



POLICIES AND PROCEDURES

FOR DEPAUL STUDENTS

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 undergraduate students to pursue educational study at CTU. As part of this cross-enrollment opportunity, DePaul students may only take courses at CTU as non-degree/certificate seeking students or as degree-seeking students in pre-approved coordinated BA/MA programs. DePaul students may not audit courses at CTU and may not otherwise take courses at CTU as degree/certificate seeking students through this program.

1. DePaul students are welcome in most 4000-level courses. 5000 and 6000-level courses are not open to DePaul students; however, some 5000-level courses may be open to DePaul students with permission of the professor. DePaul students 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 students wishing to register for courses at CTU may obtain an approval form from the Office of Mission and Values by contacting the Scholarship Coordinator. DePaul students must obtain written approval from the individual DePaul departmental liaison, who will be responsible for the DePaul course, and the CTU course faculty member.
3. DePaul students 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 and a copy of the approval form to the CTU Admissions Office. The short-form application is accessible online: [CTU Short-Form Application](#). DePaul students will be required to submit an official transcript but will not be required to submit 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 student is then recognized in the CTU system and can receive the necessary access to CTU university technology. CTU will notify the student directly of admission.
4. DePaul students may register directly, per instructions provided by CTU, for at most 3 semester hours of credit at CTU in a semester (unless otherwise approved).
5. Once CTU provides notification of admission, the student will then submit the signed DePaul form, along with the notification of CTU admittance, to the Office of Mission and Values.

6. The Office of Mission and Values will scan the documentation and forward the digital copies to designated people in Student Records, Academic Affairs, Academic Fiscal Administration, and Student Accounts, and the Registrar from CTU.
7. Student Records will then create a special topics class at DePaul that mirrors the CTU class, with the DePaul departmental faculty liaison listed as the faculty member of record. Credit hours will be assigned based on the 1 semester hour = 1.5 quarter hours conversion.
8. Once the class has been created, Student Records will assign the student specific permission to register for the course at DePaul. Student Records will provide DePaul class information to the student so that the student can register.
9. The DePaul student will cross-enroll with the designated special topics class at DePaul.
10. Once the student is registered for the course at DePaul, an email will be sent to the DePaul departmental faculty liaison, the Office of Mission and Values, the Associate Provost for Student Success and Accreditation, Academic Fiscal Administration, Financial Aid, Student Accounts, and the CTU instructor of record, and the Registrar from CTU..
11. A DePaul student's CTU cross-enrollment tuition is packaged into their full-time DePaul tuition rate. CTU will NOT bill the DePaul student. CTU's Business Office will provide an invoice to DePaul's Academic Affairs Fiscal Administration (Attn: Jennifer Wronkiewicz)(jwronkie@depaul.edu). DePaul will remit payment in the form of a check upon receiving invoice from CTU.
12. The CTU faculty member is responsible for notifying the DePaul departmental faculty liaison (DPU faculty member of record) in a timely manner of a student's failure to attend or demonstrate satisfactory progress.
13. Upon course completion, the CTU Registrar's office will release the transcript to the DePaul departmental faculty liaison (DPU faculty member of record) who is responsible for assigning the grade to the DePaul course. The DPU faculty member will forward the transcript to DePaul's Student Records Office (Attn: Patti Huerta). Student Records will include the CTU transcript in the document imaging system with a note indicating the DePaul course the transcript supports.
14. The above policies and procedures are not applicable to CTU Study Abroad Programs. However, DePaul students interested in CTU Study Abroad programs (see [CTU Study Abroad Programs](#)) may apply directly through CTU's Study Travel Programs Director at ctuttravel@ctu.edu. DePaul students must also follow the DePaul processes regarding for DePaul students registering for [non-DePaul Study Abroad programs](#).