

Aurora University Course Catalog

AURORA UNIVERSITY

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 5,000 students. Aurora University is comprised of two campuses: a campus of 37 acres in Aurora, Illinois; and the 137.5-acre George Williams College on Geneva Lake in Williams Bay, Wisconsin. Programs are also offered at the Woodstock Center in downtown Woodstock, Illinois, and the Orchard Center near the interchange of I-88 and Orchard Road in Aurora. Aurora University is accredited by the Higher Learning Commission of the North Central Association to award degrees at the baccalaureate, master's and doctoral levels.

On the Aurora campus, AU offers more than 40 undergraduate academic programs and a wide variety of graduate degrees, certificates and endorsements. Undergraduate students participate in a wide range of on- and off-campus learning experiences. Students participate in more than 60 musical, literary, religious, social and service organizations and play active roles in campus governance. The university also fields 24 NCAA Division III intercollegiate athletic teams.

At AU, we believe that the educational needs of our students are served best through the formation of strategic partnerships with institutions of like vision, mission and values. Such collaborations also enhance the well being of our communities around our campuses.

For example, our innovative collaborations with area corporate, civic, nonprofit, business and education partners fostered the construction of the John C. Dunham

STEM Partnership School, which serves elementary and middle school students from area school districts and be staffed via a unique professional model.

George Williams College offers undergraduate, graduate and doctoral academic programs. The campus also boasts unique conference facilities and is home to the university's popular Music by the Lake summer festival.

Aurora University draws upon the rich legacies and distinctive traditions of Aurora College and George Williams College. This history has helped shape Aurora University, which will continue to build upon its important past to help shape the future.

Mission Statement

Aurora University — an inclusive community dedicated to the transformative power of learning.

Statement of Core Values

Aurora University draws upon the rich legacies of Aurora College and George Williams College to welcome learners to our campuses in Illinois and Wisconsin. Here, all become members of an inclusive educational community dedicated to the development of mind, body and spirit. Today, as in the past, we prize the twin virtues of character and scholarship and affirm our commitment to the values of integrity, citizenship, continuous learning and excellence.

We will adhere 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 will lead by example and inspire our students to do the same.

We will exercise the rights and responsibilities of citizenship in an educational community, founded upon the principles of mutual respect and open discourse. We will live within our means and manage our resources wisely, while creating an environment that fosters teamwork and promotes service to others.

We will work and live as an organization dedicated to continuous learning. We recognize that the university exists in a rapidly changing world and know that we will succeed in helping students achieve their full potential only if we realize our own.

We will pursue excellence by embracing quality as a way of community life. Accordingly, we will set high expectations for ourselves, our students and our university and will work together to attain them.

The university's core values endure, even as our mission evolves and our vision for the future emerges. As members of the Aurora University community, we enter into a voluntary compact with one another to live and work in ways consistent with these ideals.

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 at Aurora University

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

Students in their first year at Aurora University develop foundational academic skills in quantitative reasoning, argument-based writing, discussion and critical reading. Specifically, students satisfy the mathematical competency requirement through coursework or examination. They take the university's core composition course, ENG1000 Introduction to Academic Writing. They also take the first of four interdisciplinary core courses within the General Education program, IDS1610 Being Human: Ethics and Morality. While the mathematics requirement and composition course focus on key academic skills, the Being Human course allows students to engage with fundamental questions about who they are and how they view the world. The course sets a tone of inquiry, careful reading, critical thinking, and the communication and application of ideas.

Students in their second year gain greater context about our society and the world and have the opportunity to develop their ability to make connections and to engage with global perspectives. They choose between two interdisciplinary core courses that provide this global context via the exploration of topics in relation to history or science, IDS2020 Trajectories of Human History and IDS2030 Science and Society. One course allows students to examine the interconnectedness of ideas and events across time and cultures, while the other course speaks to scientific literacy, the value of evidence, and ways that scientific discovery and technology shape, and are shaped by, the societies in which we live.

In the third and final year of the General Education curriculum, all students take IDS3040 Global Justice as the capstone of their General Education experience. This course goes beyond reflection on ideas and values by emphasizing well considered actions and their consequences. In the course, students explore questions in regard to justice and dignity. They look at local and global challenges, recognizing the complexities of any challenge, and considering both opportunities for change and obstacles to change. The course is a place for students across majors, including transfer students new to Aurora University, to participate in a shared curricular experience as they move fully into their majors.

During their junior year, students also 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 four categories of learning outcomes. These include:

- Responsible Citizenship
- Discovery and Reflection
- Effective Communication
- Critical Thinking

At each level of study in the first three years of the curriculum, students will need to demonstrate achievement of specific outcomes within each of these four categories. The university is committed to measuring the achievement of the program's outcomes and using assessment as a rationale for program revisions.

These four 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 non-academic experiences; who use technology responsibly; who collaborate and exhibit creativity; and who write and speak with clarity and purpose.

Finally, there is a commitment within the core curriculum to engage with primary sources, i.e., original writings, research or productions by scholars, experts, artists or thinkers. Interaction with primary sources, rather than other people's interpretations of them only, marks the entry into the process of inquiry and critical thinking.

The ultimate aim is a curriculum grounded in the university's core values, which provides the kind of transformative education articulated in the university's mission and vision statements.

Governance

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

Accreditation

The Higher Learning Commission of the North Central Association of Colleges and Schools accredits Aurora University at the bachelor, master's and doctoral levels.

The following individual programs are accredited by the specific agencies listed below:

The Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education

One DuPont Cr., NW, Suite 530

Washington, D.C. 20036-1120

202-887-6791

The Master of Science in Nursing program at Aurora University is accredited by the Commission on Collegiate Nursing Education

One Dupont Cr., NW, Suite 530

Washington, D.C. 20036

202-887-6791

The Bachelor of Social Work and Master of Social Work programs are accredited by the Council on Social Work Education

1725 Duke St., Suite 500

Alexandria, VA 22314

703-683-8080

The Bachelor of Science in Athletic Training is accredited by the Commission on Accreditation of Athletic Training Education Programs (CAATE)

6850 Austin Center Blvd. Suite 100

Austin, TX 78731-3184

Aurora University, as an Educator Preparation Provider (EPP), has 16 programs that are accredited by the

Council for the Accreditation of Education Preparation (CAEP)

1140 19th Street NW. Suite 400

Washington, D.C. 20036

202-223-0077

Approved Licensure Programs

Aurora University has initial teacher licensure programs approved by the Illinois State Board of Education in biology, elementary education, English, mathematics, social studies and special education offered through the School of Education.

Post-MSW Illinois Educator's License with School Social Work endorsement is offered through the School of Social Work.

The Principal endorsement and Teacher Leader credentials are offered through the School of Education.

Aurora University offers approved licensure programs only in the areas listed above.

The professional unit of Aurora University, under the governance of the Council on Licensure of School Professionals, is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation covers initial teacher preparation programs and advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

Nondiscrimination Policy

Aurora University affirms its support for, and non-discrimination against, all qualified persons regardless of race, ethnicity, color, creed, national origin, sex, disability, sexual orientation, age, family relationship, or status as a veteran in its programs and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies: Human Resources, 347 S. Gladstone Ave., Aurora, IL 60506.

Affirmative Action/Equal Opportunity Commitment

In addition to pursuing a policy of nondiscrimination, Aurora University is committed to a process of affirmative action in all areas of recruitment and employment of individuals at all levels.

This policy extends to all employment practices, including but not limited to recruitment, hiring and appointment, selection for training, upgrading, promotion, demotion, job classification, assignment, working conditions, employee treatment, hours, compensation, benefits, transfer, layoff, termination, and all other terms, conditions, and privileges of employment.

This policy extends to all individuals, both employed and potentially employed by Aurora University, and whether on full-time, part-time, student or temporary employee status.

Questions, comments, inquiries, or complaints should be addressed to University Affirmative Action Officer, Aurora University, 347 S. Gladstone Ave., Aurora, IL 60506-4892.

Sexual Misconduct Policy (Title IX)

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

Sex discrimination (including sexual harassment, sexual assault, and sexual violence) is a serious offense that has major consequences for the victim, the respondent, and the campus community. Dating violence, domestic violence, and stalking are also prohibited by this policy. Sexual assault, sexual violence, dating violence, domestic

violence, and stalking are collectively referred to in this policy as “sexual misconduct.” 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/sexualmisconductresources.

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.

Phillips Library houses a collection of more than 92,000 books and 8,000 multimedia materials. Electronic resources include 148,000 ebooks and an online catalog networked with 80 academic and research libraries in the state. More than 80 indexes and online databases provide current students, faculty and staff with access to 35,000 unique periodical titles. Over 80 online subject research guides are also available. The library is open 102 hours a week and provides reference service for 81 of those hours. Reference service is available in person, by telephone, by email, by live chat instant messaging or by SMS text messaging.

In addition to the main campus, Aurora University offers programs off campus for the convenience of students. The nursing and education programs offer bachelor’s and graduate degrees at on-site hospitals, clinics and school districts throughout northern Illinois. The George Williams College campus offers undergraduate and graduate degree programs. Additional individual classes and degree programs are offered at numerous other sites in northern Illinois, including the Woodstock Center in downtown Woodstock, Illinois (222 Church St.), and the Orchard Center near the interchange of I-88 and Orchard Road in Aurora (2245 Sequoia Dr.). Online programs are also available (online.aurora.edu).

George Williams College Campus

George Williams College is a living learning lab — the ideal setting for an integrated, experiential education. Here students graduate with a resume, not just a diploma. The holistic, liberal arts curriculum gets students out of the classroom, learning by doing. The picturesque Williams Bay, Wisconsin, setting (just two hours from downtown Chicago and one hour from Milwaukee or Madison, Wisconsin) offers numerous opportunities for volunteerism, internships and field experiences ventures — key experiences sought by employers.

Small class sizes and a close-knit community ensure personal attention from professors and staff members and a close bond with classmates. The George Williams community connects students with the networks and resources they need to achieve their personal and professional goals. In fulfilling the passions of each individual within the community, George Williams College works to advance creativity, global awareness, diversity of thought and societal well-being.

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

Special Study Opportunities

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

Catalog Statements and Terms of Issue

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

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

Undergraduate Programs of Study

MAJORS

Accounting (BA, BS)
Actuarial Science (BS)
Art (BA)
Athletic Training (BS)
Biology (, BS)
Business Administration (BA, BS)
Communication (BA)
Computer Science (BS)
Criminal Justice (BA)
Disabilities Studies (BA)
Early Childhood Special Education
Elementary Education (BA)
English (BA)
 General Studies Emphasis
 Creative Writing Emphasis
English/Secondary Education Licensure (BA)
Exercise Science (BS)
Finance (BA, BS)
Health Science (BS)
History (BA)
History/Secondary Education Licensure (BA)
Human Animal Studies
Leadership Studies
Marketing (BA, BS)
Mathematics (BS)
Mathematics/Secondary Education Licensure (BS)
Media Studies (BA)
Music (BA)

Musical Theater
Nursing (BSN)
Philosophy (BA)
Physical Education Teacher Certification (K–12) (BA)
Political Science (BA)
Pre-Law
Psychology (BA)
Religion (BA)
Secondary Education (supplemental major)
Social Work (BSW)
Sociology (BA)
Spanish (BA)
Language and Literature Emphasis
Latino Studies Emphasis
Special Education (BA)
Speech Language Pathology
Sport Management
Theatre (BA)

ADULT DEGREE COMPLETION MAJORS

The following majors are offered to adults with relevant work experience. See the Center for Adult and Graduate Studies for additional information.

Accounting (Aurora)
Business Administration (Aurora and AU Online)
Computer Science (AU Online)
Criminal Justice (Aurora and AU Online)
General Studies (AU Online)
Nursing (RN to BSN) (AU Online)
Psychology (Aurora)
Social Work (Aurora, AU Online and Woodstock Center)

MAJORS AT GEORGE WILLIAMS COLLEGE

The following undergraduate majors are offered at the George Williams College campus in Williams Bay, Wisconsin:

Applied Psychology (BA)
Environmental Science (Sustainability) (BS)
Nursing (BSN)
Nursing (RN to BSN)
Parks and Recreation Leadership (BS)
Social Work (BSW)

MINORS

Students pursuing bachelor's degrees at Aurora University have the opportunity to explore areas of learning outside of, or supportive of, their major fields by completing a minor. A minor is not required for graduation, but is strongly encouraged. At least nine semester hours included in the 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.

Accounting
American Culture and Ethnic Studies

American Sign Language
Art
Art History
Bilingual and English as a Second Language Education
Biology
Biotechnology
Black Studies
Business Administration
Chemistry
Coaching
Computer Science
Creative Writing
Criminal Justice
Digital Marketing
English
Equine Studies
Film Studies
Finance
French
Gender Studies
Graphic Design
Health Promotion
History
Homeland Security
Human Animal Studies
Integrated Marketing Communication
International Business
International Studies
Latin American and Latino/a Studies
Leadership Studies
Marketing
Mathematics
Multimedia Journalism
Museum Studies
Music
Organizational Management
Philosophy
Physiology
Political Science
Pre-Law
Professional Selling
Psychology
Religion
School Health Education
Servant Leadership
Sociology
Spanish
Special Education
Speech Communication
Speech Language Pathology

Sport Management
Statistics
Strategic Communication: Public Relations and Advertising
Theatre

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 and campus visits should be addressed to the Office of Admission and Financial Aid, Aurora University, 347 S. Gladstone Ave., Aurora, IL 60506-4892. For further information about admission to the university, call 630-844-5533, email admission@aurora.edu or visit aurora.edu.

Entering Freshmen

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

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

*Aurora University defines a college preparatory curriculum or its equivalent as totaling at least 16 academic units as specified below:

English 4 years

Mathematics 3 years

Social Studies 3 years

Science 3 years

Electives 3 years

— One of the following:

- ACT composite score of at least 19; or,
- Combined SAT scores (Math and Critical Reading) of at least 910, for tests taken prior to March 1, 2016; or,
- Combined SAT scores (Math and Critical Reading) of at least 980, for tests taken after March 1, 2016

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

Students who have been enrolled in high school and have concurrently taken college courses should check with an admission counselor about their entry status.

Conditional Admission may be granted in cases where the applicant fails to meet the stated requirements but shows other clear and strong evidence of ability and

motivation necessary for academic success at Aurora University. The Vice President for Enrollment may grant conditional approval to applicants for admission who do not meet the minimum requirements but are deemed by the Vice President for Enrollment to warrant special consideration based on one or a combination of the following:

- a. Standardized test scores (ACT/SAT) that indicate a potential for academic success at Aurora University.
- b. Previous high school academic success (i.e., grade point average and class rank) that indicate a potential for academic success at Aurora University.
- c. Two references from teachers who can speak of the applicant's potential for success in college. It is preferred that one of these references be written by a current or former English teacher.
- d. A personal interview with the Vice President for Enrollment or a designate.
- e. A detailed, written, personal statement by the applicant to the Vice President for Enrollment explaining the applicant's previous academic performance, his/her academic/career goals and his/her interest in Aurora University.
- f. Other pertinent information that the Vice President for Enrollment deems sufficient and appropriate to warrant an admission decision.
- g. Any combination of the above upon which the Vice President for Enrollment may deem sufficient and appropriate to warrant an admission decision.

Transfer Students

Any applicant for admission, who has completed at least 15 semester hours of transferable college coursework from a regionally accredited college or university, will be considered a transfer student. Applicants with less than 30 semester hours of transferable college coursework will be required to meet the academic qualifications for freshman applicants and provide official high school transcripts with proof of graduation and ACT/SAT test scores. All transfer applicants must present proof of graduation or satisfactory completion of the GED if not evident from college transcripts.

Students who have been enrolled in high school and have concurrently taken college courses should check with an admission representative about their entry status.

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

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

Admission to programs with approved standards of their own is to be governed by the standards of those programs.

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

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

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

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

Adult Student Admission

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 non-traditional age student may be required to show proficiency in written and/or spoken English.

International Students

Aurora University welcomes students from countries outside the United States to earn undergraduate and graduate degrees. It is recommended that international students enroll at the beginning of the fall semester. Students who are not a U.S.

citizen and do not hold a U.S. permanent resident visa (i.e., green card) must complete the international student admission process. Some programs may have additional requirements or deadlines. Please contact the Office of Admission for more information. Admission requirements are as follows:

Application Deadlines

- Fall semester (August–December): June 1
- Spring semester (January–May): October 1

Application Process for International Students

1. Apply online at aurora.edu/apply.
2. Official transcripts from schools attended in the United States must be sent directly to the Office of Admission as part of the admission process. Undergraduate applicants must request official transcripts from all secondary and/or post-secondary schools. Graduate applicants must request official transcripts from all post-secondary schools.
3. Certified copies of all official transcripts from international schools attended must be sent directly to the Office of Admission as part of the admission process.
4. Official certified evaluations of all non-English academic transcripts from international schools attended must be evaluated by one of the following companies: Educational Credential Evaluators, Inc. (ECE); World Education Service (WES); or the Center for Educational Documentation (CED). Evaluations must be sent directly to the Office of Admission.
5. Official English competency test results (non-native speaking countries) must be sent directly to the Office of Admission. The minimum scores required for admission are as follows:
 - TOEFL paper-based: 550 or higher
 - TOEFL computer-based: 213 or higher
 - TOEFL Internet-based: 79 or higher
 - IELTS: 6.5 or higher
6. Students from English-speaking countries must submit an official score report from the American College Test (ACT) – minimum composite score of 19 (online college code = 0950); or the Scholastic Aptitude Test (SAT) – minimum composite score of 910 (online college code = 1027).
7. References must be academic or professional based (All items are required).
 - One letter of recommendation
 - One personal statement
 - Two references providing contact information (email preferred)
8. International students applying for an I-20 Student Visa must submit the Statement of Financial Resources form as required by Aurora University and the guidelines from the Student and Exchange Visitor Program. This form must be signed and notarized and be accompanied by an original letter from a bank official certifying the availability of funds for study at Aurora University.
9. Copy of current passport.

10. Copy of I-94.

11. Copy of visa only if applicants are currently in the U.S. or holding a valid U.S. visa.

12. Additional documentation for graduate applicants may be required. Please contact the Center for Adult and Graduate Studies at 630-844-5294 for more information.

Note: All materials must be received prior to the deadline date to be considered for admission to Aurora University.

Note: Students requiring an I-20 will not be eligible for need-based financial aid.

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

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

Once admitted and Aurora University receives the above required items:

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

Special Admission Status

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 a student-at-large. The standard tuition rate applies, and financial aid is not available. A \$100 non-refundable 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 an extended student. The standard tuition rate applies.

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. Academic progress will be regularly reviewed. The student is 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 attend the STAR (Students Targeted for Academic Rewards) program. The program includes three components: an orientation prior to the start of the fall semester, two first-year seminar courses and ongoing academic support through the Crouse Center for Student Success. The orientation allows students to adjust to campus life, interact with staff and faculty, gain awareness of campus resources, prepare for academic challenges, and learn approaches and skills that lead to academic success. During the academic year, students have access to tutoring and other forms of academic support. The Crouse Center advisors provide feedback to students concerning their progress in classes and serve as advocates for these students.

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

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

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

Decision Procedures and Relation to University Governance:

1. Applicants for admission who meet the academic qualifications outlined above may be approved for admission by the Vice President for Enrollment, or a designate.
2. Applicants for admission who do not meet the stated academic qualifications above will be reviewed and accepted or rejected by the Vice President for Enrollment on the basis of guidelines issued by the Academic Standards Committee.
3. Student-at-large and extended student applications are approved by the Vice President for Enrollment or a designate, in accordance with the criteria above.
4. Applicants with an incomplete application for admission may be approved on a provisional basis only by the Vice President for Enrollment or a designate.

Second Bachelor's Degrees

If a student already holds a bachelor's degree from a regionally accredited college or university and wishes to earn a second degree from Aurora University, he/she may do so by meeting the university's residence requirement (30 semester hours, including the last 24 semester hours in the degree), and by completing an approved major that contains a minimum of 24 semester hours not included in the major of the first degree.

Holders of bachelor's degrees from Aurora University may earn a second major by completing any approved major that contains at least 18 semester hours not present in the first major. Earning a second bachelor's degree requires completing the major requirements for that degree, including at least 24 semester hours not present in the major in the first degree.

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

Veterans

Aurora University participates in the Yellow Ribbon Program as well as other federal GI Bill Benefits. The first step in utilizing veteran benefits is to apply through the Department of Veterans Affairs (VA). Every veteran student receiving benefits is required to submit a copy of his/her DD-214-Member 4 to the Office of Financial Aid, the certifying office for veteran benefits. Additionally, if the Certificate of Eligibility (COE) is available, a copy of this should be submitted as well. For more information on utilizing veteran benefits at AU, please contact the Office of Financial Aid.

Waubensee Community College – Joint Admission and Degree Completion Articulation

The Aurora University and Waubensee Community College (WCC) Joint Admissions Agreement is intended to better serve students in the WCC service area by providing a means for students to be simultaneously admitted to both AU and WCC. The agreement is designed to simplify the process of degree completion for students who wish to begin at WCC and continue at AU.

When jointly admitted, a student will work with advisors at both WCC and Aurora University to plan courses for maximum transferability, and will be able to enter Aurora University after completing the WCC degree without going through any further admission process.

In order to be eligible for joint admission under this agreement, a student must meet all applicable admission requirements of both WCC and AU, at the time of joint admission. Students must agree in writing to the exchange of admission and advising information between WCC and AU. This program is open to any eligible student at WCC.

Illinois Articulation Initiative

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

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

University of Wisconsin Colleges - George Williams College Degree Completion

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

Financial Aid

Aurora University students may be eligible for financial aid from a variety of sources, including federal, state, institutional and private organizations, in the forms of grants, loans and work study. In 2015–2016, the Office of Financial Aid assisted more than 5,400 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 after 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 students (depending upon availability of funds). In addition to need-based financial aid, Aurora University offers several academic scholarships for both freshman and transfer students.

The Career Services office 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 Other Academic Charges

Tuition: 2016–2017 Academic Year

Undergraduate

Full Time (12–17 semester hours) \$11,290 per semester

Part Time (1–11 semester hours) \$650 per semester hour

Over 17 Credit Hours \$535 per semester hour

Travel/Study in May \$535 per semester hour

Room and Board: 2016–2017 Academic Year (fall and spring semesters):

Board:

175 meals + \$150 points \$1,940 per semester
125 meals + \$400 points \$1,940 per semester
10 meals + \$100 points \$1,810 per semester
15 meals/week + \$275 points \$2,320 per semester
19 meals/week + \$275 points \$2,475 per semester

Room:

Standard triples/quads (Centennial Hall) \$2,450 per semester
Standard, non-air-conditioned (a/c) \$2,730 per semester
Standard, air-conditioned and non-a/c singles \$3,095 per semester
Deluxe suite and a/c singles \$3,335 per semester

GWC Board:

19 meals/week \$2,220 per semester
14 meals/week \$2,065 per semester
9 meals/week \$1,180 per semester

GWC Room:

Single (limited availability) \$3,335 per semester
Standard \$2,435 per semester
Expanded \$1,720 per semester

General Fees:

Activity Fee \$50

Technology Fee \$75

Course by Special Arrangement (CBSA) \$130 per semester hour

Deferred Payment Fee \$10 per semester hour

Graduation Fee:

Bachelor's \$110

Master's \$135

Doctoral \$160

Parking Permit None

Laboratory Course Fees

Art \$50

Athletic Training Lab \$35

Athletic Training Practicum \$50

Biology \$50

Business Golf \$90

Chemistry \$50

Education \$25

Photography \$50

Physics \$50

Prior Approval Petition Fee \$30

(assessed on late submissions only)

Non-resident Replacement I.D. Card Fee \$25

Resident Replacement I.D. Card Fee \$35

Residence Hall Deposit — new students \$100

Residence Hall Lost Room Key Fee

Standard Room \$110

Suite \$310

Returned Check Fee \$25

Transcript, Normal Service No charge

Transcript, While-You-Wait Service \$25

Tuition Deposit \$100

Life and Vocational Assessment Fee \$375 per course

CLEP Credit Recording Fee No charge

Auditor Fee 50% of tuition

Recreation Administration Practicum Fee \$485

OWLS Course Fee (GWC) \$80

Fees Specific to Programs:

Communications/Digital Marketing \$50

Lifeguard Certification (PED1400) \$55

Nursing Clinical Fee \$50 per semester hour

Nursing Lab Fee \$50 per semester hour

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

Outdoor Rec Skills (GWC REC3500/3510) \$200

Physical Education Lab Fee \$35

Sr. Capstone-Health Science (BIO4985) \$25

Sr. Capstone-Bio Science (BIO4990) \$25

Student Teaching Fee (Aurora only) \$150

Sustainability (GWC) \$50

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

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

Student Services

Aurora Campus

Campus Housing — Aurora University has six on-campus residence halls — Centennial, Davis, Jenks, Memorial, Watkins and Wilkinson — with accommodations for approximately 700 residents. Priority for residential accommodations is given to undergraduate students. Double and triple rooms are available, as well as suites. A limited number of single rooms are also available, with priority for these rooms given to returning residents. Laundry facilities are available in each residence hall.

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

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 \$35 fee for replacement of lost or damaged resident student ID cards. There is a \$25 fee for replacement of lost or damaged commuter student ID cards. Student ID cards are available at the Campus Public Safety office.

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 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 tennis, 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 ice hockey, and women's bowling — often with championship results. About 40 percent of all resident students, and many commuters, participate in intercollegiate athletics.

Wackerlin Center for Faith and Action — The Wackerlin Center for Faith and Action was founded to sustain multi-faith understanding and action. It focuses on curriculum,

university and community service, and academic and scholarly activities. The center is dedicated to discovering and deepening connections between faith and daily life, advocating and working for justice, and promoting human dignity for all people.

Campus Ministries — Campus ministries at AU are coordinated through the Wackerlin Center for Faith and Action and are intended to complement its programming. Student organizations that are reflective of campus ministry concerns include InterVarsity Christian Fellowship. The University Chaplain works with these organizations, with colleagues and with local religious leaders to offer worship services, small group discussions, celebrations and observations of holy days in a variety of religious traditions. The chaplain is also available to talk with students about their spirituality and to connect them to local churches and faith communities.

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

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

Wellness Center — At the Wellness Center, licensed registered nurses are available on campus weekdays for assessment and treatment, consultation and referral, and immunization compliance guidelines. The Director of the Wellness Center provides wellness programming on campus as well.

The Crouse Center for Student Success

This center is designed to assist students through the transitions of college life. The center promotes transformational learning by teaching students how to explore their academic opportunities and plan for future careers. The Center for Student Success includes:

Academic Advisement — The staff of professional academic advisors provides academic guidance to students throughout their enrollment at the university. Advisors work with the students to help them develop a thorough understanding of their program requirements. The advisors promote student development through mentoring and support. Through the academic warning system, advisors are made aware of courses in which a student may be struggling and reach out to identify ways to promote academic success. Professional advisors are the resource for students who have questions about their academic progress, including adding or dropping courses, clarification regarding university rules and regulations, and graduation requirements.

STAR Program — The STAR (Strategies Targeted for Academic Rewards) program as part of the first-year program, serves conditionally admitted students. Comprised of an extended orientation program and two first-year seminar classes, conditionally admitted students receive additional support in their transition to college.

Career Services

Career Services provides a variety of programs and services to assist both students and alumni with career-related issues and employers with their recruitment needs. Students interested in working on campus and in the local community through the citywide after school program should inquire with Career Services. A variety of workshops, seminars and individual services are offered to assist students in identifying their career goals and

working toward them in an organized and effective way. Assistance in writing resumes and sharpening interviewing skills is also available. Career fairs and other placement activities are offered both on campus and throughout Illinois in connection with the Illinois Small College Placement Association.

Academic Support Center

The Academic Support Center provides professional one-on-one tutoring to all students at all levels, across the curriculum. Peer tutoring in a variety of subjects is also available. The staff offers writing seminars and presentations on APA style, MLA style and research skills. Other services offered include skill development in note taking, time management, studying and test taking; the center also proctors tests. Additionally, the center houses the Disability Resource Office; the DRO provides support, information and advocacy for disabled students, faculty and staff. All services provided by the Academic Support Center are free to all university students. The center is open 60 hours per week, including evenings and Saturdays.

GWC Campus

Aurora University Services for George Williams College Students — George Williams College students may access Aurora University services offered online and on the Aurora campus. AU Career Development and Wellness Center offer career search and self-improvement online programs. When visiting Aurora University, GWC students with a valid student ID can use the university weight room, fitness center and library. They are also welcome at non-tournament home athletic events.

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

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

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

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

Campus Public Safety — The safety and security needs of George Williams College campus are addressed by Campus Public Safety. Led by experienced professionals

who are college employees, the office provides a variety of services including parking management and enforcement, distribution of safety information, safety training and a 24/7 on-campus presence. Through established relationships with local police and fire departments, the resources of these organizations are available to the campus community for safety preparedness.

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

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

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

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

Intramural and Recreation — George Williams College of Aurora University provides a variety of opportunities to foster the total development of the individual in the areas of health and fitness. The college tennis courts and the fitness center are available for use by all members of the student body. The George Williams College ID card will serve as your membership card for these programs and facilities.

Statement of Americans with Disabilities Act (ADA) — George Williams College of Aurora University is committed to making reasonable accommodation and to providing accessibility to its programs, activities and employment for all persons defined as having documented disabilities based on the Americans with Disabilities Act of 1990. Students should contact the Academic Services Office in Meyer Hall for more information.

The Learning Commons — The Learning Commons, usually referred to as the “Treehouse,” provides students with academic and educational support in library resources and tutorial services. It provides students access to comprehensive support services as well as computers and space for small group and independent learning. The Learning Commons seeks to enable students to develop their abilities, meet academic requirements, access campus resources and develop new approaches to their academic success. Contact the Learning Commons to make an appointment for tutoring.

Faculty Advisement — All students are assigned a faculty advisor while enrolled at George Williams College of Aurora University. The faculty 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 faculty advisor helps students wishing to drop or add courses, helps clarify university rules and regulations for students concerned with graduation requirements, transfer work, majors and minors; advisors also perform graduation audits.

Disability Policy

Aurora University will make reasonable adaptations to address the potential impact of course design and environmental barriers on disabled students' equitable access and participation in the university's curriculum, services and activities.

Disability Statement for Inclusion in Aurora University Syllabi* — Aurora University values diversity and inclusion and recognizes disability as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable and inclusive. If you anticipate barriers related to the format, requirements, or assessment of a course, you are encouraged first to contact the Disability Resource Office (DRO) (630-844-5520) in the Academic Support Center, then to meet with the instructor to discuss options or adaptations.

Disability and the Law — Disabled individuals have full civil rights protection at the university. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, prohibit discrimination based on disability, furthermore requiring colleges and universities to make programs and facilities accessible and mandating reasonable course design and environmental adaptations for disabled individuals.** At Aurora University, the student, disabilities office personnel, and faculty work interactively to address potential course design barriers to student learning, academic achievement and assessment. Adaptations are intended to eliminate competitive disadvantages in this environment while preserving academic integrity.

*This statement reflects language used in The Peabody Institute of the Johns Hopkins University "Diversity and Disability Statement."

**U.S. Department of Education Office for Civil Rights, "Disability Discrimination."

Identification Process — Upon admission to the university, students requesting adaptations must contact the Disability Resource Office (DRO). If a request comes to the Office of Admission, staff will notify the applicant of the need to contact the DRO. An applicant's request will in no way impact the admission decision of the university. The student and the DRO staff will review and discuss the student's academic history and disability documentation and together decide which adaptation(s) would best promote access. The DRO staff will then prepare a letter listing the adaptations for the student to distribute electronically to his or her instructors. Additionally, students are encouraged to discuss adaptations with each of their instructors.

Documentation — Documentation serves two primary purposes:

- It establishes that the individual is entitled to legal protections under the ADA and/ or Section 504 of the Rehabilitation Act; and
- It helps to determine what, if any, course design/environmental adaptations are necessary for the individual's equitable access to courses, programs, services and activities.

The documentation from the diagnosing practitioner should include the following:

- Determination of a diagnosis, including duration (if applicable);
- A description of the expected impact on the student's learning and equitable access resulting from the interaction between the student's condition and the given environment;
- Recommendations for adaptations to address the impact on the student; and
- Name, address and credentials of the practitioner.

Recency of documentation may be a factor in determining its relevance in decisions about adaptations. If the student does not have sufficient documentation, the DRO will assist the student in locating qualified practitioners who can provide an evaluation. If a diagnosis is not determined, the DRO will discuss with the student other appropriate sources of assistance on campus.

What is a Reasonable Adaptation? — A reasonable adaptation is any adaptation offered by an instructor, department, academic program or the university that enables a student to participate equitably in a class and access course materials without fundamentally altering the service being provided. Reasonable adaptations may include, but are not limited to, the following: additional testing time; testing in a distraction-reduced environment; and course materials in an alternate format (e.g., digital textbooks). In considering requested adaptations, the instructor may choose to suggest appropriate alternative adaptations. In the event that the instructor and student are unable to agree on an appropriate adaptation, they are encouraged to contact the DRO. It is ultimately the decision of the instructor whether or not to implement the recommendations of the DRO; however, the instructor shall adhere to the university's policy of non-discrimination and to all applicable laws in making that decision.

Confidentiality — Any documentation provided by a student to the Disability Resource Office (DRO) is confidential. The faculty and staff will not have access to these materials unless a student specifically requests, in writing, that an individual be allowed to view these documents or share in this information. In the event that a student were to challenge a determination made by the DRO staff, it would, of course, be necessary for the appropriate university officials to access these materials in order to review the staff's determination.

Student Responsibility — The student is responsible for requesting adaptations from the Disability Resource Office. It is understood that it may be necessary for any student to devote additional hours to coursework, use a tutor and/or seek assistance outside of class. All students have a responsibility to fulfill their part by continuing extra help as necessary to succeed in their courses of study. If a student requires specialized services beyond what is typically provided by the university, these services must be paid for by the student.

Grievance Procedure — Any student who desires to challenge the adaptation decisions made in his or her case should follow the procedures outlined below:

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

Formal Review: If the informal review process does not resolve the issue, the student may request a formal review. The Provost will ask the Faculty Senate to appoint a

three-person committee to investigate and make a recommendation for its final decision on the matter.

Academic Regulations and Procedures

Undergraduate Degree Requirements

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

1. Completion of all requirements for an approved major (with no grades lower than “C”).
2. Overall completion of at least 120 semester hours of coursework with a GPA of at least 2.0 on a 4.0 scale (a course may be utilized only once in application toward a degree requirement, unless otherwise noted in the academic regulations). The 120 semester hours of coursework must include:
 - a) At least 52 semester hours completed at a senior college.
 - b) Residency Requirement - At least 30 semester hours completed at Aurora University, including the last 24 semester hours in the degree, and including at least 18 semester hours in the major. (Portfolio assessment credit, life and vocational experience credit, off-campus experience credit, examination credit, participation credit, and block credit, shall not count toward the residency requirement).
 - c) Upper Division Requirement - A minimum of 30 semester hours numbered 3000 or above. Of these 30 semester hours, 15 semester hours must lie within the major, and 15 semester hours must be completed at Aurora University.
3. Completion of all General Education requirements (with no grades lower than “C”), as follows:
 - a) Mathematical competency requirement (see below)
 - b) ENG1000: Introduction to Academic Writing
 - c) IDS1610: Being Human: Ethics and Morality
 - d) IDS2020: Trajectories of Human History OR IDS2030: Science and Society
 - e) IDS3040: Global Justice
 - f) Satisfactory participation in the junior-year mentoring, and assessment process designed to guide students to successful completion of their degree and to encourage planning for next steps beyond graduation. (IDS3500 and IDS3550) - *IDS3500/3550 are not required for ADC and AU Online students*
 - g) One 4 semester hour course in each of the five categories (multiple courses may be accumulated to satisfy the Creative and Artistic Expression category) (a transfer course equating to at least 2.50 semester hours will satisfy a category).

Distribution Category	Course Codes
Creative and Artistic Expression	ART, ENG*, HUM, MUS, THE <i>(Includes PED/THE 1320 and PED/THE 3025)</i>
Cultures and Civilizations	FRN, HIS, LTS, PHL, REL, SPN, BST
Individual and Society	ECN, PSC, PSY, SBS, SOC <i>(Includes PED/PSY 3480)</i>

Scientific Reasoning and Quantitative Analysis	BIO, CHM, CSC, MTH**, NSM, PHY, SUS
Integration and Application	ACC, ABA, ATR, BUS, COM, CSD, CRJ, EDU, FIN, GWC, HAS, HED, MIT, MKT, MST, NUR, PED, REC, SVL, SWK, SPED

*The following course may not be used to satisfy the Creative and Artistic Expression category - ENG1000

**The following courses may not be used to satisfy the Scientific Reasoning & Quantitative Analysis category - MTH1010, MTH1100, MTH1110, MTH1120, MTH1210, or MTH1220.

Additional General Education coursework for GWC students

- GWC1000: GWC Experience (GWC students only)

Ways to Satisfy the Mathematical Competency Requirement

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

1. ACT mathematics subscore of 25 or higher (or SAT equivalent)
2. A grade of “C” or better in MTH1100 College Algebra (GWC students can also fulfill this requirement with a grade of “C” or better in GEN1200 Mathematical Reasoning for Science and Management)
3. A grade of “C” or better in MTH1110 Quantitative Reasoning
4. A grade of “C” or better in each course within the MTH1210/MTH1220/ NSM2500 sequence (only elementary education majors may use this sequence to satisfy the competency requirement)
5. A grade of “C” or better in any other mathematics class for which MTH1100 or MTH1110 is a prerequisite
6. Demonstrated mathematics competency via an AU mathematical competency examination

Additional General Education Course Planning Considerations

1. A new first-year student is expected to take either ENG1000 or IDS1610 in the first semester at Aurora University, and then the other course in the second semester. These students should take IDS2020 or IDS2030 in the second year at Aurora University. These students should take IDS3040 and IDS3500/3550 during their third year at Aurora University.
2. First-year students wishing to meet the ENG1000 requirement via CLEP or AP credit must have official score results submitted to the Registrar’s Office prior to the beginning of their first term of attendance, or registration in ENG1000 will be required during the first year of study.
3. A single course may be used to satisfy a major requirement and a General Education requirement.
4. No single course may be used to satisfy more than one General Education requirement.

5. Students can transfer in courses from departments at other colleges that do not have counterparts at AU and still receive distribution credit as appropriate. A list of equivalencies will be maintained by the Registrar's Office.
6. New transfer students will be advised as to the best timing to take any required IDS courses (see "General Education Requirements for Transfer Students"). They will otherwise follow the progression outlined above.
7. Transfer students entering without having completed an English Composition course equivalent to ENG1000 must complete the requirement as early in their Aurora University career as possible. Transfer students who have transferred in the equivalent of ENG2010 need not take ENG1000. (No credit will be given for ENG1000.) Under no circumstances should a transfer student earn more than nine semester hours at Aurora University or accumulate a total of 84 semester hours toward graduation without enrolling in ENG1000 if this General Education requirement has not already been met by transfer credit, CLEP credit, or AP credit. Transfer students wishing to meet the ENG1000 requirement via CLEP are required to take the examination during their first term of attendance. Once a transfer student has enrolled at Aurora University, the ENG1000 requirement must be met via CLEP and/or appropriate Aurora University coursework. Transfer of English composition courses taken after a student enrolls at Aurora University will not be authorized.

General Education Requirements for Transfer Students

(1) General Education requirements for students who hold an associate's (AA/AS) degree from a regionally accredited college or who have completed the IAI core:

- IDS3040 Global Justice
- Participation in the junior-year mentoring, and assessment process (IDS3500 and IDS3550)
- Completion of the ENG1000 and mathematics competency requirements through appropriate transfer credit or at Aurora University
- Distribution requirements are deemed to have been met

(2) General Education requirements for students who do not hold an associate's degree from a regionally accredited college, and who have not completed the IAI core, and who have 60 or more hours of transfer credit accepted by Aurora University:

- IDS3040 Global Justice
- Participation in the junior-year mentoring, and assessment process (IDS3500 and IDS3550)
- Completion of the ENG1000 and mathematics competency requirements through appropriate transfer credit or at Aurora University
- Distribution requirements are waived for students entering in the 2016–2017 academic year

(3) General Education requirements for who have at least 46 but fewer than 60 semester hours of transfer credit accepted by Aurora University:

- IDS2020 Trajectories of Human History or IDS2030 Science and Society
- IDS3040 Global Justice

- Participation in the junior-year mentoring, and assessment process_(IDS3500 and IDS3550)
- Completion of the ENG1000 and mathematics competency requirements through appropriate transfer credit or at Aurora University
- Distribution requirements are waived for students entering in the 2016–2017 academic year

(4) General Education requirements for students who have at least 30 but fewer than 46 semester hours of transfer credit accepted by Aurora University (without having completed an associate’s degree or the IAI core):

- IDS2020 Trajectories of Human History or IDS2030 Science and Society
- IDS3040 Global Justice
- Participation in the junior-year mentoring, and assessment process_(IDS3500 and IDS3550)
- Completion of the ENG1000 and mathematics competency requirements through appropriate transfer credit or at Aurora University
- 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).

(5) Requirements for students who have fewer than 30 semester hours of transfer credit accepted by Aurora University:

- All General Education requirements apply

(6) Requirements for students who hold a baccalaureate degree from a regionally accredited college:

- There are no General Education requirements for a student holding a baccalaureate degree.

Simultaneous Undergraduate Multiple Degrees and Multiple Majors

1. “Multiple degrees” are defined as two or more degrees bearing different general titles as printed on the diploma. Four undergraduate degrees are currently offered by Aurora University: BA, BS, BSN and BSW.

2. Multiple degrees may be awarded upon completion of all requirements relevant to both degrees, provided that at least 24 semester hours in each degree are not present in the other. Separate diplomas are provided for each degree; at commencement the student will process during the ceremony based on what the student considers to be the primary degree.

3. “Multiple majors” are defined as two or more major disciplinary areas within the same general degree title (e.g., BA in English vs. BA in History). When seeking more than one major, students must declare a primary and secondary major.

4. Multiple majors may be earned by completion of all requirements for both majors, provided that at least 18 semester hours included in each major are not present in the other. A single diploma is issued showing the general degree title. Multiple majors are shown on the transcript.

5. A BA and BS degree in the same major may not be awarded simultaneously. In those disciplines where both degrees are offered, a graduate holding one degree may earn the second degree for award at a later graduation date by completing all additional requirements for the second degree, provided that at least 24 semester hours in each degree are not present in the other.

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

1. Holders of an Aurora University baccalaureate degree may complete a second degree or major by completion of the balance of the coursework required for the second credential, subject to the multiple degree/multiple major provisions above. All General Education requirements are deemed to have been met by virtue of completion of the first degree.

2. Holders of baccalaureate degrees from other regionally accredited schools may earn a second degree from Aurora University in a field considered by Aurora University to be distinct from that of the first degree by completing the major requirements for the new field and fulfilling the Aurora University residency requirement.

3. In all cases, coursework from the student's first degree or major may only be applied toward the new major or the major of the new degree upon approval of the major department or program faculty.

Bachelor of Arts and Bachelor of Science Distinction

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

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

Code of Academic Integrity

Policy Statement F1: Code of Academic Integrity

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

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

In essence, this Code and any internal standards supplementing it prohibit dishonest and unethical behavior in the context of academic pursuit, regardless of intent. Unacceptable conduct includes, without limitation:

Cheating. Cheating is obtaining, using or attempting to use unauthorized materials or information (e.g., notes, texts, or study aids) or help from another person (e.g., looking at another student's test paper, or communicating with others during an exam via

talking, notes, texts, electronic devices or other study aids, unauthorized use of a cell phone or the internet), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers, presentations, and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; unauthorized collaboration on an academic assignment; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.

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

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

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

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

Facilitating Violations of Academic Integrity. This is (a) helping or attempting to assist another in violating the Code (for example, allowing another to copy from one's test or allowing others to use one's work as their own); or (b) providing false information in connection with any inquiry regarding academic integrity.

Note: Examples provided are illustrative only and are not inclusive. Other behaviors, not exemplified, may constitute violations of the Code. The above is in part adapted from "Issues and Perspectives on Academic Integrity," a pamphlet distributed by the National Association of Student Personnel Administrators.

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

Suspected cases of academic integrity violation should be reported to the course instructor, the administration of the school or department under whose jurisdiction the suspected offense took place, or to the Academic Affairs office (and will be addressed using the procedures set forth in this Policy Statement and Policy Statement F3 below). Students notified by the faculty member or Registrar of a suspected academic integrity

violation may not change their registration in a course in which the charge is pending or in which a finding of violation has been made. Students who voluntarily withdraw from the university while an academic integrity violation is pending are not deemed to be in good standing and may not return to the university until a pending violation is resolved.

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

1. The faculty member will report the violation to the 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 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 Registrar.
2. Within five business days of receipt of the violation, the Registrar will confirm the violation to be a first violation and eligible for appeal under Policy Statement F3 (below). If, in the judgment of the Dean of Academic Administration, in consultation with the reporting faculty, the violation is deemed to have been egregious, or if the violation is a second violation, the hearing procedure set forth below in the section entitled "Second or Referred Violation" shall be used. The faculty member shall be so notified.
3. The Registrar will then send the student an electronic notification and a certified letter, informing the student that a violation has been reported and advising the student of future sanctions on the part of the university in the event of subsequent violation. The letter also shall inform the student of the appeals process for academic integrity violations (see Policy Statement F3). In the event that the student appeals successfully under Policy Statement F3, the faculty member's allegation shall be removed from the academic integrity violation file.
4. The contents of the academic integrity violation file will not be shared with faculty members and staff, with the exception of members of the Academic Conduct and Integrity Committee in the event that the student appears before that body or faculty and administrators participating in an appeals process. The academic integrity violation file shall be destroyed upon the completion of the degree by the student.

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

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

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

Policy Statement F3: Appeals Process for Academic Integrity Code Violations

First Violation: A student who believes that a violation of the Academic Integrity Code has not in fact occurred may appeal any such finding to the Academic Conduct and Integrity Committee. The student has one week from the date indicated on the electronic notification of Finding and Sanction (and accompanying certified letter) to inform the Registrar in writing of the appeal.

The Academic Conduct and Integrity Committee will review all relevant materials. The committee will meet with the student who will present his/her response to the academic integrity violation charge(s). The committee may also question the faculty member who reported the integrity violation.

The Academic Conduct and Integrity Committee shall make one of two decisions:

- violation of the Code took place and the report remains in the academic integrity violation file;
- violation of the Code is not substantiated and the faculty member's allegation shall be removed from the academic integrity violation file.

The decision of the Academic Conduct and Integrity Committee shall be final. Imposed sanctions will be reviewed, and communicated to the student by the Dean of Academic Administration or DAA Designee.

Appeal procedure for committee decisions resulting in dismissal from university

A student who has already had a hearing before the Academic Conduct and Integrity Committee and been dismissed from the university may appeal the decision to the Vice President of Academic Affairs. This step must be completed in the form of a written request to the Vice President of Academic Affairs within one calendar week after the Academic Conduct and Integrity Committee has informed the student of its decision.

The Vice President of Academic Affairs will appoint two faculty members to serve with the Vice President of Academic Affairs on an ad hoc committee working to review the student's appeal. This committee and the Vice President of Academic Affairs will review all relevant materials and meet with the student and others, as the ad hoc committee deems necessary. The decision of this committee either to uphold or overturn the decision of the Academic Conduct and Integrity Committee shall be final. The ad hoc committee will then report back to the Academic Conduct and Integrity Committee on the final decision and its reasoning.

Re-admission to the University

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

Classroom Conduct Policy

Students enrolled in Aurora University courses have the right to learn in an environment where all individuals are treated equitably and with respect. Behaviors in class that interfere with the learning experience are not permitted. Disruptive or disrespectful behaviors may result in dismissal from the class by the instructor. Continued problems will be reported to the college dean or executive director 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.

Academic Standards

All undergraduate students must achieve a minimum term GPA of 2.0 on a 4.0 scale to remain in good standing. Those achieving a term GPA of less than 2.0 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 re-admitted to the university until at least one calendar year later, after filing for re-admission to the board.

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.

Application for Admission

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

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.

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.

Term of Entry

The official terms of entry shall be summer, fall and spring.

A degree-seeking undergraduate student whose first enrollment at Aurora University is in summer is governed by the catalog and regulations in effect for the fall term immediately following the Summer Session in which the student was first enrolled.

Students-at-large are not considered matriculated until the first term in which they are enrolled as a fully or conditionally accepted student.

Provisionally or conditionally accepted students are considered to have entered in the first term of enrollment, regardless of provisional or conditional status.

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 Student Success to make an initial appointment with an advisor to register for courses. GWC undergraduate students can contact the Academic Services Office to make an appointment with an advisor to register for courses. Registration and orientation days 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 Student Success and all GWC traditional students through the Academic Services Office. Adult Degree Completion students are advised through the Center for Adult and Graduate Studies, Woodstock Center, George Williams College or AU Online accordingly.

All registration forms must bear the signature of an 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.

Students may register for and be admitted to classes in any term only up to and during the first week of the term for courses that meet more than once a week. Courses that meet only once a week may be added prior to the second class meeting. For classes scheduled outside of regular terms, the Registrar will calculate late registration deadlines and include this information with registration materials for such classes.

Registration procedures and deadlines for learning experiences co-sponsored with other educational institutions or organizations are governed by the contractual agreements for co-sponsorship when duly approved by Aurora University.

Only those students who appear on the class list provided by the Registrar or who present a late registration admission slip provided by the Registrar may be admitted to class by faculty. Faculty who knowingly admit unregistered students to class are subject to disciplinary action by the university.

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 by the Registrar for any class until the hold status is removed by the appropriate university authority. Students who have resolved their hold status will be registered and admitted to classes only during the time period permitted under the university regulations concerning late registration.

No grades will be recorded for students who are not duly registered. In the event that a student duly registered for a class is subsequently placed on hold status, no grade (s) will be recorded and no credit for the class(es) will be transcribed until the student's hold status is removed by the appropriate university authority.

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

Refunds — During the regular semester, a 100% refund of tuition is provided through the first week of the semester, 90% during the second week, and 50% during the third week; no refund is issued thereafter. Refunds for Summer Session classes and for classes that do not meet in accordance with the regular semester calendar are provided in accordance with refund schedules provided by the controller. Specific information is provided on the Payment Agreement Form signed at the time of registration. Refunds are, in all cases, governed by the actual date of filing of a written drop notice (signed letter or signed Change of Course Petition) in the Registrar's Office.

Late Registration

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

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

Adding and Dropping Courses

Changing Courses — Once a student has registered for courses, he/she may make changes to his/her schedule online via WebAdvisor during the add/drop period. Courses may be added only 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, the Registrar will calculate late registration and withdrawal deadlines and include this information with registration materials for such classes.

If the student is unable to make the changes himself/herself he/she should complete a Registration Form with the appropriate changes and after signing the form turn it in with the Crouse Center for Student Success. The Registration Forms are available from the Crouse Center for Student Success and the Registrar's Office, as well as online.

Registration Forms for changes requested by the student must be initiated by the student and require the signature of an academic advisor. It is the responsibility of the student to make certain that the registration form is submitted to the Registrar's Office by the specific deadlines for late registration, change of grading system, or withdrawal from courses. Changes initiated by the university are handled administratively by the academic dean or the Registrar as appropriate.

Grades for Dropped Courses — Courses dropped with 100% refund do not appear on the student's permanent academic record. A grade of "W" (withdrawal) will be recorded on the student's permanent academic record between the 2nd and 10th weeks of a 16-week semester. No withdrawals will be processed after the 10th week of the semester. For courses scheduled outside of the regular semesters, the Registrar will calculate

late registration and withdrawal deadlines and include this information with registration materials for such classes.

Overload

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

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, he/she must petition with his/her academic advisor. Students are admitted from the waiting list on the basis of need as determined by the Registrar in consultation with program chairs 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 Registrar makes determinations prior to the start of the term. Students authorized to add the class are contacted by email to confirm that they have been added to the class. It is the responsibility of the student to request to be removed from any waiting list for which he/she no longer wishes to be considered.

Audit or 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.

Visitors

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

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

Courses taken at other schools in CWSC (North Central College and Benedictine University) may be applied to Aurora University programs without violating the AU

residence requirement. Cross-registration is permitted with permission of the other school and in accordance with terms of an agreement among all member schools. Prior approval of the student's AU advisor and the Registrar is required on the cross-registration form before registering at one of the other institutions. Cross-registration is available during the regular academic year (fall and spring terms). Tuition is paid to the home school and grades are recorded at the home school without the necessity of applying for a transcript.

Through this program, degree-seeking students at each of the member schools have access to a broad selection of academic offerings and scheduling options. Contact the Registrar's Office for eligibility information and special registration forms.

Miscellaneous Petitions

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

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

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

General Petition — When a student wishes to request an exemption from any part of the General Degree requirements, he/she must fill out a General Petition stating his/her request and file it with the Registrar. The Registrar approves general petitions in accordance with guidelines issued by the General Education Committee and in consultation with the program chair and academic dean. Contact the Crouse Center for Student Success or the Registrar's Office for additional information.

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

Special Educational Experiences and Credit

Individual Study Petitions — Special petitions must be completed for Directed Study, Independent Study and Courses by Special Arrangement. These petitions must be completed with the instructor of record and approved by the program chair and academic dean prior to processing the registration for the individualized study course. Regular tuition applies and in the case of courses by special arrangement, an additional fee may be assessed.

The purpose of an Independent Study is to allow the competent and prepared student to pursue study of a topic of special interest or need in depth and to develop the student's ability to work on his/her own by pursuing a reading/ research project to successful

completion. Prior to registration, students must file the Independent Study Petition. This petition requires the signature/approval of the instructor, program chair and academic dean. Regular tuition is charged.

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

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

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

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

Participation Credit — At the time of academic advisement and registration, eligible students may register for participation credit during their sports season; (i.e., football, soccer, volleyball, bowling, cross-country, women's golf, women's tennis in the fall semester; basketball, baseball, softball, men's golf, men's hockey, men's tennis, track and field, and lacrosse in the spring semester). Initial registration is subject to eligibility review per NCAA Division III regulations and membership on the athletic team. The regular tuition charge and refund policy will apply.

Eligible students must be registered for a minimum of 12 semester hours not including registration for participation credit.

A maximum of three semester hours of participation credit may be applied toward graduation. Participation credit is awarded in one semester hour units to members of athletic teams who meet the necessary NCAA eligibility requirements and are recommended for credit by the team's coach and are approved by the Registrar. Grading is on a credit/no credit basis.

Internships and Practica — All students are encouraged to explore and participate in an internship experience. Aurora University recognizes the validity of field experiences and experiential learning conducted under the direction of the faculty and encourages the integration of such learning into the university's academic programs where appropriate.

Students pay normal tuition for internship and practica credit. Students are also responsible for other expenses associated with placements (e.g., travel, texts or reference materials, special clothing, insurance required by the site, etc.).

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

Credit Hours attempted = Minimum required clock hours

1 semester hours = 49 hours

2 semester hours = 97 hours

3 semester hours = 145 hours

4 semester hours = 193 hours

5 semester hours = 242 hours

6 semester hours = 290 hours

7 semester hours = 338 hours

8 semester hours = 387 hours

9 semester hours = 435 hours

10 semester hours = 483 hours

11 semester hours = 531 hours

12 semester hours = 579 hours

13 semester hours = 627 hours

14 semester hours = 676 hours

Internship Policies:

- The Internship Information Packet is located online. Additional guidance can be sought at the Career Services Office. GWC students can find this information in the Academic Services Office. Students must meet with their academic advisor 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 and educational criteria. Internships can be designated as either credit/no credit or letter grade depending on the school or program. An

academic internship experience will have the appropriate departmental prefix (i.e., CRJ, BUS, BIO, etc.) and 2940/3940/4940.

- # A non-credit volunteer internship experience enables a student to either explore a professional area of interest or perform a documented community service. The non-credit internship experience does not require a faculty sponsor and the student will not receive credit or a letter grade for the experience. Non-credit internships may never be converted for retroactive credit or recorded on the academic transcript.
- All students participating in an internship experience must have a cumulative GPA of at least 2.0. This policy does not apply to students who are majoring in social work, education, physical education, athletic training and nursing. Schools and programs have the right to apply a higher GPA standard that may supersede this policy. Students must not have been on academic warning at the end of the preceding term when the internship experience is to begin. Students must also have completed at least 12 semester hours at AU by the time the internship experience begins. The program faculty of the approving/sponsoring unit may impose additional or more stringent requirements for eligibility.
- Students must meet all eligibility requirements imposed by the internship site, including but not limited to, GPA requirements, or prior completion of specific coursework, background/security checks, citizenship/residency requirements, health and fitness, insurance coverage, prior work experience, and demonstrated competence in specific skills.
- Other completion requirements (including, but not limited to, outside reading, journals and logs, written assignments, progress and exit interviews) may be imposed at the discretion of the faculty sponsor or the program faculty. In all cases, the completion requirements of the learning experience shall include documentation, readings or other assignments adequate to support evaluation for credit by the faculty.
- A maximum of 14 semester hours of academic internship experience credit may be presented for graduation as part of general degree requirements.
- Contracts for an academic internship experience for inclusion in a major must bear the signatures of the student, the site supervisor, the faculty sponsor, dean or designate, and the internship advisor. The deadline for submitting completed contracts for an internship experience are:
 - # Fall semester – August 1
 - # Spring semester – December 15
 - # Summer semester – May 1
- No approvals required in this section may be granted retroactively. Students may not begin their internship experience prior to official registration for the course.
- Faculty sponsors must secure the prior approval of the academic dean/executive director unless sponsorship duties have been arranged in the faculty member's contractual load or otherwise delegated by the dean/executive director. The internship advisor 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.

- An approved internship experience contract must be presented together with the student's registration form or change of course petition, as an authorization to register for an internship experience.
- Students should consult and secure a faculty sponsor during the first five weeks of the term preceding the term in which an internship experience is to begin.
- Final evaluation for the issuance of credit/no-credit or letter grade is the sole responsibility of the faculty sponsor as the faculty member of record for the learning experience, who will consult with and consider the evaluations of the student and the site supervisor.

Practica Policies:

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

Attendance Policy

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

Authorized Absences from Class Policy

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

Regulations:

Definitions and Academic and Procedural Considerations

1. "A student representing the university": The student must be duly recognized by the manager or advisor of the event. A list of student participants should be forwarded to the Office of Academic Affairs.
2. "University-sponsored events": The manager or advisor of the event or activity shall submit to the CAO a list of events and have them approved as eligible for inclusion under this policy. This definition normally includes intercollegiate-athletic, student government, student development and fine arts events, as well as events required for the completion of another academic course.
3. "Event" means the actual event at which the student represents the university together with necessary travel time to and from the event site, where applicable. It does not apply to rehearsals, practices or meetings preparatory to the event.
4. Students are required to make up all work missed due to an authorized absence and, except when conditions are prohibitive, are responsible for making arrangements with faculty at least 48 hours in advance of the anticipated absence.
5. Faculty will make reasonable accommodations for completion of work by students who are granted authorized absences through established university procedures. It is expected that students would be able to complete makeup exams and assignments within 72 hours of the return to campus.

Procedures: Requesting and Granting Authorized Absences from Class

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 academic advisors in order to anticipate, minimize, and plan for any potential conflicts with classes.

Leave of Absence and Re-admission

Students who have been admitted to 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 been admitted to Aurora University and must interrupt their course of study for more than one term (excluding summer) must file an approved Leave of Absence (LOA) form with the registrar. Students on an approved LOA for more than two consecutive terms (excluding summer) will be required to return under the catalog in effect upon their return. Students on an approved LOA for more than four consecutive terms (excluding summer) will be required to reapply to the University. For students who begin an approved LOA mid-semester, the counting of consecutive terms will begin with the first full term of the LOA.

If a student (a) has been absent from Aurora University for more than one semester without filing a Leave of Absence form, (b) has filed a Withdrawal form, or (c) has an approved Leave of Absence that has extended beyond four consecutive terms (excluding summer), the student should contact the Center for Adult and Graduate Studies for information on applying for re-admission. Official transcripts from any colleges or universities attended since the last enrollment at Aurora University must be submitted before readmittance. Contact the Registrar's Office for the complete policy regarding readmittance.

Student Leaves of Absence Policy

Voluntary Medical Leave Of Absence (MLOA)

The purpose of a voluntary medical leave of absence (MLOA) is to provide a student with time away from Aurora University for treatment of a physical or mental health condition that impairs a student's ability to function successfully or safely as a member of the university community. The authority to grant an MLOA and permission to return from an MLOA resides with the Assistant Vice President for Student Life. 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, available in the Registrar's Office and the Crouse Center for Student Success.

MLOA Approval Process

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

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

2. Request for Medical Leave of Absence. If, after completing the preliminary process above, the student is interested in pursuing a Medical Leave of Absence, the student should fill out and submit to the office of the Assistant Vice President for Student Life a Request for Medical Leave of Absence Form, with appropriate documentation from a licensed physician or mental health professional regarding the student's need to take leave. At the student's request, the University will assist the student in obtaining the necessary MLOA Request form, completing it, and contacting different university representatives and offices (such as the Directors of the Wellness Center or Counseling Center) who may have useful information or be able to provide documentation that assists in preparation of the Request.

3. Assistant Vice President for Student Life's Determination. As soon as possible after receiving the Request and documentation, the Assistant Vice President will notify the student in writing of the Assistant Vice President's determination. Upon approving a request for withdrawal, the Assistant Vice President will also inform the student 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 Vice President for Student Life in consultation with the Provost. On-campus residents beginning MLOAs will normally be expected to vacate the residence hall within 48 hours of the granting of a request for MLOA; the university will assist the student in making such arrangements. Tuition and room charges for a student taking MLOA will be reviewed by the Assistant Vice President for Student Life and adjustments will be made to the student’s account to provide the student with the greatest benefit financially.

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

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

Involuntary Student Leaves of Absence

Purpose and Scope of Policy

It is the policy of Aurora University to foster a campus environment that is conducive to learning, promotes the university’s educational purposes, maintains reasonable order, and protects the rights and safety of all members of the university community. In extraordinary circumstances the university may place a student on an involuntary leave of absence or take other appropriate action, including 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 Assistant 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 Assistant 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.

1. Information gathering. Upon initiation of this procedure, the Assistant 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.

2. Initial meeting with student/possible voluntary leave. If practicable under the circumstances, the Assistant 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 Assistant Vice President for Student Life may discuss with the student whether the student wishes to take a voluntary leave and may also attach appropriate reinstatement conditions to the granting of any such leave, to the extent such conditions are deemed necessary or appropriate for purposes of adhering to the conduct standards set forth in this policy.

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

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

5. Considering an involuntary leave (or other involuntary action). If the review process outlined above does not result in the student's decision to take a voluntary leave or the Assistant Vice President for Student Life's determination that no further proceedings are warranted, the Assistant 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 involuntary action). If the Assistant Vice President for Student Life determines that the matter should be handled

as an involuntary leave of absence (or other involuntary action), the Assistant Vice President for Student Life shall proceed to make a final determination as follows.

6. Final determination. In making a final determination, the Assistant 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 Assistant Vice President for Student Life deems relevant. The Assistant Vice President for Student Life will also afford the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard. The Assistant 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.

7. Possible evaluation. As part of this final determination, the Assistant 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 Assistant Vice President for Student Life, the student, as well as with Director of the Wellness Center and/or Director of the Counseling Center, 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 Assistant Vice President for Student Life shall consider the results of this evaluation and other information collected in making a final determination.

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

9. Appeal. Students have the right to appeal the Assistant Vice President for Student Life's decision in an involuntary leave situation. Any student appeal should be made in writing to the Vice President for Student Life within seven (7) days of the student's receipt of the written decision from the Assistant 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 Vice President for Student Life will decide the appeal as soon as is practicable and will issue a written decision regarding the appeal. That decision shall be final.

Reinstatement after a Medical or Involuntary Leave of Absence

A student retains his or her student status with the university during an approved MLOA or Involuntary Leave of Absence. However, while application for readmission to the university is not required, a student who has taken a leave of absence must be reinstated by the Assistant Vice President for Student Life before the student may then register for classes.

When a student is interested in returning to the university following a voluntary or involuntary leave of absence, the student should take the following steps to initiate the reinstatement process.

1. Contact Assistant Vice President for Student Life. The student should first contact the Assistant Vice President for Student Life 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 Assistant 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. Reinstatement is generally not available for the summer session. This schedule will help ensure that the Assistant Vice President for Student Life (and other university offices that the Assistant Vice President for Student Life chooses to involve, such as the Wellness or Counseling Centers) will have adequate time to review the student's request for reinstatement and make a determination. If materials are received shortly after the applicable deadline, if information is missing, or if the university needs additional time to process the student's request, the university may elect to treat the request as one to return for the following semester rather than the semester originally identified by the student. However, the university will make every effort to be flexible and attempt to honor a student's request to return for the desired semester.

2. Information Requested by the Wellness or Counseling Centers. Depending upon the circumstances underlying the student's original MLOA or Involuntary Leave of Absence, and pursuant to the Assistant Vice President for Student Life's discretion, the Assistant Vice President will consult with the Wellness and/or Counseling Centers in evaluating a request to return. The university will determine on a case-by-case basis what information, if any, the Wellness or Counseling Centers 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.

3. Assistant Vice President for Student Life's Determination. The Assistant Vice President for Student Life will evaluate the information provided by the Wellness and/or Counseling Centers, as well as the request provided by the student, and make a determination whether the student may return to the university. Reinstatement is based on the student's readiness to manage a full-time course load (minimum of 12 credits for undergraduates; minimum of 9 credits for graduate students) or a comparable course load to the load that the student managed prior to his or her leave. The Assistant Vice President for Student Life will notify the student in writing of the determination. Factors the Assistant Vice President for Student Life will typically consider include but are not necessarily limited to:

a. Evaluation and recommendation by the Wellness and/or Counseling Centers;

- b. The student's demonstrated ability to engage in productive and realistic academic planning;
- c. The student's ability to participate safely and independently in the university's programs and activities;
- d. The student's personal statement included on the Reinstatement Form;
- e. Any coursework completed or employment during the MLOA; and
- f. Any other factors that the Assistant Vice President for Student Life deems relevant under the student's particular circumstances.

Negative Recommendation

If, upon review, the Wellness and/or Counseling Center submits a recommendation to the Assistant Vice President for Student Life that a student is not ready for return, or if the Assistant 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 Vice President for Student Life within 10 calendar days of receiving notice of the negative recommendation. The student may also submit any information he or she believes to be relevant to the appeal. The Vice President for Student Life will review the student's submission and notify the student in writing of the university's final determination as to whether the student will be permitted to return as requested.

Returning Students

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

Transfer Credit

A. General Criteria and Process

1. Official evaluation of acceptability for transfer — An official evaluation of all previously completed college credit is prepared by the Registrar's Office after a transfer student has been approved for general admission to the university. The Registrar makes the final determination for the university with respect to the transferability of credit.
2. Acceptability for transfer — At the time of admission to the university, previously earned college credit is evaluated by the Registrar's Office in accordance with regulations established by the faculty as to acceptability for transfer and a summary of all previous college work and all transferable work is prepared by the Registrar for use in advisement of the student. Such evaluation does not constitute an agreement to accept any specific credit in lieu of any specific requirement for graduation from Aurora University. The following general criteria are used by the Registrar in determining acceptability for transfer:
 - a. Credit is accepted from regionally accredited post-secondary institutions and from institutions accredited by bodies recognized by the Council for Higher Education Accreditation (CHEA). Credit from U.S. institutions not accredited by CHEA may only

be accepted through the process for assessment of prior learning and is subject to the same limitations as other assessed prior learning.

b. Guidelines presented in the AACRAO “World Education Series” are applied to foreign institutions. Where credit and content determination cannot be made from foreign transcripts, the Registrar requires that the transcripts be reviewed by a recognized credential evaluation service at student expense before transfer of credit will be considered. The Registrar requires that transcripts in languages other than English be translated at student expense. The Registrar reserves the right to determine whether or not foreign transcripts meet the university’s requirements for acceptance as official records.

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

d. In the case of credit that is to be included in a program, time limits on applicability to the program may be established by the program faculty. Time limits are determined with respect to the date of the student’s first attendance at Aurora University.

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

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

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

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

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

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

- b. No credit from other institutions earned while a student is matriculated at Aurora University may be accepted in transfer except upon prior, written approval of the Registrar.
- c. No credit may be transferred within the last 24 semester hours of the student's degree except upon the prior, written approval of the faculty (delegated to the Registrar). Credit to be transferred into a major under these circumstances also requires the prior, written approval of the academic dean of the program faculty.
5. The applicability of transferred credits to the completion of major requirements is decided by the relevant program faculty.
6. Aurora University does not accept credit for college-level GED examinations in transfer.
7. Aurora University will accept credit from an accredited graduate school toward a bachelor's degree at Aurora University. The student is not required to have received a graduate degree prior to submitting a transcript for credit.
8. The application of courses transferred toward meeting general degree requirements will be determined by the Registrar. Professionally oriented courses, e.g., pastoral counseling or Sunday School administration, will not apply toward general degree requirements.
9. The application of courses transferred toward meeting major requirements will be determined by the Program Chair and the Registrar.

B. Credit Equivalency and Transfer of Credit for Registered Nurses

1. RNs entering the BSN program are subject to the transfer of credit practices outlined above and the additional policies outlined in this section. These policies are more specifically defined as they relate to the BSN program and thus take precedence over the general statements made above.
2. For RNs entering the BSN program, 40 semester hours of prior nursing education is transferred as block credit as part of the transfer evaluation process. The block credit will be listed on the transfer portion of the student's transcripts as "Prior Nursing Credit." A maximum of 85 semester hours of prior nursing credit and community college credit can be applied towards a BSN, The block credit for prior nursing credit is not considered as part the minimum 30 semester hour residency requirements including 18 semester hours in the major established by the university.
3. Some coursework for nursing majors earned at accredited post-secondary institutions and recorded on the transcripts of such institutions will not transfer.
 - a. Courses that are designated "for nurses" (i.e., Sociology for Nurses) cannot be accepted in transfer.
 - b. Nursing courses, to be considered for transfer credit, must have been completed within the last four years. Proficiency tests may be required to demonstrate equivalency to and currency with Aurora University nursing courses.
 - c. Science courses must have been completed within the last ten years. Current licensed RNs are exempt.

Non-Traditional Sources of Credit

Aurora University recognizes the validity of college-level learning achieved in settings other than accredited institutions of higher education, provided that this nontraditional

learning is validated in accordance with generally recognized standards of good practice and awarded through the processes provided in the university's academic regulations.

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

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

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

a. Military training evaluated by ACE

b. Non-collegiate training and education programs evaluated by ACE or under the PONSI program

c. College-level learning achieved through organized training and education programs not included in (a) or (b) above

d. Educational experiences achieved through non-CHEA-accredited institutions of higher education

e. College-level learning achieved through on-the-job experience, individual study, or other life experiences

3. Students seeking credit only for programs in categories 2(a) and/or (b) may petition directly to the registrar for recording of such credit. It is the student's responsibility to provide all necessary background documentation to support the recording of ACE, military, and PONSI credit.

a. A maximum of 12 semester hours of ACE, military, and/or PONSI credit will only be recorded under this regulation by the Registrar when such credit is clearly applicable to the student's baccalaureate program at Aurora University.

b. Students seeking the transfer of technical credit or other credit that is not evidently suitable for inclusion in AU baccalaureate programs must complete a general petition and submit a portfolio that includes appropriate rationales for the transfer of such credit.

c. A maximum of four semester hours providing an experiential prerequisite to completion of a major program may be awarded upon submission of documentation specified by the program faculty accompanied by a petition evaluated by a designated program faculty member and approved by the academic dean. An evaluation and recording 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 major requirement.

4. In addition to awarding credit in response to specific student requests stated in terms of experiential prerequisites, the evaluation process may award to any student assessed at least eight semester hours, an additional award of eight semester hours of CIFE credit, based on submission of a satisfactory reflective essay (typically 10–15 pages in length) providing evidence of career-relevant learning achieved through the student's work experience, including appropriate documentation such as performance evaluation materials and supervisors' statements.

Following general evaluation of the student's credit, a copy of the portfolio and a summary of the evaluation shall be forwarded to the Registrar, who shall route the materials to major academic departments.

5. Non-traditional credit assessed through portfolios is subject to the following limitations and conditions:

- a. A maximum total of 12 semester hours may be awarded through the portfolio process. If ACE/military credit and/or PONSI credit has previously been awarded by direct petition, such credit will count toward the 12 semester hour maximum for portfolio credit.
- b. Credit awarded through the portfolio process will be recorded on the student's permanent academic record in the form and amount determined by the program evaluator, with indications of applicability to the requirements of the major as approved by the major department.
- c. Credit not approved for application in the major may be applied as general elective credit toward graduation.
- d. Portfolio credit considered by the Registrar to duplicate prior or subsequent transferable coursework or test credit will be removed from the student's historical record in favor of such coursework or test credit.
- e. Portfolio credit is evaluated as either lower or upper division in nature and will be applied toward the limits for lower and upper division transfer credit and to meet other graduation requirements in the same manner as transferred credit.
- f. Portfolio and examination credit are not included in official audits of student progress or degree completion until recorded in the student's permanent academic record by the Registrar.
- g. Credit awarded through the portfolio process, by examination or as an experiential prerequisite for a major may not be counted toward either the general residency requirement for graduation nor toward the required number of semester hours included in either a major or a minor. However, such credit may be awarded within the final 30 semester hours of the student's undergraduate program, provided that the evaluated portfolio or official test results are submitted to the Registrar for recording no later than the last day of the term preceding the term in which the student will complete all requirements for graduation.

Credit by Examination

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

5. College Level Examination Program (CLEP) General Examinations — The General Examinations are designed to be taken before college work is begun. Students who have any college credits must seek prior approval. If courses have been taken prior to the test date, appropriate reductions in the amount of credit usually awarded will be made by the Registrar.

Students will be awarded six semester hours of credit in the following CLEP General examinations if they have achieved a minimum score of 50: English, Natural Sciences, Mathematics, Humanities and Social Science-History.

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

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

6. 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:

SUBJECT EXAMINATIONS	4 Semester Hours MEAN SCORE	6 Semester Hours MEAN SCORE
Accounting, Introductory		50
Accounting, Financial	50	
American Government	50	
American History I: Early Colonization to 1877	50	
American History II: 1865 to Present		50
American Literature		50
Biology, General		50
Business Law, Introductory	50	
Calculus	50	
Chemistry, General		50
College Algebra	50	
College Algebra– Trigonometry	50	
Educational Psychology, Introduction to		50

Freshman College Composition		50
College French, Levels 1 & 2		
Second Semester		50
Fourth Semester		52
College German, Levels 1 & 2		
Second Semester		50
Fourth Semester		63
College Spanish, Levels 1 & 2		
Second Semester		50
Fourth Semester		54
Information Systems and Computer Applications	50	
English Literature		50
Human Growth and Development	50	
Literature, Analysis and Interpretation of		50
College Mathematics	50	
Principles of Macroeconomics	50	
Principles of Management	50	
Principles of Marketing	50	
Principles of Microeconomics	50	
Psychology, Introductory	50	
Social Science & History	50	
Sociology, Introductory	50	
Trigonometry	50	
Western Civilization I: Ancient Near East to 1648	50	
Western Civilization II: 1648 to Present		50

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

9. Advanced Placement Program (APP) — Four semester hours of credit will be awarded for scores of 3 or above in the following APP Examinations:

American History

German Literature

Biology	Government, Comparative
Calculus BC (Mathematics)	Government and Politics
Chemistry	Human Geography
Classics. Catullus/Horace	Macroeconomics
Classics: Virgil	Microeconomics
Calculus AB (Mathematics)	Physics B
Computer Science	Physics C – Mech
English, Language Composition	Physics C – E & M
English, Literature	Psychology
Environmental Science	Spanish Language
European History	Spanish Literature
French Language	Statistics
French Literature	World History

**A score of 4+ on the Calculus BC exam awards 8 semester hours of credit

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

Declaration of Major

Students who have been accepted under the general admission standards of the university may apply for acceptance into a program of the university. Acceptance of any student into any program of the university is determined by the faculty of that program and is conditional upon the student's meeting any program requirements that have received the approval of the program faculty and the university.

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

Students seeking to enter a program must file a Declaration of Major form with the Crouse Center for Student Success. The Crouse Center will assemble any necessary records or documents required by the program faculty for review of the student's declaration. A personal interview or the submission of supporting documents may be required at the option of the program. Requirements for admission to or retention in a program may be required by the program faculty, the academic dean, and the Chief Academic Officer.

Students currently entered as students in one program may seek to declare another major by filing a Declaration of Major form showing both the old and new program. A

student denied admission to a program may appeal the denial to the academic dean or, in the case of a program directly headed by the dean, to the CAO.

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

Regulations Governing Majors

A. Established Majors

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

B. Student-Initiated Major

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

C. Minors

1. Minors at Aurora University are optional. They are not required for graduation.

2. A minor shall comprise a minimum of 18 semester hours.
3. At least nine semester hours applied to a minor must be earned at AU.
4. Each minor must be developed and monitored by an approved program committee of the faculty; new or substantially revised minors require the approval of the Board of Trustees based on recommendations from the program committee, the appropriate school/college governance bodies, the academic dean, appropriate university governance bodies, the Chief Academic Officer, and the President.
5. Beyond the minimum coursework requirement, the content, structure, and extent of a minor are prerogatives of the individual program committees within the schools and colleges of the university, except as otherwise defined or restricted by the academic regulations.
6. No "Ds" will apply toward minors.
7. A maximum of 4 semester hours of credit/no credit coursework will apply toward a minor.
8. Courses used on a minor may also be used to meet BS core requirements.

Academic Measurement and Evaluation

A. Grading System

1. Types and Definitions

- a. Letter Evaluation: A, B, C, D, F.

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

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

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

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

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

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

- b. Credit/No Credit: Cr/NCr.

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

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

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

system. Students may enroll for no more than one course per term, up to a total of eight courses, on a Cr/NCr basis. This is in addition to any courses that are offered only on a Cr/NCr basis.

2. Change of Grading System

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

3. Incomplete Grades — Regulations and Procedures

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

- a. A grade of Incomplete (I) may be assigned by the instructor only if the student has filed a Petition for Incomplete Grade. This petition form, which is available in the Registrar's Office, 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 student has been unable to complete the work, the work to be completed, a timetable for completion, and the date by which all work must be turned in to the instructor.
- c. Petitions for Incomplete grades must be filed by the deadline specified by the Registrar's Office for submission of final grades.
- d. Completion dates for "I" grades must be on or before the last day of the eighth week of classes of the term following the term in which the grade is assigned, excluding the Summer Session. In the event that a final grade is not reported to the Registrar's Office on or before noon on the Tuesday following the completion deadline, the grade will revert to an "F". Instructors report grades to replace "I" grades in writing to the Registrar's Office using the Change of Grade form.
- e. In extraordinary circumstances, the instructor may, upon receiving written documentation from the student, petition for an extension beyond the deadline established in section d. Such petitions must be filed with the Dean of Academic Administration on or before the deadline for completion originally specified in the petition for an "I" grade. Petitions approved by the Dean of Academic Administration must be received by the Registrar on or before the original deadline for filing of the grade.
- f. A grade of "I" may be assigned only in cases of illness, accident, or other catastrophic occurrence beyond the student's control. In order for an "I" grade to be considered, the student must be in satisfactory academic standing in the specific course. In cases of emergency, the petition may be filed on the student's behalf by the course instructor. At the earliest possible time, the course instructor will take responsibility for confirming the petition with the student and securing the student's signature. If the student does not accept the conditions of the petition, the instructor will assign a permanent grade to be entered by the Registrar.
- g. A student's Academic Warning status in a given term will be determined by the term GPA resulting from the work completed in that term. If a subsequently completed "I" grade causes the student's GPA to rise above or fall below 2.0, the student's warning status, and the permanent record thereof, will be changed accordingly.

4. Deferred Grade Policy — Regulations and Procedures

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

- a. A grade of "X" may be assigned by the instructor only if the student has filed a Request for Deferred Grade. This petition form, which is available in the Registrar's Office, must be completed and signed by the student, the instructor, jurisdictional Executive Director or Dean, and Dean of Academic Administration.
- b. The petition must specify the reason the Deferred grade is needed, the work to be completed, a timetable for completion, and the date by which all work must be turned in to the instructor.
- d. Petitions for Deferred grades must be filed by the deadline specified by the Registrar's Office for submission of final grades.
- e. 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.
- f. Completion dates for "X" grades must be on or before the last day of classes of the term following the term in which the grade is assigned, excluding the Summer Session. In the event that a final grade is not reported to the Registrar's Office on or before noon on the Tuesday following the completion deadline, the grade will revert to an "F". Instructors report grades to replace "X" grades in writing to the Registrar's Office using the Change of Grade form.
- g. In extraordinary circumstances, the instructor may, upon receiving written documentation from the student, petition for an extension beyond the deadline established in section f. Such petitions must be filed with the Dean of Academic Administration on or before the deadline for completion originally specified in the petition for an "X" grade. Petitions approved by the Dean of Academic Administration must be received by the Registrar on or before the original deadline for filing of the grade.
- h. 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.
- i. 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.

5. The "D" Grade

A "D" cannot be applied to a major without the approval of the Academic Standards Committee. Aurora University reserves the right to require a student to repeat a course in which he/she has received a "D" grade if he/she proposes to apply that course toward a major or continue on in a truly sequential course of study. Students who receive

a “D” grade in a prerequisite course are encouraged to repeat the course prior to matriculation into the sequential course.

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

7. Change of Permanent Grades

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

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

c. Changes in permanent grades arising from clerical or computational errors must be received by the registrar no later than 30 days following the date when the original permanent grade was filed with the Registrar.

d. In cases where it is necessary to correct a grading error on the part of an instructor who has left the university or who cannot otherwise be contacted in a timely fashion, or in cases where an instructor fails to correct an evident error in a timely fashion, the academic dean may assign another faculty member to review the relevant materials and correct the error.

e. Changes may be made in grades to reflect coursework completed after the deadline for grade submission only in instances in which the student received a grade of “I” or “X” for the course.

f. All changes in permanent grades other than those arising from clerical or computational errors are addressed under the university regulations for appeal of alleged capricious grading.

Grade Point Average

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

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

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

Academic Honors

Academic Honors at Graduation

1. To be eligible for Academic Honors at Graduation, students must have:

- a. A minimum of 90 semester hours of credit for a letter grade, of which 45 semester hours must have been earned at Aurora University.
- b. A cumulative GPA at Aurora University of:
 - 3.50–3.749 to receive the degree Cum Laude
 - 3.75–3.899 to receive the degree Magna Cum Laude
 - 3.90–4.0 to receive the degree Summa Cum Laude
- c. In addition, a student who has a minimum of 90 semester hours for a letter grade at Aurora University and a cumulative GPA at Aurora University of 3.75 or above will receive the Gold Ivy Leaf Award (pin and certificate).

2. Term Dean's List

Students will be placed on the published Dean's List and receive a letter from the Chief Academic Officer at the end of each term that these conditions are met:

- a. A minimum of 12 semester hours for a letter grade.
- b. A term GPA of 3.60 or higher.
- c. Students with a term GPA of 4.0 will be cited for High Honors in a special section of the Dean's List.

Academic Warning and Dismissal

1. When a student's work falls below acceptable standards, the instructor should send an electronic warning notice to the student. The student's academic advisor will be notified. Students are encouraged to meet with their advisor regularly to discuss academic progress.
2. A student is placed on academic warning when her/his Term GPA is below 2.0. A student will be academically dismissed if their Term GPA is 0.00 in any given term. Fully approved 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.
3. 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. 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 completed three consecutive terms (excluding Summer Session) with a term GPA of at least 2.0 and Aurora University GPA of at least 2.30, or upon graduation or until the term GPA drops below 2.0, in which case the student is dismissed from the university
4. Students dismissed for poor scholarship by the Academic Conduct and Integrity Committee may appeal for a full hearing before the 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 should be sent to the Registrar.
5. 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.

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

1. Introduction

a. A student has the right to appeal a course grade if she or he feels that the grade was assigned capriciously. Capricious grading is the only rationale for a grade appeal. A student may not appeal a grade based on a disagreement about grading criteria or concerns about the judgment of the faculty member. Capricious grading, as that term is used herein, is limited to one or more of the following:

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

b. 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.

c. 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.

2. Appeal Procedures

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

1. 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.

2. 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.

3. 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.

b. 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.

c. 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.

3. 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 3.a. or 3.b. shall be final.

Transcripts: Regulations Governing Issuance

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

2. All official transcripts that are placed into a student's hands are stamped "Issued to Student."

3. 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.

4. Each transcript is issued as a complete and accurate copy of the student's academic record as of the date of issue. It contains a record of all work attempted at Aurora University, together with a notation as to final grades earned, or drop status achieved, in each course. It shows total number of credits accepted in transfer from other colleges or universities. High school credits and test scores are not transmitted. Grade point averages are computed and reported with appropriate explanation as to the means of calculation.

5. Aurora University has no authority to copy or release transcripts furnished to it from other institutions for admission or evaluation of credit. Transcripts from other institutions or testing agencies must always be obtained from the issuing institution or agency.

6. Transcripts will be withheld until the student's financial record with the university is clear. Until such time as this occurs, transcripts will only be issued to potential employers.

7. Academic dismissal is reported on all transcripts.

8. Disciplinary dismissal is documented in the Registrar's Office for five years, but is not reported on transcripts.
9. Transcript transmittal information is listed on the reverse side of each transcript.

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 each successive fall semester, or if a student shifts from a non-degree classification to a degree or certificate classification.

FR Freshman	Admitted with less than 30 semester hours
SO Sophomore	Admitted and 30+ semester hours
JR Junior	Admitted and 60+ semester hours
SR Senior	Admitted and 90+ semester hours
PU Post-Undergraduate Certificate	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

Graduation Policies and Procedures

A. Application for Graduation Status

1. Each candidate must file an Application for Graduation with the Registrar's Office. This application can be found online for students who have an anticipated completion date within the current academic year. Submitting this application does not in any way mean that we expect or guarantee your graduation that year.
2. Applications must be submitted by the deadline indicated on the application together with the graduation fee. Graduation fees are specified on the application.
3. No applications will be accepted after March 1 for May and summer graduation.

B. Fall Candidates for Graduation

1. Those students who return the Application for Graduation indicating that they will complete all degree requirements on or before the last day of the fall semester may elect to participate in the commencement ceremony at the end of the spring semester or elect to have their diploma mailed to them approximately six weeks following the end of the term.

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

All candidates for graduation must have all transcripts from other institutions; results of examination scores; Life and Vocational Experience credit; portfolio credit; removal of temporary grades (incompletes or deferred grades) submitted to the Registrar by the fifth week of the term prior to the end of the term in which they plan to graduate. The exception will be for summer candidates for graduation. Official transcripts must be received by Aurora University on or before the last day of the term in which a student

plans to graduate. Failure to receive these transcripts by that date will mean that the student's graduation status will be cancelled, even though the student may have already participated in the ceremony.

D. Completion of Degree Requirements

Whenever degree requirements are completed, the student's official transcript (which is the official document; the printed diploma is unofficial) is marked Degree Requirements Met, the date requirements were met, and the degree to be awarded. Not having the printed diploma does not prevent the student from entering graduate school, seeking licensure or applying for a job.

E. Participation in Commencement Ceremonies

Students must comply with all of the above regulations in order to receive a printed diploma and to participate in the spring commencement ceremonies. Students planning to graduate in spring should give special attention to their progress in spring 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 the commencement ceremony. Those students who have not completed such arrangements to the satisfaction of the Student Accounts Office will not be mailed a printed diploma or official transcripts.

F. 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.

G. To Receive Diplomas

In order to receive a diploma, students must: (1) apply for graduation as noted above; (2) complete all degree requirements satisfactorily; and (3) be current in all financial obligations to the university.

Financial Aid Rights and Responsibilities

1. A student has the right to know the criteria used to determine his/her financial need and the aid he/she has been awarded. A student also has the right to decline any or all of the awarded aid.
2. Students must apply for financial aid every year. Aurora University highly recommends completing the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1. Students completing their 2016–2017 financial aid file after May 1, 2016, may incur late fees and/or penalties, if they have provided their financial aid paperwork after this date.
3. If a student has been selected for verification, he/she must submit requested items to the Office of Financial Aid. Verification must be completed before any financial aid, including loans, can be credited to your account. Please Note: The verification process may take longer if FAFSA corrections are required. Corrections to FAFSA information may result in changes to a student's financial aid eligibility, which a student would be notified of via a revised financial aid award letter.
4. Special Circumstance and Dependency Override Requests: There are times when a student may encounter a situation that is not reflected in the information requested on his/her FAFSA. If he/she has extenuating circumstances, he/she may complete

a Special Circumstance or Dependency Override Request. The committee reviews completed requests weekly. These forms are available at aurora.edu/financialaidforms.

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

6. Definitions of Enrollment per Semester:

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

7. 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 or Federal Perkins Loan.

8. 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.

9. 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.

10. The Student Accounts Office will apply federal and state financial aid to allowable charges such as tuition, fees, room, and board as well as authorized miscellaneous charges per the Tuition/Fees Payment Agreement form. Excess funds, if applicable, will be refunded to the student and/or parent within 14 calendar days from when the credit balance becomes available. A refund of excess funds will not be available until all financial aid and allowable charges have been applied to a student's account. 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.

11. Students are responsible for reporting any of the following to the Office of Financial Aid:

- Change in enrollment
- Change in living arrangements
- Change in academic level
- Receipt of tuition benefits/reimbursement from outside source
- Receipt of an outside scholarship

12. Summer financial aid requires a separate institutional application in addition to the FAFSA for the applicable academic year. Applications will be available beginning in February at aurora.edu/financialaidforms. If eligible, a student's summer term financial aid will be added to his/her award letter. He/She will also be notified if he/she is not eligible for aid during the summer term.

13. 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.

14. 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).

15. If a student accepts the Federal TEACH grant, he/she must complete an Entrance Counseling session and Agreement to Serve each year that he/she is awarded the grant. The student must also complete an Exit Counseling session if his/her enrollment falls below half time, prior to graduation, or upon leaving the university.

16. Tuition Refund Policy: Refer to the Withdrawal and Refund Policies Section of the Tuition/Fees Payment Agreement form for additional information. Withdrawing from courses may reduce or eliminate financial aid based on a student's final enrollment.

17. Room and meal plan charges are subject to a different refund policy, which is determined by the Office of Residence Life.

18. 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, please initiate his/her official withdrawal paperwork with the Crouse Center for Student Success or the Registrar's Office.

19. Return of Federal Funds Policy: A student who receives Title IV funds and withdraws from classes up through the 60% point in a period of enrollment may no longer be eligible for the full amount of federal aid. Title IV (federal aid) includes: Direct Stafford Loans, Perkins Loan, Direct PLUS Loans, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Teach Education Assistance for College and Higher Education (TEACH) Grant. A percentage is used to determine the amount of federal funds the student has earned, and which may be disbursed, at the time of withdrawal. For an official withdrawal, the time of withdrawal (last day of attendance) is the date the student begins the university's withdrawal process, or for an Unofficial withdrawal, the last date the student participated in an "academically related activity" (e.g., attending a class or lab, taking an exam, submitting an assignment) which can be confirmed by a faculty or staff member. If it is impossible to establish a date that the student last participated in an "academically related activity," the midpoint of the semester will be considered the official last date of attendance for the purpose of returning unearned Title IV funds. Any unearned funds must be returned by the school and/or student. This must be done no later than 45 days from the date the Office of Financial Aid is notified of the total withdrawal. This federal calculation must also be done after semester grades are submitted in the event that a student receives all F's (a 0.0 semester GPA) and the F's are due to lack of attendance.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal Direct Parent Loan (PLUS)
5. Federal Direct Grad Plus
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (SEOG)
8. Federal Teach Grant

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

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

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

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

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

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 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.

All periods of enrollment count toward SAP (Fall, Spring, and Summer), including when a student does not receive Title IV aid.

The following guidelines are now in effect. These SAP policies and procedures are subject to change without prior notice.

1. Qualitative and Quantitative Regulations (Undergraduate)

Qualitative (Grade Point Average GPA) – Undergraduate students must achieve a minimum total cumulative GPA of 2.0 by the end of the academic year to be eligible for financial aid the following academic year.

Quantitative (Pace of Completion) – 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% (maximum timeframe) 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. Students must complete at least two-thirds (66.67%) of all courses attempted in an academic year to maintain quantitative eligibility for aid.

Example: A student was enrolled in 12 semester hours but completes only seven semester hours. This student completed 58.33% of the courses and is therefore NOT maintaining SAP.

2. 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.

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

Aurora University will not allow incompletes, audits, non-credit remedial, and withdrawal courses to be considered as credits successfully completed, but will consider them as courses attempted and therefore are counted in the maximum timeframe.

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

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

4. 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 an 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.

5. 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 an 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 degree are met, even if the requirements for the second or additional program/major/degree, at the student's current academic level, have not been met.

6. 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.

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

7. 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 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.

8. 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 requirement (see item 1). This means that repeatedly withdrawing from and/or failing courses may negatively impact a student's quantitative progress (pace of completion) over the long term and result in the student failing to meet SAP requirements.

9. Financial Aid Appeal Process

If a student does not meet the SAP requirements (see item 1), 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. The appeal process takes into consideration special circumstances.

The student must submit the appeal by the Friday two weeks prior to the start of the next academic term.

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

If a student enrolls in a course(s) over the summer at Aurora University or at another school, he/she must notify the Office of Financial Aid, in writing, upon successful

completion of the coursework in order for it to be considered as part of the appeal. To transfer coursework from another institution, a Prior Approval Form must be completed, submitted, and approved by the Registrar prior to enrolling in the course. An official transcript must be received in the Registrar's Office documenting successful completion of the coursework.

10. 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.

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.

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

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

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

Family Educational Rights and Privacy Act of 1974 as Amended

The Family Educational Rights and Privacy Act of 1974 is a federal statute, that took effect on November 19, 1974. Specifically, this statute governs (1) student access to records maintained by educational institutions, and (2) release of such records.

1. Under the first heading, student access to records, the law requires all educational institutions to allow attending students and former students access to their personal records.

a. At Aurora University the records of attending students include the general file in the Crouse Center for Student Success or graduate program office, the permanent academic record in the Registrar's Office, financial records in the Student Accounts Office, the financial aid files in the Office of Financial Aid, and where appropriate, the files in the School of Education and Career Services.

b. The files of former students are found in the Office of Alumni Relations, Registrar's Office, and, where appropriate, in the School of Education and Career Services.

c. Specifically exempted from viewing by the student are the financial records of students' parents and the confidential recommendations and statements written for and placed in the file prior to January 1, 1975. A student may or may not sign a waiver of

his/her right to access to recommendations and statements written for and about him/her after January 1, 1975.

d. Copies of student records will be furnished upon written request of the student. Official transcripts of a student's college academic record are available. Student credentials maintained by the School of Education are also available. The first set of five credentials is free of charge; all subsequent sets of five are issued at a rate of \$2.00. Other student records for which copies are requested will be issued at a charge of \$.25 per page with a minimum charge of \$2.00.

2. The law requires educational institutions to provide hearings for students to challenge any record that they consider inaccurate or misleading. Aurora University, in complying with this law, has established the following procedures for implementing it.

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

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

3. 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, officials of other schools in which a student seeks to enroll, parents of "income tax dependent" students, appropriate government officials, accrediting organizations, in response to a legal subpoena and to certain others if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

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

b. Such information may be made public once the institution gives notice of the categories of information that it has designated as such "directory information" and allows a reasonable period of time after such notice has been given for a student to inform the institution that some or all of the information designated should not be released without his/her prior written consent. This announcement constitutes such public notice.

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Mary Tarling, PhD Dean of Academic Administration
Christina Bruhn, PhD Co-Director of Assessment
Matthew Kneller, PhD Co-Director of Assessment
Kate Male Interim Registrar
Kathy Clark, PhD Director of University Library
Alicia Cosky, EdD Dean of Faculty Development
Terri Schroth, PhD Director of International Programs
Jessica Thurlow, PhD Dean of General Education

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Toby Arquette, PhD Executive Director, School of Business & Public Policy
Jocelyn Booth, EdD Executive Director, School of Education
Jennifer Buckley, EdD Executive Director, School of Human Performance/Recreation
Frank Buscher, PhD Acting Dean of College of Arts and Sciences
Kate Herrick, PhD Dean, Academic and Student Life-GWC
Kate Male Assistant Dean, Online Student Support Services
Fred McKenzie, PhD ... Executive Director of School of Social Work
Brenda Shostrom PhD Executive Director of School of Nursing and Allied Health

ENROLLMENT MANAGEMENT

Donna DeSpain, EdD Senior Vice President for Enrollment
Heather Granart Dean of Student Financial Services
 Jenny Becker Student Financial Services Counselor
 Tasha Campbell..... Director of Financial Aid
 Ryan Coughlin Student Financial Services Counselor
 Lisa Craff.. Financial Aid Receptionist/Compliance Assistant
 Kirsten Day..... Student Financial Services Counselor
 Jennifer Hernandez..... Student Financial Services Counselor
 Lindsay Janssen..... Assistant Director Financial Aid
 RosaAna Nunez..... Financial Aid Assistant
 Katie O'Connor..... Student Financial Services Counselor
 David Rabadan..... Student Financial Services Counselor
 Greg Sundstrom..... Financial Aid Loan Processor
 Dianne Zmolek Financial Aid Student Compliance Counselor
Erin Halley Enrollment Operations Manager
 Melody Ulin..... Enrollment Assistant
Vacant..... Director of Orchard Center/Graduate Enrollment
 Liz Botica..... Graduate Education Recruiter

Debbie Enlow Senior Recruiter/Advisor for Adult and Graduate Students
 Ed Miranda Senior Recruiter for Adult and Graduate Programs
 Eileen Trnka Adult and Graduate Enrollment/Orchard Center Coordinator
 Ashley Hueber Director of Transfer Admission/Community College Partnerships
 Kelly Kirschner..... Transfer Admission Representative
 Barb McCarthy..... Undergraduate Recruiter
 Emily Skupien..... Transfer Admission Representative
 James Lancaster..... Assistant Vice President for Enrollment
 Stacy Galanis..... Freshman Admission Counselor
 Stacy Hubacek..... Freshman Admission Counselor
 Luke Kerber..... Assistant Director of Freshman Admission
 Allison Klotz..... Freshman Admission Counselor
 Joel Ortega Freshman Admission Counselor/Enrollment Marking Coordinator
 Taylor Bradford..... Freshman Admission Counselor
 Donna Liljgren Dean of Online Enrollment and Continuing Education
 Jennifer Everhart..... Online Student Manager
 Emily Morales..... Assistant Vice President for Enrollment
 Shawna Armstrong..... Athletic Recruiting Liaison
 Andrew Mullins..... Athletic Recruiting Liaison
 Tracy Phillippe..... Director of Enrollment Systems
 Cathy Mooney..... Coordinator of Recruitment Services
 Rosabel Navar Enrollment Communication Assistant/CAPPS Prog Secretary
 Meagan Near... Director of Adult Degree Completion Programs
 Elizabeth Burton..... Recruiting Specialist
 Kidada Robinson..... Adult Advising Manager
 Catherine Peterson..... Dean of Woodstock Center
 Marcia Koenen..... Dean of Enrollment at Woodstock Center
 Amy Carzoli..... Recruiter and Advisor, Woodstock Center
 Rebecca Dolmon..... Lead Flight Director, Challenger Center
 Amy Neff..... Recruiter and Advisor, Woodstock Center
 Brittney Zick..... Enrollment Assistant, Woodstock Center
 Christine Roberts Dean of Enrollment, George Williams College
 Gary Elkins..... Senior Admission Counselor, GWC
 Stephanie Galica..... Admission Counselor, GWC
 Bridget McMinn..... Freshman Admission Counselor, GWC
 Kim Porter..... Enrollment Visit Coordinator, GWC
 Taylor Skates..... Admission Counselor, GWC

Don Wold..... Chair of CAPP's
Whitney Warren..... CAPP Program Coordinator

STUDENT LIFE

Lora de Lacey, PhD..... Senior Vice President for Student Life
Amy Gray, EdD..... Assistant Vice President for Student Life
Cheryl Block..... Director of Wellness Center
Julie Hall Director of Academic Support Center/Disability Resource Officer
Brynn Landwehr..... Director of Academic Advising
Victoria Nair..... Director of Career Services
Marcie Wiseman, PhD..... Director of Counseling Center
Shaun Neitzel..... Dean of Student Life/Title IX Coordinator
Ann Almasi..... Director of Residence Life
Brandy Skierkiewicz..... Director of Student Engagement
Pam Sim..... Bookstore Manager
Gary Bolt..... Director of Campus Public Safety
Brandie Jevtic..... General Manager of Sodexo Food Services
Jim Hamad..... Director of Athletics
Kylor Berkman Assistant Athletic Director for Student Programming
Nicole Pieart Assistant Athletic Director for Student Wellbeing/Senior Women's
Administrator
Heather Reinke Assistant Athletic Director for Compliance

FINANCE

David Eisinger, DBA, CFA Assistant to the President for Finance
Sharon Maxwell, CPA..... Vice President for Finance
Candice Byars, CPA..... Assistant Controller
Marilyn Campbell, CPA, ARM Assistant Vice President for Student Accounts and
Financial Resources
Nicole Schrader..... Associate Director of Student Accounts

ADVANCEMENT

Teri Tomaszekiewicz Vice President for Development and Alumni Relations
Lisa Baermann..... Senior Development Officer
Karen Berthiaume Director of Development-Music by the Lake
Jeff de Lacey..... Senior Development Officer
Ashley Hacker Advanced Digital Communications Coordinator
Nancy Euler..... Development Operations Specialist
Stuart Hacker Director of Development Analytics and Constituent Data
Dawn Lipscomb Project Coordinator for Development and Alumni Relations

COMMUNITY RELATIONS

Sarah Russe..... Vice President for Community Relations
 Lori Aloisio..... University Events Specialist
 Nick Heinz..... Events Technical Coordinator
 Linda Ireland..... Director of Events Management
 Tony Kubicek..... Events Technical Manager
 Tracy Lief..... Director of Special Events
 Suzy McGary..... Special Projects Manager
 Tom McReynolds..... Conference Manager - GWC
 Amy Nelson..... University Events Coordinator
 Yvette Somerville Director of Conferencing and Events - GWC
 Jenna Thayer..... Special Projects Coordinator - GWC
 Melissa Thomas..... Welcome Center Coordinator
 Lisa Waters..... Director of Special Projects

UNIVERSITY COMMUNICATIONS

Steven McFarland ... Vice President for University Communications
 Paul Baker..... Writer/Editor
 Stevie Beatty..... Special Projects Coordinator
 Mary Crylen..... Design Manager
 Teresa Drier..... Senior Graphic Designer
 John Kocsis Senior Director of Digital Communications
 Sara Meers..... Communications Director
 Jeremy Pittenger..... Editorial Director
 Shruti Sargam..... Digital Communications Manager
 Amy Schrage..... Communications Director
 Jessi Scurte..... Creative Director
 Amy Seklecki..... Communications Associate
 Sylvia Springer..... Multimedia Producer

ADMINISTRATION

Carmella Moran Vice President for Administration
 Jeff Cali..... Associate Vice President for Administration
 Gary Shumaker..... General Manager, Sodexo
 David Jones..... Assistant Project Manager

HUMAN RESOURCES

Mary Weis..... Vice President of Human Resources
 Alyson Beck..... Director of Human Resources
 Sherryl Frank..... Human Resources Coordinator

INFORMATION TECHNOLOGY SERVICES

David Diehl..... Vice President for Technology
 Jim Angel..... System Engineer
 Kimberli Day Manager, Application Development and Project Management
 Hurstel Howard..... Chief Information Officer
 Kyle Kayzar..... End User Computing Technician
 Matt Mayne..... End User Computing Senior Technician
 Allyse McKinley..... Junior Network Administrator
 Rafael Morales..... Director, End User Services
 Jerald Obotta..... Programmer/Analyst
 John Pratt..... Programmer/Analyst
 David Vogel..... Director, Campus Technologies, GWC
 Christopher Wampnar..... Junior Systems Administrator
 Dawn Xiao..... Programmer/Analyst

FULL-TIME FACULTY 2016–2017

ADAMS, JULIE, Associate Professor of Biology, 2010-BS, 1999, University of Illinois at Urbana-Champaign; PhD, 2003, Bowling Green State University
 AGOSTINONE-WILSON, FAITH, Professor of Education, 2002-BA, 1992; MA, 1994, University of Tulsa; EdD, 1998, Oklahoma State University
 ARENDT, ALISON, Assistant Professor of Social Work; Chair Undergraduate Social Work, 2014-BA, 1996, Northern Illinois University; MSW, 2000, Aurora University
 BARCLAY, BRIDGITTE, Assistant Professor of English, 2011-BA, 2000, Evangel University; MA, 2002, Southern Connecticut State University; PhD, 2009, University of Texas at Arlington
 BARNWELL, BRENDA, Associate Professor of Social Work; Director, Graduate Social Work; 2007-BA, 1984, North Central College; MSW, 1995; DSW, 2015, Aurora University
 BARSHINGER, JACK, University Professor, 2014-BA, 1974; MS, 1989; EdD, 1995, Northern Illinois University
 BECK, HANS, Associate Professor of Biology, 2006-BA, 1984, University of Colorado; MPhil, 1988; PhD, 1991, City University of New York Graduate School
 BERLINER, THOMAS, Associate Professor of Business, 2003-BA, 1966, Ohio University; MBA, 1968, Adelphi University; PhD, 1988, University of Texas-Dallas
 BONIAK, RICHARD, Associate Professor of Environmental and General Science; Chair Environmental Science, 2010-BS, 1998, Northern Illinois University; MS, 2000; PhD, 2007, Southern Illinois University Carbondale
 BRADLEY, KATHLEEN, Associate Professor of Education; Chair Special Education, 2006-AB, 1975, Princeton University; MA, 1978, Roosevelt University; PhD, 2004, Northwestern University
 BRAMMAR SOUTHALL, AUBREY, Assistant Professor of Education; Chair, Secondary Education, 2016-BS/BA, 2009; MEd, 2010, University of Georgia; EdS, 2012; PhD, 2016, Georgia State University

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

BROOKS, ILEANA, Associate Professor of Economics and Finance, 1992-BS, 1980; MS, 1984; PhD, 1988, Northern Illinois University

BROUMAN, DEBORAH, Lecturer of Special Education, 2012-BA, 1975, Marquette University; MEd, 1976, Duke University

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

BUTLER, PATRICIA, Lecturer of Mathematics, 2012-BS, 1974, Western Illinois University; MA, 1982, Northern Illinois University; MS, 2009, Aurora University

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

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

CAMPBELL, ROBERT, Assistant Professor of Social Work, 2012-BS, 1999, Illinois State University; MSW, 2007, Aurora University

CARLSON, RICHARD, Senior Lecturer of Education/PBTC, 2009-BS, 1968, Miami University-Ohio; MEd, 1969; EdD, 1973, Northern Illinois University

CARR, ANDREW, Lecturer of Accounting and Finance, 2016-AB, 1982, Western Illinois University; MA, 1985, Sangamon State University; MBA, 1990, The University of Chicago

CASTILLO, ROBERT, Associate Professor of Social Work, 2007-BA, 1996, National Louis University; MSW, 2000, Aurora University

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

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

CURRAN, JOHN, Associate Professor of Theatre; Chair Art and Theatre, 2006-BA, 1988, Glenville State College; MFA, 1997, Ohio University

DABROS, MATTHEW, Assistant Professor of Political Science, 2016-BA, 2006, Aurora University; MA, 2008; MS, 2011; PhD, 2012, Purdue University

DANNER, DONALD, Assistant Professor of Accounting; Chair Accounting and Finance, 2013-BS, 1970, Saint Louis University; MBA, 1979, University of Missouri-St. Louis

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

DELIZO, NORDAN, Assistant Professor of Nursing, 2012-BSN, 2004, Aurora University; MSN, 2010, Elmhurst College

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

DONAT, JESSICA, Assistant Professor of Nursing, 2016-BSN, 2006, Our Lady of the Lake College; MSN, 2011, Rush University

DONAVON, LAURA, Lecturer of Graduate Social Work; Coordinator of Child Welfare and Addictions Specialization, 2011-BSW, 1998; MSW, 1999, Aurora University

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

DURBALA, PEGGY, Lecturer of Spanish - Secondary Education, 2016-BA, 1983; MA, 2001, Northern Illinois University

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

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

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

ESPOSITO, CAROLE, Lecturer of Mathematics, 2006-BS, 1992, Benedictine University; MA, 2002, DePaul University

FABER, PAMELA, Senior Lecturer of Mathematic, 2012-BA, 1992, McKendree College; MA, 1998, Southern Illinois University Edwardsville; PhD, 2007, Illinois State University

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

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

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

FOLGERT, APRIL, Assistant Professor of Nursing-GWC; Chair Nursing-George Williams College, 2016-BSN, 1996, Alverno College; MSN, 2002, University of Wisconsin-Oshkosh; PhD, 2013, Capella University

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

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

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

GARCIA, JULIE, Associate Professor of Nursing, 2010-BSN, 1990, Northern Illinois University; MSN, 2001, Rush University

GARRIOTT, PAMELA, Senior Lecturer of Special Education, 2016-BS, 1970; MS, 1987, Indiana State University; PhD, 1992, Indiana University

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

GIESE, BRIANNE, Lecturer of Communication, 2015-BA, 2011; MA, 2014, Texas State University

GONZALEZ GUITTAR, STEPHANIE, Assistant Professor of Sociology, 2016-BA, 2002; MA, 2005; PhD, 2012, University of Central Florida

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

GRAHAM, KENDRA PEPPER, Lecturer of Undergraduate Social Work, 2015-BSW, 1990, Lewis University; MSW, 1993, Aurora University

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

GRIES, JANICE, Assistant Professor of Nursing; Interim Director MSN Program, 2013-BSN, 1978, Loyola University Chicago; MSN, 1980, Northern Illinois University; DNP, 2011, University of Illinois at Chicago

GUITTAR, NICHOLAS, Assistant Professor of Sociology; Chair Sociology, 2016-BA, 2001; MS, 2005; PhD, 2011, University of Central Florida

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

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

HARRINGTON, JACK, Assistant Professor of Business Administration/Management, 2013-BS, 1962, University of Denver; MBA, 1984, University of Northern Colorado; EdD, 2009, Benedictine University

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

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

HEILIGER, JASON, Lecturer of Athletic Training, 2012-BS, 2002, University of Indianapolis; MS, 2003, Indiana University

HELLER, EMILY, Lecturer of Interdisciplinary Studies, 2015-BA, 2006, Beloit College; MEd, 2013, Northern Illinois University

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

HEYBACH, JESSICA, Associate Professor of Education; Chair, EdD, 2008-BA, 1997, DePaul University; MEd, 2001, Northern Illinois University; MEd, 2008, Northern Illinois University; EdD, 2012, Northern Illinois University

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

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

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

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

HUTCHES, MARY BETH, Assistant Professor of Nursing; Chair Undergraduate Nursing (Pre-Licensure), 2016-Nursing Diploma, 1981, Blessing Hospital School of Nursing; BSN, 1987, Northern Illinois University; MSN, 1993, Saint Xavier University; DNP, 2012, Rush University

JASKOLSKI, JAYNE, Assistant Professor of Communication Sciences and Disorders, 2016-BS, 1987, University of Wisconsin-Milwaukee; MS, 1989, Marquette University; PhD, 2013, Cardinal Stritch University

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

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

KAJJUMBA, WOTAKA, Lecturer of Computer Science, 2013-BS, 2002, Wayne State College; MS, 2008, Bellevue University

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

KEEFER, PEGGY, Senior Lecturer of Education, 2013-BA, 1977; MA, 1985, Northeastern Illinois University; EdD, 2000, Loyola University Chicago

KENNEDY, DEBRA, Senior Lecturer of Political Science, 2013-BA, 1998; MA, 2001, The University of Arizona; PhD, 2011, Northern Illinois University

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

KING, MARY L., Senior Lecturer of Accounting, 2016-BS, 1983, Northern Illinois University; MBA, 1991; MS, 1995, Dominican University; Licensed CPA; Certified Fraud Examiner

KISCH, TERESA, Associate Professor of Nursing; Simulation Lab Coordinator - GWC and Allied Health, 2010-BA, 1989, University of Minnesota; AAS, 1996, Elgin Community College; MSN, 2009, University of Phoenix; PhD, 2015, Capella University

KNELLER, MATTHEW, Associate Professor of Communication; Chair Marketing, Communication and Digital Media; Co-Director of Assessment, 2003-BA, 2000, Aurora University; MA, 2003; EdD, 2009, Northern Illinois University

KOBER, RALPH, Assistant Professor of Education; Director of MA Programs: MAEL-PEP, MARI, MACI MAET, 2016-BA, 1982; MS, 1983, University of Illinois at Chicago; MS, 1992; EdD, 2000, Northern Illinois University

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

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

KRIEGER, OSCAR, Associate Professor of Athletic Training; Chair Athletic Training Education, 1999-BS, 1981, University of Illinois at Chicago; MS, 1983, University of Arizona; EdD, 2014, Aurora University

KRONNER, HENRY, Associate Professor of Social Work, 2006-BA, 1988; MSW, 1990, University of Michigan; PhD, 2005, Loyola University Chicago

LE BLANC, DEBRA, Senior Lecturer of Education, 2012-BS, 1978, Quincy College; MS, 1981; EdD, 1999, Northern Illinois University; CAS, 2002, Lewis University

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

LLOYD, JOHNNY K., Professor of Biology, 1999-BS, 1975, Kentucky State University; MS, 1980, Wright State University; PhD, 1997, Northern Illinois University

LO VERDE, JANET, Associate Professor of Nursing, 2010-BSN, 1984; MSN, 1998, Saint Xavier University

LOPEZ, SHAJIRA, Assistant Professor of Education; Chair ESL/Bilingual Education, 2016-BA, 2006; MS, 2008, Northeastern Illinois University; EdD, 2016, National Louis University

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

MANN, ANTHONY, Lecturer of Graduate Business, 2014-BS, 1997, University of Wisconsin-Stevens Point; MBA, 2009, Aurora University

MARCHETTI, SANDRA, Lecturer of Interdisciplinary Studies, 2010-BA, 2007, North Central College; MFA, 2010, George Mason University

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

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

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

MC GUIRE, PAULA, Associate Professor of Communication Sciences and Disorders; Chair Communication Sciences and Disorders, 2014-BS, 1977; PhD, 1990, Northwestern University; MA, 1979, University of Iowa

MC KEEL, AUTUMN, Assistant Professor of Applied Behavioral Analysis, 2013-BA, 2008, University of Wisconsin-Stevens Point; MS, 2010; PhD, 2013, Southern Illinois University Carbondale

MEEKS, ANDRE, Lecturer of Interdisciplinary Studies, 2014-BA, 2004, Aurora University; MA, 2009, Lake Forest College

MILLER, SHARON, Assistant Professor of Computer Science and Engineering; Chair Computer Science and Engineering, 2011-BS, 2002, Purdue University; MS, 2003; PhD, 2008, University of Michigan

MILNE-ZELMAN, CARRIE, Associate Professor of Biology, 2006-BS, 1996, Alma College; PhD, 2002, Iowa State University

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

NOVAK, SUZANNE, Associate Professor of Nursing, 2004-BSN, 2001; MSN, 2003, Lewis University

OIJ, GREGORY A., Lecturer of Computer Science, 2012-BS, 1980, DeVry University; MS, 1982, DePaul University

OJAGHI, MIRIAM, Lecturer of Interdisciplinary Studies, 2005-BA, 1992, University of Oregon; MAT, 1999, Washington State University

PANITCH, STACY, Assistant Professor of Theatre, 2014-BA, 2003, Northern Kentucky University; MFA, 2006, The University of Alabama

PANNOZZO, GINA, Instructor of Nursing, 2016-BSN, 2005, University of St. Francis; MSN, 2013, Aurora University

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

PATEL, CHETNA, Professor of Chemistry; Chair Physical Sciences; Faculty Liaison of John C. Dunham STEM Partnership School, 1996-BS/BA, 1986; PhD, 1991, University of Illinois at Chicago

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

PERTL, MELISSA, Assistant Professor of Nursing; Clinical Coordinator/Field Placement Liaison, 2015-ADN, 1986, Elgin Community College; BSN, 2003; MSN, 2009, Lewis University

PETGES, NANCY, Assistant Professor of Nursing, 2009-BS, 1986, Illinois State University; AAS, 1999, College of DuPage; MSN, 2009, Elmhurst College; EdD, 2016, Northern Illinois University

PETKUS, JAMES, Lecturer of Mathematics, 2016-BS, 2012, Aurora University; MS, 2014, Northern Illinois University

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

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

PITSIKOULIS, CHRIS, Assistant Professor of Exercise Science, 2016-BA, 1999; MEd, 2002, Queens College, CUNY; MBA, 2009, University of Illinois at Urbana-Champaign; EdD, 2007, Columbia University

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

RADTKE, SARAH, Associate Professor of Physical Education, 2001-BS, 1998, University of Wisconsin-Stevens Point; MS, 2001; EdD, 2008, Northern Illinois University

RAHN, REGINA, Director of the Borealis Center; Chair Mathematics, 2011-BS, 1988; MS, 1991; PhD, 1995, University of Illinois at Urbana-Champaign

RAJAN, NITHYA, Senior Lecturer of Chemistry, 2012-BS, 1980; MS, 1980, University of Delhi; PhD, 1986, Boston University

RAMIREZ, ARIEL, Associate Professor of Mathematics, 2006-BS, 1992, University of Illinois at Urbana-Champaign; MS, 2002, University of Illinois at Chicago; PhD, 2009, Illinois State University

REPAVICH, SUZANNE, Assistant Professor of Nursing, 2014-BSN, 1992, Loyola University Chicago; MSN, 2013, Lewis University

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

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

ROSSOW, MICHAEL, Senior Lecturer of Interdisciplinary Studies, 2010-BS, 2004; MA, 2006; PhD, 2013, Northern Illinois University

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

SARKAR, SUPRITI, Lecturer of Physical Sciences, 2004-BS, 1986, Calcutta University; MS, 1989; MS, 1991, Indian Institute of Technology

SCHLUMPF, HEIDI, Associate Professor of Communication, 2007-BA, 1988, University of Notre Dame; MTS, 2000, Northwestern University

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

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

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

SPEERS, DEBORAH, Assistant Professor of Nursing, 2015-Nursing Diploma, West Suburban Hospital School of Nursing; BSN, 1975, University of Illinois at Chicago; MS, 1979, Northern Illinois University

SPINOS RUDEK, ANNA-MARIE, Lecturer of Psychology, 2008-BA, 1998, Saint Louis University; MA, 2001, Loyola University Chicago

STAUDENMAIER, MICHAEL, Senior Lecturer of History, 2016-BA, 1995, Carleton College; MA, 2013; PhD, 2016, University of Illinois at Urbana-Champaign

STEVENS, DEBORAH, Professor of Education; Chair Initial Certification and Early Childhood, 2001-BA, 1980, Marquette University; MA, 1981, Governors State University; PhD, 1992, Loyola University Chicago

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

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

TEDROW, TODD, Senior Lecturer of Social Work-George Williams College, 2016-BA, 1991, University of Iowa; MA, 1997, University of Chicago; DSW, 2016, Aurora University

THOMAS, CHARLENE, Associate Professor of Nursing, 2010-BSN, 1973; MSN, 1980; PhD, 1993, University of Illinois at Chicago

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

TUGMAN, BECKY, Lecturer of Physical Education, 2004-BS, 1995, University of Wyoming; MS, 1998, University of Utah

TURNER, KATHLEEN, Assistant Professor of Communication, 2014-BS, 2002, Lincoln University; MA, 2005; PhD, 2013, Northern Illinois University

TYNDORF, JR., DARRYL M., Senior Lecturer of Education - EdD Program, 2016-BA, 2003, North Central College; MA, 2008, Roosevelt University; PhD, 2015, Old Dominion University

VANDER SCHEE, BRIAN, Professor of Marketing; Director Graduate Programs, School of Business & Public Policy, 2007-BS, 1993, University of Toronto; MA, 1995, Liberty University; MBA, 2003, Northcentral University; PhD, 1998, University of Connecticut

VARNEY, JAMES, Associate Professor of Education; Chair Elementary Education, 2006-BS, 1973, Illinois State University; MA, 1976, Northern Illinois University; EdD, 2003, Aurora University

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

WALSH, MARK, Associate Professor of Physical Education, 1986-BA, 1976; MAT, 1986, Aurora University

WALTER, MARK, Associate Professor of Philosophy; Chair Religion and Philosophy, 2006-BA, 1990, University of Pittsburgh; MA, 1999; PhD, 2003, DePaul University

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

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

WICKS, PAMELA, Assistant Professor of Communication, 2011-BA, 1997, Aurora University; MA, 2005; EdD, 2010, Northern Illinois University

WYMAN, SEBASTIAN, Assistant Professor of Mathematics, 2013-BS, 2007, Case Western Reserve University; MS, 2010; PhD, 2013, University of Florida

YEAGER, SANDRA, Assistant Professor of Nursing; Chair of RN to BSN-South and Wisconsin, 2015-ADN, 1983, Austin Community College; BSN, 1992, California State University; MS, 1999, St. Cloud University; MSN, 2004, D'Youville College

ZELMAN, MARK, Associate Professor of Biology, 2005-BS, 1985, Rockford College; PhD, 1991, Loyola University Chicago

FACULTY/DEAN EMERITI

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

ARTEBERRY, JOAN K., Professor of Nursing and Communication, 1979-2002; Professor Emeritus of Nursing and Communication, 2002-BSN, 1961, University of

Wisconsin-Madison; MSN, 1966, University of Illinois Medical Center; PhD, 1974, University of Illinois at Urbana-Champaign

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

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

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

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

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

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

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

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

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

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

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

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

DUNHAM, JOE L., Professor of Philosophy/Religious Studies, 1964-2010; Senior Wackerlin Fellow, 2006-2010; Professor Emeritus, 2010-AB, 1961, Oklahoma Baptist University; MA, 1963, University of Oklahoma

DUNN, CAROL R., Vice President for Enrollment, 2000-2009; Director of Adult and Continuing Education, 1982-1985; Vice President for Enrollment Emeritus, 2009-BA,

1963, Oberlin College; MAT, 1964, Harvard University, EdD, 1984, Northern Illinois University

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

FROST, DAVID, Associate Professor of Business, 2006-2016; Professor Emeritus of Business, 2016-BA, 1972, Pomona College; MBA, 1976, Harvard University

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

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

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

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

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

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

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

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

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

LOCKWOOD, BARBARA, Associate Professor of Nursing, 2003-2016; Associate Professor Emeritus of Nursing, 2016-BSN, 1970; MSN, 1973, University of Colorado; PhD, 2009, University of Illinois at Chicago

LOWERY, STEPHEN P., Professor of Art, 1986-2013; Professor Emeritus of Art, 2013-BFA, 1966, Herron School of Art; MFA, 1971, Tulane University

MELLES, JOHN J., Professor of Physics and Engineering Science, 1974-2006; Professor Emeritus of Physics, 2006-BS, 1965, South Dakota State University; MS, 1968, University of Nebraska; PhD, 1973, University of Missouri

MILLER, MARY A. HARPER, Dean, School of Nursing; Professor of Nursing, 1996-2001; Dean Emeritus, School of Nursing, 2001-BSN, 1963, Union College; MS, 1964, Loma Linda University; PhD, 1987, University of Colorado

MORRISON, JOHN, Professor of Social Work, 1987-2008; Professor Emeritus of Social Work, 2008-BA, 1960, Roberts Wesleyan College; MSW, 1966, Adelphi University; DSW, 1978, Hunter College, City University of New York

MULL, CAROLYN, Professor of Nursing, 1987-2003; Professor Emeritus of Nursing, 2003-BA, 1969, Bethel College; BSN, 1983, Aurora College; MS, 1985; PhD, 1988, University of Illinois at Chicago

NELSON, KAY, Associate Professor of English and Communication, 1991-2003; Associate Professor Emeritus of English, 2003-BA, 1964, Elmira College; MA, 1969; PhD, 1978, University of Chicago

OLBINSKI, LINDA, Dean, School of Professional Studies, George Williams Campus, 2002-2010; Director of Continuing Education, 2010-2012; Dean Emeritus, George Williams College, 2012-BA, 1973, Western Illinois University; MS, 1987, University of Wisconsin-Milwaukee; PhD, 1998, Marquette University

OLENIK, KENNETH A., Associate Professor of Sociology, 1966-1996; Professor Emeritus of Sociology, 1996-BA, 1955, University of Nebraska; MDiv, 1958, Trinity Evangelical Divinity School

PALMER, SUSAN L., Professor of History; Curator of Jenks Collection, 1973-2010; Professor Emeritus of History, 2010-BA, 1971, Aurora College; MA, 1973; PhD, 1987, Northern Illinois University

PEICHL, CHARLOTTE G., Associate Professor of Music, 1974-1994; Associate Professor Emeritus of Music, 1994-BM, 1951, North Central College; MM, 1952, Northwestern University

PIET, MARIANNE, Associate Professor of Social Work, 1996-2006; Associate Professor Emeritus of Social Work, 2007-BA, 1984; MSW, 1986, University of Illinois at Chicago; DSW, 1998, Loyola University Chicago

RAMER, RONALD, Associate Professor of Philosophy/Interdisciplinary Studies, 1991-2010; Associate Professor Emeritus, 2010-BA, 1963; MA, 1965, City University of New York; MA, 1967, Michigan State University; PhD, 1973, Syracuse University

ROSS, SUSAN, Professor of Social Work, 1995-2010; Professor Emeritus of Social Work, 2010-BS, 1968, Iowa State University; MSW, 1974, George Williams College; EdD, 1985, Northern Illinois University

SAWDEY, MICHAEL, Professor of Fine Arts, 1985-2011; Professor Emeritus of Fine Arts, 2011-BA, 1966, University of Michigan; MA, 1968; PhD, 1974, University of Illinois at Urbana-Champaign

SCARSETH, SONJA, Catalog Librarian, Phillips Library, (Associate Professor), 1964-1998; Associate Professor Emeritus, University Library, 1998-AB, 1953, Luther College; MLS, 1954, University of Michigan

SCHRAGE, HAROLD, BSW Program Director 1987-1991; Field Coordinator of Field Placement 1991-1992; Professor Emeritus of Social Work, 1994-BS, 1951, University of Wisconsin; MSSW, 1952, University of Wisconsin; PhD, 1971, University of Minnesota

SOMMERS, DEANNA, Associate Professor of Nursing, 2006-2016; Associate Professor Emeritus of Nursing, 2016-AS, 1989, University of New York State-Albany; BSN, 1994; MSN, 1998, Wayne State University

TAYLOR, HANNI U., Professor of English, 1978-2006; Professor Emeritus of English, 2006-5 eme, 1967, Alliance Francaise, Paris; MA, 1967, Phillipps Universitat, Germany; PhD, 1986, Northern Illinois University

VANKO, JOHN G., Associate Professor of Education, 1996-2008; Associate Professor Emeritus of Education, 2008-BS, 1959; MS, 1960, Western Illinois University; EdD, 1973, Loyola University Chicago

WESTPHAL, RICHARD F., Professor of English, 1971-2010; Professor Emeritus of English, 2010-AB, 1967, Boston College; MPhil, 1970, Yale University; DA, 1995, Illinois State University

YERKES, RITA, Dean, School of Experiential Leadership; Professor of Leisure Studies, 1987-2008; Dean Emeritus, School of Experiential Leadership, 2008-BA, 1970, University of Kentucky; MA, 1973, University of Missouri; EdD, 1980, Northern Illinois University

ZIMMERMAN, CRAIG A., Professor of Biology, 1975-2000; Professor Emeritus of Biology, 2000-BS, 1960, Baldwin-Wallace College; MS, 1962; MS, 1964; PhD, 1969, University of Michigan

PART-TIME FACULTY

Listing includes those part-time faculty who taught for the University as of the 2015–2016 academic year.

ABORDAN, RADWAN, Education, 2006-BS, 1997; MS, 1999; CAP, 2000, University of Salamanca, Spain; Bilingual/ESL Endorsement, 2004, Illinois State University

AGOMO, HELEN, Nursing, 2014-BS, 1984, Federal University of Science and Technology-Nigeria; ADN, 2000, Triton College; MSN, 2006, Saint Xavier University; DNP, 2013, Loyola University Chicago

ALTMAN, JOHN, Business, 2012-BBA, 1971, University of Wisconsin-Eau Claire; MBA, 2002, Webster University; Licensed CPA, State of Illinois

AMRO, ALICE, Social Work, 2012-BS, 1977; MSW, 1979, University of Illinois at Urbana-Champaign

ANDERSON, JENNIFER, Social Work, 2016-BA, 1994, St. Joseph's College; MSW, 1997, Southern Illinois University Carbondale; PhD, 2015, Indiana University

ARNOLDT, BRIAN, Social Work, 2015-BA, 2007, DePaul University; MS, 2011, Aurora University

BALL, ALEXIS E., Education, 2015-BFA, 1992; MEd, 2007; EdD, 2014, Northern Illinois University; MVA, 1999, Universidad Nacional Autónoma de México

BARTELT, JULIE, Special Education, 2014-BS, Illinois State University; MA, 2014, Concordia University Chicago

BATES, STEPHANIE, Applied Behavioral Analysis, 2015-BS, 2007, Grand Valley State University; MA, 2009, Western Michigan University

BAUTISTA, WILLIAM, Social Work, 2015-BA, 2001, Judson College; MSW, 2006, Aurora University

BECK, ANDREW, Social Work, 2007-BA, 1988; MSW, 1993, Aurora University

BEHNKE, DAVID P., Accounting, 2015-BS, 1976, Saint Joseph's College; MM, 1994, Northwestern University; Licensed CPA

BENFORD, ALYSSIA M., Accounting, 2015-BS, 1992, Florida A&M University; MS, 2014, Rutgers University, Licensed CPA 1993

BERTRAND, DAN, Education, 2006-BS, 1978, Quincy University; MA, 1982, Northeast Missouri State University; EdD, 2005, Northern Illinois University

BOGNER, FRANK, Education, 2011-BS, 1980, Illinois State University; MS, 1993, Western Illinois University; EdD, 2006, University of Illinois at Urbana-Champaign

BORQUIST CONLON, DEBRA, Social Work, 2007-BA, 1990; MS, 2000, University of Wisconsin-Madison

BOYNTON, MARGARET D., Social Work, 2015-BA, 2009, Northern Illinois University; MSW, 2013, Aurora University

BRICKMAN, JENIFER, Social Work, 2008-BSW, 1996, Illinois State University; MSW, 1998, University of Illinois at Urbana-Champaign

BRISENO, KATHLEEN, Special Education, 2014-BA, 1974, Northeastern Illinois University; MEd, 1979; EdD, 2001, Northern Illinois University

BROSKOW, TAMI, Social Work, 2011-BSW/BA, 1991, University of Wisconsin-Madison; MSW, 1997, University of Illinois at Chicago

BUCKBERG, PATRICIA, Nursing, 2010-BA, 1992, National Louis University; DNP, 1999, Rush University

BUDZYNSKI, CHRIS, Education, 2014-BS, 2003, University of Illinois at Urbana-Champaign; MBA, 2005, Aurora University; EdD, 2014, Argosy University

BUGGS, CYNTHIA L., Social Work, 2014-BA, Columbia College; MA, 1996, Roosevelt University

BURNS, CHARLOTTE, Social Work, 2013-BA, 1993, Lenior-Rhyne College; MSW, 2010, Dominican University

BURTON, BRETT A., Education, 2014-BA, 1994; MATC, 1996, Aurora University; MEd, 2001; EdS, 2009; EdD, 2014, Northern Illinois University

BYRNE, MELISSA R., Education, 2015-BA, 2006; MA, 2010; EdD, 2015, Aurora University

BYRNE, WENDY, Social Work, 2009-BS, 1989, National Louis University; MSW, 1992, University of Illinois at Chicago

CAIN, NICOLE, Social Work, 2006-BA, 1999, University of Wisconsin-Whitewater; MSW, 2001, University of Wisconsin-Milwaukee

CAPOSEY, PHILLIP, Education, 2012-MEd, 2007, National Louis University

CARLSON, ARIANA C., Social Work, 2015-BSW, 2013; MSW, 2014, Aurora University

CARLSON, MARTHA, Social Work, 2014-BA, 2003, Loras College; MSW, 2006, Aurora University

CARR, DEBORAH, Social Work, 2006-BA, 1974, Eureka College; MSW, 1977, University of Illinois at Urbana-Champaign

CARTER-GREIGER, KAREN, Social Work, 2014-BA, 1978, State University of New York at Buffalo; MSW, 2001, University of Illinois at Chicago

CEH BECVAR, COLLEEN, Social Work, 2014-BS, 1992, Quincy University; MS, 2009, University of Indianapolis

CESHKER, AMY, Social Work, 2014-BSW, 1993, Indiana State University; MSW, 2011, Aurora University

CHRISTMAN, JULIE, Social Work, 2011-BA/BSW, 1992, Saint Louis University; MSW, 1994, Washington University

COLEMAN, E. ANNETTE, Education, 2015-BS, 1992; MA, 1998, Bradley University; EdS, 2016, Western Illinois University

COLLETTE, TERRY, Special Education, 2009-BS, 1999, Northern Illinois University; MAEL, 2002; EdD, 2014, Aurora University

CONNELL, SHANNON E., Business, 2014-BA, 1992, University of Cincinnati; MBA, 2009, North Central College; PhD, 2013, Benedictine University

CONNERS, CHERYL, Social Work, 2006-BS, 1993, Illinois State University; MSW, 2000, Aurora University

CORDOBA, MARIA, Education, 2011-BS, 1980, Universidad Santiago de Cali, Colombia; MEd, 1993, National Louis University; EdD, 2006, Loyola University Chicago

CORDOGAN, STEVE C., Education, 2014-BS, 1975; MA, 1978; EdD, 1988, Northern Illinois University

COUTTS, TRUDI, Natural Sciences, 2011-BA, 1974, Bradley University; MA, 1985, Northeastern Illinois University; EdD, 2013, Aurora University

CRAWFORD, PETER D., Mathematics, 2015-BA, 1967; Western Kentucky University; MS, 1968, University of Illinois at Urbana-Champaign; PhD, 1979, Vanderbilt University

DAVIS, DOROTHY, Education, 2015-BA, 1985; MA, 1987, University of Illinois at Chicago

DE GROFF, DEBRA, Social Work, 2011-BA, 2002, Benedictine University; MSW, 2005, Aurora University

DE VALK, SCOTT, Social Work, 2006-BA, 1977, Saint Xavier University; MSW, 1981, George Williams College; PsyD, 2005, Adler School of Professional Psychology

DENTON, TAMARA, Social Work, 2013-BS, 2000; MS, 2002, Eastern Illinois University; EdD, 2012, Argosy University

DIAZ, RACHEL A., Education, 2015-BA, 1992, University of Iowa; MAT, 1996; MA, 1997, SIT Study Abroad, SIT Graduate Institute

DONAHUE, MICHELE, Business, 2014-BA, University of Dayton; MBA, 2014, Aurora University

DUDEK, SHANNON, Education, 2015-BS, 2000, Western Illinois University; MS, 2007; EdS, 2013, Eastern Illinois University

EDMONDSON, MERRY, Education, 2008-BA, 1972, Elmhurst College; MEL, 1999; EdD, 2007, Aurora University

EGIZIO, LORI, Social Work, 2011-BA, 1994, Southern Illinois University; MSW, 1999; DSW, 2015, Aurora University

ERICKSON, JESSICA, Education, 2007-BA, 1997; MA, 2006, National Louis University

ERNST, ANGELICA MARIE, Education, 2012-BS, 1996, DePaul University; MEL, 2008, Aurora University

EVANS, MICHELLE, Social Work, 2010-BA, 2001, North Central College; MSW, 2004; DSW, 2016, Aurora University

FAIRCHILD, MARY C., Social Work, 2015-BA, 1996, Western Illinois University; MSW, 2000, Aurora University

FATINA, BARBARA A., Accounting, 2015-BS, Illinois State University; MBA, 2012, DePaul University

FISCHER, DAVID, Social Work, 2014-BBA, 1987, University of Wisconsin-Whitewater; MSW, 2011, Aurora University

FLANAGAN, KATE, Social Work, 2014-BA, 1995, University of Notre Dame; MA, 1997, University of Chicago

FOREMAN, DEE A., Social Work, 2015-BS, 2003, Lewis University; MSW, 2010, Aurora University

FOSTER, JAYNE A., Social Work, 2015-BA, 1986, University of Wisconsin-Platteville; MSW, 1988, University of Wisconsin-Madison

FOX, DAVID L., Social Work, 2015-BA, 1983, Union College; JD, 1986, DePaul University; MSW, 1996, Loyola University

FRANK, REBECCA, Social Work, 2014-BSW, 2009, University of Wisconsin-Whitewater; MSW, 2013, Loyola University Chicago

GARRITY, KATHLEEN, Special Education, 2009-BS, 1973, Eastern Illinois University; MS, 1978, Governors State University; MA, 2004, Aurora University

GIBSON, LYNN, Education, 2012-BS, 1979; MS, 1992; EdS, 2010, Northern Illinois University

GLEASON, CHRISTOPHER, Social Work, 2010-BA, 2005, Judson University; MA, 2009, Argosy University

GLEICH, LISA, Social Work, 2012-BA, 1998, Northern Illinois University; MA, 2002, Roosevelt University

GLENN, CASSANDRA, Business, 2012-BGS, 2002, North Park University; MA, 2006, National Louis University

GLISPER, AMY, Social Work, 2015-BSW, 2006; MSW, 2013, University of Wisconsin-Milwaukee

GLOSSON, FRANCES, Business, 2012-BS, 1982, University of St. Francis; MA, 1995, Webster University; EdD, 2002, Cardinal Stritch University

GLOVER, PAUL, Accounting, 2005-BA, 1971; JD, 1975, DePaul University; MLL, 1985, Illinois Institute of Technology - Chicago Kent University

GOIER, RENEE S., Education, 2015-BS, 1969, University of Illinois at Urbana-Champaign; MEd, 1971; EdD, 1996, Northern Illinois University

GOY, BARBARA, Social Work, 2009-BSW, 1995; MSW, 1999, Aurora University

GRAY, THOMAS H., Business, 2011-BA, 1969; MA, 1975, Loyola University Chicago; MBA, 1985, DeVry University, Keller Graduate School of Management

GULLICKSON, BRENDA, Social Work, 2011-BS, 1984, Western Illinois University; MSW, 1990, Aurora University

HAMMOND, KAREN, Social Work, 2015-BFA, University of Houston; MSW, 2014, Aurora University

HANSON, JUDITH, Social Work, 2007-BS, 1968, Northern Illinois University; MSW, 2002, Aurora University

HANSON, SUSAN, Social Work, 2013-BA, 1994, North Central College; MS, 1999, Benedictine University

HARGADON, SELIMA A., Social Work, 2015-BS, 1992, University of Illinois at Urbana-Champaign; MSW, 1997, University of Illinois at Chicago

HART-FLYNN, WILMA, Nursing, 2011-BSN, 2006; MSN, 2008, University of Phoenix

HARVEY, CAROLYNE, Social Work, 2011-BSW, 1973; MSW, 1989, California State University

HEINRICH, NICOLE, Social Work, 2012-BA, 2004, University of Wisconsin-Whitewater; MSW, 2005, University of Wisconsin-Milwaukee

HENSLEY, MICHAEL, Business, 2006-BA, DePaul University; MBA, 2006, Aurora University

HERNANDEZ, ROBERT J., Education, 2014-BS, 1984; EdD, 2005, Northern Illinois University; MS, 1993, Northern Arizona University

HERSTAND, MARC, Social Work, 2008-BA, 1974, Tufts University; MSW, 1980, University of California-Berkeley

HILL, SHANNON T., Social Work, 2015-BSW, 1997, University of Illinois at Chicago; MSW, 1999, Aurora University

HIPP, SARAH A., Social Work, 2015-BA, 1998; MSW, 2009, Aurora University

HOBBS, ELIZABETH L., Education, 2016-BA, 2002, University of Iowa; MA, 2006; EdD, 2015, Aurora University

HOFF-IRVIN, LINDA L., Social Work, 2015-BA, 1971, Boston University; MA, 1975, University of Chicago

HOLMBERG, JOHN, Business, 2006-BA, 1989, Wheaton College; MBA, 1993, Eastern University

HUGHES, SANDRA S., Nursing, 2015-BSN, 1980, Lewis University; MSN, 1987, Saint Xavier University; PhD, 2007, Capella University

IAQUINTO, KEVIN, Business, 2015-BA, 2002, Augustana College; MBA, 2006, DePaul University

IGNOFFO, BRANDI, Social Work, 2014-BA, 2001, Lake Forest College; MS, 2006, The Erikson Institute; MSW, 2007, Loyola University Chicago

IHNENFELD, MARY, Social Work, 2012-BSW, 1995; MSW, 1996, Aurora University

INGLESE, ANTON, Education, 2015-BS, 2002, Michigan Technological University; MEd, 2010, Northern Illinois University

JARVIS, MARIA, Education, 2014-BA, 1987, Rosary College; MEd, 1989, DePaul University

JOHNS, KATHRYN, Social Work, 2013-BS, 2006, Illinois State University; MSW, 2009, Aurora University

JOHNSON, SUSAN, Social Work, 2013-BA, Illinois State University; MSW, 1992, Loyola University Chicago

KEMP, CAROL, Social Work, 2010-BA, 1977, Northeastern Illinois University; MSW, 1983, Loyola University Chicago

KHALLI, SIAMAK, Accounting, 2015-BS, 1969, American University of Beirut; MS, 1970; MA, 1972; PhD, 1975, University of Pittsburgh

KING, CHERYL, Special Education, 2014-BA, 2000, Lewis University; MA, 2003, Governors State University

KLAISNER, MARK, Education, 2013-BA, 1983, Purdue University; MS, 1988, Northern Illinois University; EdD, 2011, National Louis University

KNAPP, DANIEL, Social Work, 2014-BS, 2006, Loyola University Chicago; MSW, 2010, Aurora University; PhD, 2016, Capella University

KNIGGE, SARA, Education, 2007-BS, 1994, Northern Illinois University; MA, 2000, Concordia University

KORBLY SHEPARD, MARYANN, Social Work, 2015-AB, 1972, Indiana University-Purdue University Indianapolis; MSW, 1981, Indiana University

KOSSLER, HELEN, Special Education, 2013-BA, 1972, Temple University; MS, 1979; MEd, 1979, University of Illinois at Urbana-Champaign; MA, 2008, Concordia University

KOSTECKI, PAMELA, Social Work, 2014-BSW, Illinois State University; MSW, 2000, Aurora University

KOZAK, SHANNON, Education, 2007-BA, 1997, Illinois State University; MEd, 2002, National Louis University

KUNSTLER, LAUREN N., Social Work, 2015-BA, 2008, University of Illinois at Urbana-Champaign; MSW, 2010, Aurora University

LADENDORF, KAREN L., Education, 2015-BMEd, 2004, Illinois Wesleyan University; MA, 2007, Concordia University; MEd, 2013, American College of Education

LARSEN, ASTRID, Business, 2014-BS, 1994, Eastern Illinois University; MS, 2006, Benedictine University; MBA, 2012, Aurora University

LARSON, SIDNEY, Education, 2009-BA, 1972, Luther College; MS, 1998, University of Wisconsin-Whitewater; MS, 2006, Cardinal Stritch University

LARSON, VICTORIA, Education, 2014-BM, 1999, Eastern Illinois University; MA, 2003; EdD, 2013, Aurora University

LAS, MARK, Business, 2012-BS, 2003, DeVry University; MS, 2006, Loyola University Chicago; MS, 2008, Lewis University

LEVENE, RITA, Education, 2014-BS, 1971, University of Illinois at Urbana-Champaign; MEd, 1995, National Louis University; MA, 1999, Northeastern Illinois University

LIROT, DEBORAH K., Special Education, 2009-BS, 1983; MA, 1989, Northern Illinois University

LOCHNER, RICK, Business, 2011-BS, 1979, United States Military Academy at West Point; MS, 1986, The University of Southern Mississippi; MBA, 2003, DeVry University, Keller Graduate School of Management

LUKUS, PETER A., Natural Science, 2015-BS, 2009, Slippery Rock University; PhD, 2013, Washington State University

LUNDGREN, DENNIS, Education, 2010-BM, 1975, Western Michigan University; MM, 1979; PhD, 2013, Andrews University

MATTEI, MARILYN, Education, 2014-BA, 1998, Universidad De Puerto Rico; MS, 2005, Aurora University; MS, 2014, Concordia University Chicago

MAXSON, ROBERT A., Social Work, 2015-BA, 1977, Elmhurst College; MSW, 1986, University of Illinois at Chicago

MC CLOUD, ALAN, Education, 2011-BA, 1974, North Central College; MS, 1980; EdD, 2012, Northern Illinois University

MC DONALD, KIMBERLY, Special Education, 2014-BS, 1991, Western Illinois University; MEd, 1997, National Louis University; MA, 2000, Roosevelt University

MC KEE, MARIE L., Social Work, 2015-BS, University of Illinois at Urbana-Champaign; MSW, 2007, Aurora University

MC PHERSON, BRAD, Education, 2011-BA, 1997, Cornell College; MA, 2004, Aurora University

MECAGNI ALLEN, ANGELA, Social Work, 2015-BA, 2006, University of Illinois at Urbana-Champaign; MSW, 2011, Aurora University

MEDINA-GONZALEZ, FELIX, Education, 2004-BA, 1982, University of Puerto Rico; MA, 1988, Webster University; MEd, 1996, Turbo University

MICHLING, PETER, Business, 2013-BS, 1976, South Dakota State University; MA, 1979, Western State College of Colorado; JD, 1982, John Marshall Law School

MILLER, SHANNON, CAPP Program-2009-BA, 1999, North Central College; MEd, 2006, Benedictine University

MONGAN, ESTHER, Education, 2014-BS, 1997, Rockford College; MA, 2001, Saint Xavier University; MA, 2003, Aurora University

MONN, KRISTOPHER P., Education, 2014-BM, 1999, Elmhurst College; MEd, 2003; EdS, 2010; EdD, 2012, Northern Illinois University

MORRIS, PHILLIP, Education, 1996-BS, 1993, Northern Illinois University; MAT, 2002, Aurora University

MUMM, SARAH, Education, 2013-BS, 1996, Illinois State University; MS, 2000, Western Illinois University; EdD, 2006, Northern Illinois University

MUNDY-HEMMERICH, ELIZABETH A., Social Work, 2015-BA, 2005, Rockford College; MSW, 2007, University of Illinois at Chicago

MYERS, JANET N., Social Work, 2015-BA, 1986, Lake Forest College; MSW, 1992, Loyola University Chicago

MYLES, EILEEN, Social Work, 2011-BA, 1992, Loras College; MSW, 2004, Aurora University

NALEWAY, ROSSANA M., Social Work, 2016-BA, 2004, Northern Illinois University; MSW, 2008, Aurora University

NEVICOSI, CARLO, Social Work, 2013-BA, 1999, University of Wisconsin-Madison; MSW, 2005, University of Wisconsin-Milwaukee

NEWKIRK, BRAD, Education, 2014-BA, 1995, Marquette University; MA, 2003, Northern Illinois University; MA, 2007, Concordia University Chicago; EdD, 2013, Aurora University

NORTH, KELLY, Social Work, 2012-BA, 2002, University of Wisconsin-Whitewater; MSW, 2006, University of Wisconsin-Milwaukee

O'BRIEN, TERENCE, Education, 2008-BA, 1990, University of Wisconsin-Milwaukee; MA, 1996, Roosevelt University; CAS, 2000; EdD, 2005, National Louis University

OBORDO, CATHERINE D., Social Work, 2015-BS, 1993, Northern Illinois University; MBA, 2000, DeVry University; MSW, 2014, Aurora University

O'DIERNO, KATHLEEN M., Social Work, 2015-BA, 2008, Judson College; MSW, 2012, Aurora University

OLESZKIEWICZ, VERONICA, Special Education, 2012-BS, 1973, Illinois State University; MDE, 2008, University of Maryland University College

OLSON, SARAH, Business, 2013-BS, 2004, Drake University; BA, 2009; MBA, 2011, Aurora University

O'REILLY, LAURA M., Social Work, 2015-BA, 2006, Northern Illinois University; MOT, 2010, Nova Southeastern University; MSW, 2013, Aurora University

OROS, KERRI, Social Work, 2010-BSW, 2005; MSW, 2006, Aurora University

OROZCO, JACQUELINE, Social Work, 2012-BSW, 2006; MSW, 2007, Aurora University

PEKAREK, KARY M., Social Work, 2015-BS, 2001, Loyola University Chicago; MA, 2006, University of Chicago

PETERSON, JUDITH, Social Work, 2014-BS, 1973, Illinois State University; MS, 1982, University of Wisconsin-Madison

PETERSON DEALEY, RHONDA, Social Work, 2013-BA, 1987, Bethany College; MSW, 1991, University of Arkansas at Little Rock; DSW, 2016, Aurora University

PINGO, JOHN C., Applied Behavioral Analysis, 2015-BS, 1997, Beloit College; MS, 2004; PhD, 2010, Southern Illinois University Carbondale

PITTMAN, ERIN M., Special Education, 2015-BA, 1998, University of Wisconsin-Milwaukee; MS, 2001; EdS, 2003, National Louis University

PLACHETKA, BETH, Social Work, 2004-BS, 1976; MSW, 1997; MEL, 1999; EdD, 2014, Aurora University

PRAHL, SHANNON, Social Work, 2008-BA, 1998, North Central College; MSW, 2000, Loyola University Chicago

PRENDERGAST, ERIN C., Social Work, 2015-BSW, 2012; MSW, 2013, Aurora University

PUGH, MARCIA A., Nursing, 2015-BSN, 1973, Tuskegee Institute; MSN, 2006; MBA, 2006; MBA-HCM, 2006, University of Phoenix; DNP, 2010, The University of Alabama

RECZEK, NANCY, Education, 2014-BA, Mundelein College; MEL, 1998, Aurora University

REHBERG, RAY, Education, 2012-BA, 1973, Aurora University; MS, 1980, Northern Illinois University

RICHARDS, JR., ELTON L., Business, 2008-BA, 2006; MBA, 2007, Aurora University

RODRIGUEZ, SUSANA, Education, 2014-BA, 1998, Oviedo University; MA, 2007, Concordia University Chicago

ROSS, DELIA, Special Education, 2007-BA, 1974, Northern Illinois University; MAEL, 2001; EdD, 2006, Aurora University

ROSS, V. ELAINE, Education, 2009-BS, 1964; MA, 1969, Michigan State University; PhD, 1999, Northern Illinois University

ROSSMAN, TERI, Education, 2014-BS, 1997, Illinois State University; MA, 2004, University of Illinois at Springfield

ROTTMANN, MELISSA, Education, 2006-BA, 1997, Elmhurst College; MEd, 2002, DePaul University

RUEFFER, LORI, Social Work, 2012-BA, 1974; MSW, 1976, University of Illinois at Urbana-Champaign

RUSH, KAI, Education, 2014-BA, University of North Florida; MS, 2011, Northern Illinois University

RUSHFORD, COLLEEN, Business Administration, 2014-BA, 2012; MBA, 2014, Aurora University

RUSSO-ZEITHAMMEL, ANGELA, CAPP Program, 2013-BS, 2002, Northern Illinois University; MS, 2007, Dominican University

RUZILLA, CARA M., Education, 2015-BA, 2003, National Louis University; MA, 2009, Northeastern Illinois University

SAAD, KAREN S., Education, 2015-BBA, 1995, University of Iowa; MEd, 2001, DePaul University; MA, 2011, Concordia University; MEL, 2013, Aurora University

SAMPSON, THOMAS, Business, 2010-BA, 1999, State University of New York-Buffalo; MS, 2009; MBA, 2010, The American University-Komodo School of Business

SCHAUMBURG, SCOT, Business, 2012-BS, 2003, Northern Illinois University; MS, 2008; MBA, 2009, Elmhurst College

SCHERF, KARLA, Social Work, 2014-BA, Aurora University; MSW, 2007, Loyola University Chicago

SCHILSKY, MEREDITH, Social Work, 2015-BA, 2005, North Central College; MSW, 2011, Loyola University Chicago

SCHLORFF, ANTHONY J., Education, 2015-BS, 2006, Illinois State University; MA, 2011, North Central College

SCHMIDT, HEIDI, Education, 2008-BS, 1981, University of Wisconsin-Platteville; MS, 1987; PhD, 2005, University of Wisconsin-Madison

SEARCY, BERNADETTE, Social Work, 2014-BSW, 1999, Northeastern Illinois University; MSW, 2000, University of Illinois at Chicago

SEEFELDT, LOIS J., Nursing, 2015-BSN, 1972; MSN, 1973, Marquette University; PhD, 1997, University of Wisconsin-Milwaukee

SEERUP, WENDY, Social Work, 2010-BS, 1987; MSW, 2000, University of Illinois at Urbana-Champaign

SELANDER, JAN, Social Work, 2014-BSW, 2008; MSW, 2009, Aurora University

SHERRICK, MARY, Special Education, 2015-BA, 1980, Knox College; MS, 1991, Western Illinois University

SHULTZ, ROBIN S., Social Work, 2014-BS, 1988, Elmhurst College; MS, 1995; MSW, 2001, Aurora University

SIPLA, GREGORY, Business, 2011-BS, 1990, University of Wisconsin-Madison; MBA, 1993, Marquette University; MA, 1999, Washington University

SIRGANY, KAREN, Education, 2011-BA, 1973; MA, 1980, Illinois State University; EdS, 2000; EdD, 2004, Northern Illinois University

SKOGSBERG, DIRK E., Education, 2011-BS, 1996, Eastern Illinois University; MEd, 2002; EdD, 2011, Aurora University

SMITH, ROBERTA M., Social Work, 2015-BA, 1986, Ripon College; MSW, 2012, Aurora University

SORENSEN, BRIANNA, Social Work, 2014-BSW, 2011, Ohio State University; MSW, 2012, University of Illinois at Chicago

SPICER, ANDREA, Social Work, 2014-BA, Judson College; MSW, 2009, Saint Louis University

STEINBACH, TREVOR, Education, 2015-BS, 1975, Illinois State University; MEd, 1979; CAS, 1981; EdD, 1989, National Louis University; Certificate in Museum Studies, 2013, Northwestern University

STIRN, TODD, Education, 2006-BA, 1986; MA, 1999, Concordia University; EdD, 2005, Aurora University

STOLL, ADAM M., Social Work, 2016-BS, 2008, University of Wisconsin-Parkside; MSW, 2011, Loyola University Chicago

STONE, MARK, Social Work, 2005-MME, 1962, Roosevelt University; MS, 1967; EdD, 1974, Northern Illinois University; PsyD, 1987, Forest Institute of Professional Psychology

STOUT, BRIAN J., Mathematics, 2015-BS, 2008, United States Merchant Marine Academy; MA, 2011; PhD, 2013, City University of New York

STUTZ, JANET, Education, 2007-BA, 1985, Elmhurst College; MEL, 1996; EdD, 2004, Aurora University

STYZINSKI, KAREN, Education, 2013-BS, 1987, Western Illinois University; MEd, 1992, DePaul University

SUEDBECK, KIMBERLYN, Education, 2011-BA, 1984, University of Dubuque; MEd, 1987, Georgia Southwestern University; MEd, 2005, Northern Illinois University; EdD, 2013, National Louis University

SUMMERS, CURTISS, Accounting, 2006-BS, 1970, University of Illinois at Urbana-Champaign; CPA, 1972, State of Illinois; MS, 1997, National Louis University

TAYLOR, PENNY L., Social Work, 2015-BS, 1983, Ferris State University; MDiv, 2003; PhD, 2015, Chicago Theological Seminary; MSW, 2004, Dominican University

THOMAS, JOHN, Mathematics, 2010-BS, 1998, Illinois State University; MAT, 2002; MEL, 2005; MS, 2009, Aurora University

THORSE, DANIEL C., Education, 2015-BS, 1979, Illinois State University; MS, 1982, Northern Illinois University; EdD, 2013, Aurora University

THREADGILL, CLEVE, Education, 2013-BA, 1989, Northern Illinois University; MS, 2003, Illinois State University

TORRENCE-GRAHAM, TORI, Social Work, 2016-BSW, University of Iowa; MSW, 2014, Aurora University

TOVAR, JOSE, Education, 2013-BSME, 1998, Universidad Autonoma de Occidente; MS, 2006, Northern Illinois University

TRAVERS-PUCCI, LEAH, Social Work, 2015-BSW, 1997; MSW, 1998, Aurora University

TREVINO, ROSEANNE, Social Work, 2014-BA, 2010; MSW, 2013, Aurora University

VACCARO, GUY, Business, 2014-BA, 1974, Quincy College; MA, 1976, The St. Thomas Theological Seminary; PhD, 2007, Benedictine University

VACCO-GUIDICE, REBECCA, Social Work, 2015-BSW, 2005; MSW, 2007, Loyola University Chicago

VAZQUEZ, KATIE, Education, 2011-BS, 2004, Evangel University; MEd, 2011, Concordia University

VOSLOO, MEGHAN, Social Work, 2015-BA, 1994, University of Illinois at Urbana-Champaign; MSW, 2006, University of Illinois at Chicago

VRETTOS, ANDREAS M., Mathematics, 2015-BS, 1986, University of Thessaloniki; MS, 1988; PhD, 1993, University of Kentucky

WALBAUM, LEIGH ANN, Social Work, 2013-BSW, 1989, Illinois State University; MSW, 1992, University of Illinois at Chicago

WALL, MELANIE, Social Work, 2015-BA, 2006, Western Illinois University; MA, 2010, Argosy University

WARDEN, CHRISTINA MARIE, Social Work, 2013-BS, 2003, Rockford College; MSW, 2005, University of Illinois at Urbana-Champaign

WARREN, MICHAEL, Social Work, 2009-BA, 1980, Drake University; MHS, 1992, Governors State University

WEBER, STEPHANIE, Social Work, 2007-BS, 1969, Northern Illinois University; MS, 1983, Indiana State University

WELLS, STEPHEN, Accounting, 2007-BAB, 1968, University of Washington; MBA, 1969, Northwestern University

WHITE, TERESA, Nursing, 2015-AAS, 2003, Rock Valley College; BSN, 2008, Chamberlain College of Nursing; MS, 2010; DNP, 2014, Walden University

WICKS, LESLY, Social Work, 2010-BSW, 1994; MSW, 1995, George Williams College

WILLIAMS, JULIANNE, Education, 2012-BS, 1988, Western Illinois University; MEd, 1992; CAS, 2001, National Louis University

WILROY, MARCY, Social Work, 2014-BSW, University of Mississippi; MSW, 2011, Aurora University

WILSON, DAVID K., Business, 2015-BS, 1984; MS, 1986, Illinois State University

WINDSOR, LORA, Social Work, 2005-BA, 1969, Purdue University; MSW, 1994, Indiana University

WINKLER, GREGORY, Social Work, 2009-BA, 1984; MSW, 1990, University of Wisconsin-Madison

YOUNG, ANN-MARGARET D., Social Work, 2014-BS, 1988, Western Illinois University; MS, 1992; EdD, 2014, Northern Illinois University

ZAJICEK, RACHEL D., Social Work, 2015-BSW, 2008; MSW, 2009, Aurora University

Academic Calendars

2016–2017 Academic Year

Opening Week – Faculty Orientation/ Meetings	August 23–25
New Student Orientation	August 25–28
Fall Semester Classes Begin	August 29
End of Add for day classes; evening classes may be added prior to second class meeting;	
end of 100% refund for fall semester	September 3
8-week Fall Module I	August 29–October 22
Labor Day – no classes	September 5
Founders Convocation — no classes after 1:05 p.m.	October 7
Module I – last day to drop with automatic “W”	October 8
Fall Weekend – no traditional day classes	October 21–23
*8-Week Fall Module II	October 24 - December 17
Last day to drop fall semester classes with automatic “W”	November 12
Thanksgiving Holiday	November 23–27
Module II – last day to drop with automatic “W”	December 3
Final Examinations	December 12–17
Grades due to Registrar	December 20
Spring Semester Classes Begin	January 9
End of Add for day classes; evening classes may be added prior to second class meeting	
end of 100% refund for spring semester	January 14
8-Week Spring Module I	January 9–March 4
Martin Luther King, Jr., Day – no classes	January 16
Module I – last day to drop with automatic “W”	February 18
Spring Break	March 5–12
8-Week Spring Module II	March 13–May 6
Easter Break	April 14–16
Honors Convocation (classes end at 1:05 p.m.)	April 21
Last day to drop spring semester classes with automatic “W”	April 22

Module II – last day to drop with automatic “W”	April 22
Final Examinations	May 1–6
GWC Spring Commencement	May 6
AU Spring Commencement	May 7
Grades due to Registrar	May 9
Summer Term	May 8–August 26
Summer May Term (3 weeks)	May 8–27
Summer Module I (8 weeks)	May 8 - July 1
Memorial Day – no classes	May 29
Summer June – August Term (10 weeks)	June 5–August 12
Summer Term I (5 weeks)	June 5–July 8
Summer Module II (8 weeks)	July 3–August 26
Independence Day – no classes	July 4
Summer Term II (5 weeks)	July 10–August 12

2017–2018 Academic Year

Opening Week – Faculty Orientation/ Meetings	August 21–25
New Student Orientation	August 24–27
Fall Semester Classes Begin	August 28
End of Add for day classes; evening classes may be added prior to second class meeting;	
end of 100% refund for fall semester	September 2
8-week Fall Module I	August 28–October 21
Labor Day – no classes	September 4
Founders Convocation — no classes after 1:05 p.m.	October 13
Module I – last day to drop with automatic “W”	October 7
Fall Weekend – no traditional day classes	October 20–22
*8-Week Fall Module II	October 23–December 16
Last day to drop fall semester classes with automatic “W”	November 11
Thanksgiving Holiday	November 22–26
Module II – last day to drop with automatic “W”	December 2
Final Examinations	December 11–16
Grades due to Registrar	December 19
Spring Semester Classes Begin	January 8
End of Add for day classes; evening classes	January 13

may be added prior to second class meeting;	
end of 100% refund for spring semester	
8-Week Spring Module I	January 8–March 3
Martin Luther King, Jr., Day – no classes	January 15
Module I – last day to drop with automatic “W”	February 17
Spring Break	March 4–11
8-Week Spring Module II	March 12–May 5
Easter Break	March 30– April 1
Honors Convocation (classes end at 1:05 p.m.)	April 20
Last day to drop spring semester classes with automatic “W”	March 31
Module II – last day to drop with automatic “W”	April 21
Final Examinations	April 30– May 5
GWC Spring Commencement	May 5
AU Spring Commencement	May 6
Grades due to Registrar	May 8
Summer Term	May 7–August 25
Summer May Term (3 weeks)	May 7– 26
Summer Module I (8 weeks)	May 7– June 30
Memorial Day – no classes	May 28
Summer June – August Term (10 weeks)	June 4–August 11
Summer Term I (5 weeks)	June 4– July 7
Summer Module II (8 weeks)	July 2–August 25
Independence Day – no classes	July 4
Summer Term II (5 weeks)	July 9–August 11

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