



POLICIES AND PROCEDURES
FOR CATHOLIC THEOLOGICAL UNION STUDENTS OR EMPLOYEES
TAKING COURSES AT DEPAUL UNIVERSITY
PURSUANT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE PARTIES
2015-2016

DePaul University and Catholic Theological Union (CTU), as a part of their alliance, have committed to cross-enrollment opportunities for CTU students and employees to pursue educational study at DePaul. CTU students and employees may audit courses at DePaul, and may take courses at DePaul as non-degree/certificate seeking students. As part of this cross-enrollment opportunity, CTU students and employees may audit courses at DePaul or take courses at DePaul as non-degree/certificate seeking students. CTU students and employees may not take courses at DePaul as degree/certificate seeking students through this program.

As per the Memorandum of Understanding between the parties, CTU students and employees taking courses at DePaul will pay a per credit tuition rate at the prevailing CTU per credit tuition rate. DePaul's Office of Admissions will create a "CTU Student Group" code so that CTU students and employees will be charged at this rate.

1. CTU students and employees must fulfill pre-requisites for the DePaul course prior to enrollment and all course requirements for DePaul courses.
 - a. For information on the course offerings, course descriptions, how to read course codes and level, please consult the [University Catalog](#).
 - b. The DePaul Academic Calendar is available at [DePaul University Academic Calendar](#).
Please note that DePaul follows a quarter-based academic calendar.
 - c. Information about student life at DePaul is available at [DePaul Student Life](#).
2. CTU students wishing to audit or register for undergraduate courses at DePaul will do so as visiting students. CTU students should submit a visiting student application available at [Visiting Undergraduate Student Admission Process](#). There is no transcript or application fee for visiting students.
3. CTU employees wishing to audit or register for undergraduate courses at DePaul will do as non-degree seeking students. CTU employees should submit a non-degree seeking student application available at [Non-Degree Student Admission Process](#). A transcript documenting a completed bachelors degree is required. There is no application fee for non-degree seeking students.
4. CTU students and employees wishing to audit or register for graduate courses as a non-degree seeking student must contact the graduate admissions office serving the college through which the course is offered. Admissions requirements regarding submission of transcripts and application fees may vary from program to program. Information about graduate admissions is available at [Graduate Admissions](#).

5. Once a CTU student or employee has received an admissions decision from DePaul, the CTU student or employee must go to DePaul's Office of Mission and Values website and download the CTU Student / Employee Application form, complete the form, and submit it to the Office of Mission and Values. CTU students and employees who choose to take courses at DePaul without notifying the Office of Mission and Values will not receive the benefit of the tuition rate detailed above. The Office of Mission and Values will code the CTU student or employee appropriately in PeopleSoft.
6. CTU employees and students will be billed directly by DePaul for all courses.
7. CTU students are responsible for obtaining a transcript from DePaul and submitting that transcript to CTU as requested by CTU. Information about how to obtain a transcript from DePaul can be found here [DePaul Central - Transcripts](#). CTU may also develop additional internal procedures or requirements for its students.
8. The above policies and procedures are not applicable to DePaul study abroad programs. CTU employees and students may not participate in DePaul study abroad programs.
9. CTU employees and students may choose to participate in non-credit bearing opportunities at DePaul, including certificate programs through DePaul's Continuing and Professional Education and certificates through DePaul's English Language Academy. No special procedures are required for these enrollments.