



## POLICIES AND PROCEDURES

### FOR DEPAUL EMPLOYEES

#### TAKING COURSES AT CATHOLIC THEOLOGICAL UNION

#### 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 DePaul employees to pursue educational study at CTU. DePaul employees may audit courses at CTU, may take courses at CTU as non-degree/certificate seeking students or may take courses at CTU as degree seeking students.

Additionally, DePaul has established a scholarship fund to support faculty and staff who wish to enroll in courses at CTU. This scholarship fund is administered by the Office of Mission and Values. Scholarship funds are limited and are awarded on a first-come, first-served basis with priority given to DePaul employees pursuing a degree program at CTU. Course registrations through the scholarship fund are limited to one class per semester or session unless otherwise approved.

DePaul employees who choose to take courses at CTU without the benefit of this scholarship fund may be able to benefit from the streamlined application and admissions procedures detailed below, but will be personally responsible for the associated tuition and fees.

1. DePaul employees must fulfill pre-requisites for the CTU course prior to enrollment and all course requirements for CTU courses.
  - a. For information on the course offerings, course descriptions, how to read course codes and level, please consult the CTU website: [CTU Course Descriptions](#)
  - b. The CTU Academic Calendar is available at [CTU Academic Calendar](#).  
*Please note that CTU follows a semester-based academic calendar.*
  - c. Information about student life at CTU is available in the CTU Student Handbook, also accessible on the CTU website: [CTU Student Handbook](#).
2. DePaul employees wishing to audit or register for courses at CTU and take advantage of the available scholarship funds must first contact the Scholarship Coordinator in the Office of Mission and Values. After obtaining authorization from Mission & Values, the employee can proceed to register at CTU as detailed below. DePaul employees who plan to audit or register for courses at CTU, but are not looking to take advantage of the scholarship funds available, are encouraged to contact the Scholarship Coordinator in the Office of Mission & Values to discuss their registrations, but are not required to do so. DePaul employees should be aware that if they proceed to register directly with CTU without first contact the Office of Mission & Values, the various streamlined application and admissions procedures may not be available to them.
3. **Audit:** DePaul employees who have received the written approvals from DePaul as mentioned above may audit any CTU course that is open to auditors. Following is CTU's policy on auditing courses:

*Instructors may permit auditors to attend their courses. While auditors may participate in class discussions, instructors are not required to evaluate any written work from them nor are the auditors required to take tests or examinations. While audit courses are listed on the student's permanent record, no grade is given. Space for auditors may be limited in some courses. Permission of both the academic advisor and the instructor involved is necessary to change from credit to audit. More information about changing status is available from the CTU Registrar.*

There is no admissions process for auditing courses at CTU. Mission & Values will communicate to CTU which DePaul employees are approved to audit particular courses. The CTU Registrar's Office will send the DePaul employee an email with registration instructions.

4. **Non-Degree/Certificate Seeking:** DePaul employees who have received the written approvals from DePaul as mentioned above will then complete the CTU short-form application for admission and submit the application to the CTU Admissions Office. The short-form application is accessible online: [CTU Short-Form Application](#). DePaul employees will not be required to submit transcripts, personal statements, a writing sample or letters of recommendation, and will not be required to pay the \$50 application fee. By completing the Short-Form Application, a DePaul employee is then recognized in the CTU system and can receive the necessary access to CTU university technology. CTU will notify the DePaul employee directly of admission and will provide registration instructions.
5. **Degree Seeking:** DePaul employees who have received the written approvals from DePaul as mentioned above will then complete the Online CTU Application for Admission. Information on applying to CTU is accessible online at: [CTU Admissions](#). DePaul employees will be required to submit a personal statement and an official transcript of their last degree conferred and one letter of recommendation (the letter of recommendation requirement is waived for faculty scholarship recipients). DePaul employees will not be required to submit a writing sample and will not be required to pay the \$50 application fee. CTU reserves the right to ask for a writing sample if deemed appropriate. CTU will notify the DePaul employee directly of admission and will provide registration instructions.
6. Admission to a CTU degree program does not represent a guarantee of continuous scholarship funding from DePaul. Scholarship decisions will continue be made on a semester by semester basis.
7. For DePaul employees who are utilizing the DePaul scholarship fund, CTU will not bill the DePaul employee. CTU will provide an invoice to the Scholarship Coordinator in the Office of Mission & Values. DePaul will remit payment in the form of a check upon receiving an invoice from CTU. DePaul employees who are not utilizing the DePaul scholarship fund will be billed directly by CTU for their courses.
8. Taxes will not be applied to the value of CTU courses taken for DePaul employees who take courses at CTU using the scholarship fund for audit, or for credit, as long as the courses are not tied to a formal degree program and are related to the employee's work at DePaul. If courses are tied to the completion of a degree program or are not related to the employee's work at DePaul, whether taken for audit or credit, taxes will be applied in the same manner as they are applied for taking advantage of graduate degree benefits at DePaul.<sup>1</sup>
9. DePaul faculty and staff are welcome to participate in CTU's study abroad programs (see [CTU Study Abroad Programs](#)). Application is made through CTU's Study Travel Programs Director at [ctuttravel@ctu.edu](mailto:ctuttravel@ctu.edu). However, participation by DePaul employees in these programs is not

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<sup>1</sup> Please review DePaul University's Tuition Waiver policy [here](#).

supported by release time by the university and study abroad program fees above and beyond tuition will not be covered by the scholarship fund.

10. Should a DePaul employee who is a scholarship-recipient not complete a course without proper withdrawal and notification to the Scholarship Coordinator, then the employee is ineligible to receive funding or enroll in courses at CTU under the program in the future.
11. All scholarship-recipients are required to provide the Scholarship Coordinator with a copy of their grades each semester to ensure funded courses have been successfully attended and completed.