general file in graduate program office, the permanent academic record in the Office of the Registrar, 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.
 - The files of former students are found in the Office of Alumni Relations, Office of the Registrar and, where appropriate, in the School of Education.
 - 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.
 - 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.
- 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 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.
 - 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.
- c. 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.
- i. 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.
- ii. 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 the student's directory information will not appear in a printed publication. This announcement constitutes such public notice.
- iii. "School officials" include
1. 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);
 2. persons serving on the board of trustees; or
 3. persons (including students) serving on an official university committee, such as a disciplinary or grievance committee.
 4. A school official also may include a volunteer, contractor, consultant or other party outside of Aurora University
 - who performs an institutional service or function for which the university would otherwise use its own employees,
 - 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
 - who is subject to the obligation not to disclose PII from any education record without the prior written consent of the student.
- iv. "Legitimate educational interests" include performing a task or engaging in an activity related to
1. one's regular duties or professional responsibilities,
 2. a student's education,
 3. the discipline of a student,
 4. a service to or benefit for a student,
 5. measures to support student success, and
 6. the safety and security of the campus.
- d. 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
- Questions may also be directed to the University Registrar in the Office of the Registrar at registrar@aurora.edu.

Directories

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Administration 2023-2024

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Rebecca Flaminio, Senior Executive Assistant to the President/Board Professional

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Mary Tarling, PhD Dean of Academic Administration
Sarah McHone-Chase, Director of Phillips Library

Academic Affairs, Educational Areas

Brenda Barnwell, DSW Dean, College of Education and Social Work and Education
Sarah Radtke, EdD Dean, College of Health and Sciences
Pegeen Reichert Powell, PhD Interim Dean, College of Liberal Arts and Business
Kara Fenne, Interim Chief Nursing Officers

Advancement

Margaret Howes, Senior Vice President for Advancement

Alumni Relations and Career Services

Therese Tomaszewicz, Senior Vice President for Alumni Relations and Career Services

Athletics

James Hamad, Vice President for Athletics

Business and Finance

Sharon Maxwell, Senior Vice President for Business and Finance
Heather Granart, Associate Vice President of Student Financial Services

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Lisa Waters, Assistant Vice President for Community Relations
Natasha Ritsma, PhD Director of the Schingoethe Center

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Emily Morales, Dean of Graduate Enrollment
Matt Crisman, Dean of Undergraduate Recruiting

Human Resources

Ann Chan, Vice President for Human Resources

Operations

Jeffrey King, EdD Chief Operating Officer
Hurstel Howard, Assistant Vice President / Chief Information Officer
William Davis, Interim Chief and Director of Campus Public Safety

Student Success

Jennifer Buckley, EdD Senior Vice President for Student Success
Amy Gray, PhD Vice President for Student Life

Brynn Landwehr-Speh, Dean of Student Success

AU Online

Donna Liljegren, EdD Dean of Online and Graduate Studies

George Williams College of Aurora University

Kate Herrick, PhD Vice President for Academic and Student Life, GWC
Kailley Harmon, Assistant Vice President GWC
Yvette Howard, Vice President for Operations, GWC

Woodstock Center

Catherine Peterson, Dean of Woodstock Center

Full-Time Faculty 2023-2024

Faith Agostinone

Professor
Education
2002
EdD, Oklahoma State University

Alison Arendt

Associate Professor; Director of Social Work
Social Work
2014
MSW, Aurora University

Susan Baird

Assistant Professor
Nursing - GWC
2020
DNP, Chatham University

Bridgitte Barclay

Associate Professor; Chair of English
English
2011
PhD, University of Texas at Arlington

Jack Barshinger

University Professor
Education
2014
EdD, Northern Illinois University

Elissa Belcher

Assistant Professor
Nursing
2018
MSN, University of Phoenix

Marianne Benedek

Lecturer
Social Work
2020
MSW, Loyola University Chicago

Richard Boniak

Associate Professor; Assistant Academic Dean - GWC; Assistant Chair of Biology
Environmental and General Science
2010

PhD, Southern Illinois University Carbondale

Kristen Brendel

Associate Professor
Social Work
2011
PhD, Loyola University Chicago

Christina Bruhn

Associate Professor; Co-Director of Assessment
Social Work
2009
PhD, University of Illinois at Chicago

Gerald Butters

Professor
History
1999
PhD, University of Kansas

Andrew Carr

Assistant Professor; Chair of Undergraduate Business and Finance;
Graduate Business Director
Business and Finance
2016
MBA, University of Chicago

Chih-Chiun Chen

Assistant Professor
Biology
2016
PhD, University of Illinois at Chicago

Christina Cicero

Assistant Professor
Nursing
2021
MSN, Chamberlain University

Juan Colon Santana

Assistant Professor
Physics
2016
PhD, University of Nebraska

Margaret Conneely

Assistant Professor
Accounting
2021
MST, Northern Illinois University

Eugenie Cook

Assistant Professor
Nursing - GWC
2018
MSN, Olivet Nazarene University

Matthew Dabros

Assistant Professor; Chair Public Policy and Administration; MPA
Director
Political Science and Public Policy
2016
PhD, Purdue University

Samantha Dahlberg

Senior Lecturer
Mathematics
2021
PhD, Michigan State University

Jane Davis

Professor; Chair of Human Animal Studies
Biology
2006
DVM,MS, University of Illinois at Urbana-Champaign

Jennifer Davis

Assistant Professor
Nursing
2017
MSN, Northern Illinois University

Laura Donavon

Visiting Assistant Professor; Coordinator of Addictions and Forensics
Graduate Social Work
2011
MSW, Aurora University

Christopher Donnelly

Assistant Professor
Biology - GWC
2021
DC, National University of Health Sciences

Patrick Dunn

Associate Professor
English
2006
PhD, Northern Illinois University

Sue Durkin

Assistant Professor
Nursing
2019
DNP, Lewis University

Therrin Eber

Theatre Technical Director/Senior Lecturer
Theatre
2020
MFA, The University of Alabama

Sara Elliott

Associate Professor
English
2002
PhD, Northern Illinois University

Julie Ellis

Assistant Professor
Nursing
2018
MSN, Benedictine University

Libby Escobedo

Associate Professor
Art History
2007

PhD, Bryn Mawr College

Carlos Estrada

Assistant Professor

Exercise Science

2019

PhD, Oklahoma State University

Kara Fenne

Assistant Professor

Nursing

2016

MSN, Clarke University

Melinda Finch

Assistant Professor

Nursing

2019

MSN, Loyola University, New Orleans

Valerie Flynn

Professor; Co-Director of Assessment

Psychology

1989

PhD, Northern Illinois University

Carolyn Foor

Lecturer

Business and Communication

2021

MA, Northern Illinois University

Kimberly Fowler

Assistant Professor

Nursing - GWC

2017

MSN, Olivet Nazarene University

Renae Franiuk

Professor

Psychology

2005

PhD, University of Illinois at Urbana-Champaign

Lisa Fredenburgh

Parolini Distinguished Associate Professor of Music; Director of Choral;

Chair of Music

Music

2010

DMA, University of Arizona

Lani Gardner

Assistant Professor

Athletic Training

2021

DAT, Indiana State University

Sara Gerend

Associate Professor

English

2008

PhD, University of California-Santa Barbara

Michele Gill

Assistant Professor

Business - GWC

2021

MBA, Aurora University

Gregory Goalwin

Assistant Professor; Chair of Sociology

Sociology

2018

PhD, University of California-Santa Barbara

Janice Gont

Assistant Professor

Business - GWC

2021

MBA, Aurora University

Cornelius F. Gorman III

Assistant Professor

Social Work

2016

DSW, Aurora University

Elizabeth Grabowski

Assistant Professor

Marketing

2019

MBA, Northwestern University

Kendra Graham

Assistant Professor

Undergraduate Social Work

2015

MSW, Aurora University

Shawn Green

Haase Distinguished Professor of Marketing

Marketing

1991

PhD, Union Institute

Janice Gries

Assistant Dean

Nursing - GWC

2013

DNP, University of Illinois at Chicago

Gopal Gupta

Associate Professor, Joe Dunham Distinguished Professorship in Ethics

Ethics

2021

PhD, University of Oxford

Donovan Gwinner

Associate Professor

English

2004

PhD, University of Arizona

Stacie Haen-Darden

Lecturer

Criminal Justice

2021

PhD, University of the Cumberland

Marissa Happ

Associate Professor; Coordinator MSW Health Care Specializations
Social Work
2013
MSW, Aurora University

Ashley Harris

Assistant Professor; Clinical Education Coordinator
Athletic Training
2017
PhD, Oklahoma State University

Meredith Harvey

Associate Professor
English - GWC
2010
PhD, Idaho State University

Denise L. Hatcher

Professor; Chair of Foreign Languages
Spanish
2002
EdD, Northern Illinois University

Mariem Hathout

Lecturer
Health Science
2021
MD, Mohammed V University Medical School

Jennifer Hayden

Assistant Professor
Nursing
2018
MSN, Aurora University

Elbert Hearon

Assistant Professor
Business Analytics
2018
MS, DePaul University

Steven Henry

Lecturer
Computer Science
2021
MBA, Northwestern University

Keith Herrmann

Visiting Assistant Professor
Physical Education
2005
MAT, Aurora University

Lindsey Hill

Senior Lecturer
Mathematics
2021
PhD, Purdue University

Daniel Hipp

Professor
English
1999
PhD, Vanderbilt University

Julie Hipp

Associate Professor; Director of Faculty Development
English
2011
PhD, Vanderbilt University

Denise Hobbs

Assistant Professor
Education
2015
EdD, Loyola University Chicago

Edward Howerton

Associate Professor
Education
2015
EdD, Aurora University

Willie Jackson

Assistant Professor
Social Work
2020
PhD, Loyola University Chicago

Charmaine Jake-Matthews

Lecturer
Psychology
2021
DFT, Amridge University

Meghan Jarpe

Assistant Professor
Graduate Social Work
2019
MSW, University of Pittsburgh

Ami Johanson

Assistant Professor
Chemistry
2018
PhD, Northwestern University

Kristen Johnson

Assistant Professor; Chair of Therapeutic Recreation and Autism Studies

Therapeutic Recreation
2017
MS, Aurora University

Sara Johnson

Associate Professor; Assistant Chair of Psychology
Psychology - GWC
2013
PhD, Northern Illinois University

James Kao

Assistant Professor
Art
2013
MFA, School of the Art Institute of Chicago

Renaë Kaspar

Assistant Professor
Nursing - GWC

2021
DNP, Capella University

Ruby Kaur
Assistant Professor
Health Science
2021
EdD Aurora University

Kelly Kellen
Assistant Professor
Marketing
2021
MBA, Lake Forest Graduate School of Management

Kenneth King
Associate Professor; Chair of Elementary Education
Education
2019
EdD, Northern Illinois University

Matthew Kneller
Associate Professor; Director of General Education; Chair of General
Education
Communication
2003
EdD, Northern Illinois University

Jennifer L. Kohnke
Associate Professor
Education
2008
EdD, Roosevelt University

Brandon Kooi
Professor
Criminal Justice
2006
PhD, Michigan State University

Michelle Korir
Assistant Professor
Biology
2020
PhD, Michigan State University

Thomas Kunstbeck
Assistant Professor
Nursing
2019
MSN, Western Governor's University

David Lash
Assistant Professor
Computer Science
2017
PhD, Illinois Institute of Technology

Martin Lave
Assistant Professor
Parks and Recreation
2021
MBA, Aurora University

Caleb Lewis

Assistant Professor
Economics
2018
PhD, Northern Illinois University

Ariana Carlson Maggio
Assistant Professor; Chair of Undergraduate Social Work
Social Work
2020
MSW, Aurora University

Georgine Maisch
Assistant Professor; Simulation Lab Coordinator
Nursing
2015
MSN, Kaplan University

William Martin
Assistant Professor
Biology
2016
PhD, University of Wisconsin-Madison

John McCormack
Assistant Professor
Religion
2016
PhD, University of Notre Dame

Kyle McElhoney
Associate Professor
Chemistry
2014
PhD, Tufts University

Felix Medina-Gonzalez
Senior Lecturer
ESL/Bilingual
2021
EdD, Aurora University

Shaun Neitzel
Assistant Professor
Sport Management
2020
EdD, Creighton University

Tiffany Nelson
Assistant Professor
Social Work
2021
DSW, Aurora University

Margaret Obermann
Assistant Professor
Nursing – GWC
2019
MSN, Northern Illinois University

Joseph Oleck
Lecturer
Social Work
2021
MSW, Dominican University

Marguerite Page

Lecturer
Communication
2021
PhD, Southern Illinois University

Meredith Paskert

Assistant Professor
Exercise Science
2021
PhD, Kent State University

Cristian Pastorello

Associate Professor
Music/Theory and Keyboard
2011
DMA, The University of Connecticut

Chetna Patel

Professor; Smith Distinguished Chair of Biology and Physical Science
Chemistry
1996
PhD, University of Illinois at Chicago

Melissa Pertl

Assistant Professor
Nursing
2015
MSN, Lewis University

Mark Petersen

Assistant Professor; Adm/Director of Dunham Scholars
Public Policy and Administration
2017
PhD, Purdue University

James Petkus

Assistant Professor
Computer Science and Mathematics
2016
MS, Northern Illinois University

Donald W. Phelps

Professor
Social Work
2001
PhD, University of Illinois at Chicago

Austin Pickup

Assistant Professor
Education
2014
PhD, The University of Alabama

Mark Plummer

Associate Professor
Music
2009
DA, University of Northern Colorado

Regina Rahn

Associate Professor; Chair of Mathematics
Mathematics
2011

PhD, University of Illinois at Urbana-Champaign

Alma Rodriguez Estrada

Associate Professor
Biology
2013
PhD, Pennsylvania State University

David Rudek

Professor; Chair of Psychology
Psychology
2007
PhD, Loyola University Chicago

Stacy Searle-Gulli

Associate Professor; Chair of Theatre
Theatre
2014
MFA, The University of Alabama

Wendy Seerup

Assistant Professor
Undergraduate Social Work - GWC
2017
MSW, University of Illinois at Urbana-Champaign

Eva Serrano

Associate Professor; Emeritus Dean of Latino/a Initiatives
Foreign Languages
2019
EdD, 2009, Northern Illinois University

Jay Shahed

Senior Lecturer
Health Science
2021
MBA, Robert Morris College

Terry Shapiro

Associate Professor
Psychology
2009
PhD, University of Iowa

Sharon Sillitti

Assistant Professor
Nursing
2017
MSN, Aurora University

Valerie Simpson

Assistant Professor
Nursing - GWC
2021
MS, Northern Illinois University

Mark Soderstrom

Associate Professor; Chair of History
History
2011
PhD, Ohio State University

Aubrey B. Southall

Assistant Professor; Chair of Secondary Education and ESL/Bilingual
Education

2016
PhD, Georgia State University

Caroline St. Clair
Professor
Computer and Data Science
2021
PhD, DePaul University

Deborah Stevens-Marchigiani
Professor; Chair of Initial Licensure Elementary Education, Early
Childhood Education, and Special Education ESL/Bilingual
Education
2001
PhD, Loyola University Chicago

Tracey Stilley
Assistant Professor
Nursing
2021
MSN, St. Xavier University

David B. Taylor
Visiting Assistant Professor
Education-Principal Endorsement
2016
MEL, Aurora University

Jerald Thomas
Professor
Education
2003
EdD, Northern Illinois University

Laura Vargas
Assistant Professor; Coordinator of Child Welfare Specialization
Social Work
2019
EdD, Northern Illinois University

Giulia Visconti
Lecturer
Social Work
2021
MSW, Aurora University

Mark Walter
Associate Professor
Philosophy
2006
PhD, DePaul University

Kelsey Walters
Lecturer
Mathematics
2021
BS, Wheaton College

Steven Webber
Lecturer
Business
2021
MS, Indiana Wesleyan University

Christopher Wells

Associate Professor; Chair of Sport Management and Parks and
Recreation Leadership
Parks and Recreation
2008
MS, Aurora University

Lynn White
Kieso Distinguished Professor of Accounting
Accounting
2018
PhD, University of Illinois, Chicago

Stephanie Whitus
Professor
Criminal Justice
2007
PhD, Sam Houston State University

Pamela Wicks
Associate Professor
Communication
2011
EdD, Northern Illinois University

Lisa Woods
Assistant Professor
Education
2021
EdD, Aurora University

Sebastian Wyman
Associate Professor
Mathematics
2013
PhD, University of Florida

Stephanie Yelton
Assistant Professor
Nursing
2018
MSN, Benedictine University

David Young
Assistant Professor
Criminal Justice
2021
MA, The Chicago School of Professional Psychology

Haley Zimmerman
Assistant Professor, Clinical Education Coordinator of Athletic Training
Athletic Training
2021
MS, Northern Illinois University

Scott Zinzer
Assistant Professor
Mathematics
2017
PhD, Arizona State University

Faculty/Dean Emeriti

Sandra Alcorn
Dean Emeritus - GWC; Dean of the School of Social Work and Professor
of Social Work, 1986-2003

GWC
2003
PhD, University of Illinois at Chicago

Joan K. Arteberry

Professor Emeritus of Nursing and Communication; Professor of Nursing and Communication, 1979-2002
Nursing and Communication
2002
PhD, University of Illinois at Urbana-Champaign

Rayonia A. Babel

Associate Professor Emeritus, Phillips Library; Reference Librarian, Phillips Library, (Associate Professor), 1971-2000
University Library
2001
MA, Northern Illinois University

Ronald Banaszak

Professor Emeritus of Education; Professor of Education, 2000-2013
Education
2013
PhD, Indiana University

Ronald G. Benson

Dean Emeritus, John and Judy Dunham School of Business and Professional Studies; Dean, John and Judy Dunham School of Business and Professional Studies, Professor of Management, 1999-2001
John and Judy Dunham School of Business and Professional Studies
2001
PhD, University of Iowa

Roald O. Berg

Associate Professor Emeritus; Associate Professor of Mathematics and Education, 1967-1999;
Mathematics
1999
MEd, University of Florida

Henry Boer

Professor Emeritus of Education; Professor of Education, 2001-2016;
Education
2016
PhD, Southern Illinois University

Sara E. Bonkowski

Professor Emeritus of Social Work; Professor of Social Work, 1986-2001
Social Work
2001
PhD, University of Illinois at Chicago

Deborah Brotcke

Professor Emeritus of Education; Professor of Education, 1992-2016
Education
2016
EdD, Northern Illinois University

Raymond S. Christiansen

Associate Professor Emeritus, University Library; Head of Media Services, Phillips Library; Associate Professor, 1977-2003
University Library
2003
MSEd, Northern Illinois University

Laurel Church

Professor Emeritus of Communication; Poetry Artist in Residence, Professor of Communication, 1985-2003
Communication
2001
PhD, University of Illinois at Urbana-Champaign

Carol D. Crane

Professor Emeritus of Biology; Associate Professor of Biology, 1968-1971, 1978-2006
Biology
2006
MA, University of North Carolina

Robert A. Dillon

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Mathematics
2006
MA, Ball State University

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GWC
2011
EdD, Northern Illinois University

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Enrollment
2009
EdD, Northern Illinois University

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Education
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Education
2016
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Business
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MBA, Harvard University

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English
1999
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Nursing
2004
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Computer Science
2010
PhD, Illinois Institute of Technology

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Economics and Business
1977
MBA, University of Chicago

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Education
2012
MS, Illinois State University

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Psychology
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Mathematics
1990
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Psychology
2001
EdD, Northern Illinois University

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Nursing
2006
DNS, Rush University

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Nursing
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Art
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Physics
2006
PhD, University of Missouri

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Nursing
2001
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Social Work
2008
DSW, Hunter College, City University of New York

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Nursing
2003
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English
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PhD, University of Chicago

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GWC
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Sociology
1996
MDiv, Trinity Evangelical Divinity School

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History
2010
PhD, Northern Illinois University

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Music
1994

MM, Northwestern University

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Social Work
2007
DSW, Loyola University Chicago

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Philosophy/Interdisciplinary Studies
2010
PhD, Syracuse University

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Social Work
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Fine Arts
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PhD, University of Illinois at Urbana-Champaign

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University Library
1998
MLS, University of Michigan

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Social Work
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PhD, University of Minnesota

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Nursing
2016
MSN, Wayne State University

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English
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Education
2008
EdD, Loyola University Chicago

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English
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DA, Illinois State University

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Experiential Leadership
2008
EdD, Northern Illinois University

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Professor Emeritus of Biology; Professor of Biology, 1975-2000
Biology
2000
PhD, University of Michigan

Catalog Addendum
Addendum

Item	Change Description	Date of Update - Effective Term
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