



POLICIES AND PROCEDURES
FOR CATHOLIC THEOLOGICAL UNION SCHOLARSHIP RECIPIENT 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 employees to pursue educational study at DePaul. CTU employees may audit courses at DePaul and may take courses at DePaul as non-degree/certificate seeking students. CTU students and employees may not take courses at DePaul as degree-seeking students through this program.

Additionally, DePaul has established a scholarship fund to support faculty and staff who wish to enroll in courses at DePaul. This scholarship fund is administered by DePaul's Office of Mission and Values. Scholarship funds are limited and are awarded via an internal application process by CTU. Scholarship funds are tuition-restricted and cannot be applied towards fees such as application, athletic, CTA U-Pass, and activity fees. Course registrations through the scholarship fund are limited to one course per academic year unless otherwise approved. CTU employees may audit courses at DePaul or take courses at DePaul as non-degree/certificate seeking students with our without scholarship assistance.

As per the Memorandum of Understanding between the parties, CTU 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 employees wishing to audit or register for courses at DePaul and take advantage of the available scholarship funds must first contact the Human Resources Generalist, Sharon Anderson-Fleming at hrgeneralist@ctu.edu, in Human Resources at CTU. The Human Resources Generalist will then provide the interested CTU employee with the necessary internal CTU scholarship application procedures and deadlines.
2. After completing an internal application and obtaining authorization from CTU Human Resources, the employee can proceed to apply and register at DePaul as detailed below. CTU personnel will notify DePaul's Scholarship Coordinator in the Office of Mission and Values with scholarship recipient's information.
3. Admission to DePaul or continued course enrollment does not represent a guarantee of continuous scholarship funding from the scholarship fund. Scholarship decisions will continue on a case by case basis through the process detailed above.
4. CTU 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](#).
5. 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 bachelor's degree is required. There is no application fee for non-degree seeking students.
 6. CTU 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](#).
 7. Once a CTU employee has received an admissions decision from DePaul, the CTU scholarship recipient employee must go to DePaul's Office of Mission and Values website and download the CTU Employee Scholarship Enrollment Request Form, complete the form, and submit it to the Office of Mission and Values. CTU scholarship recipient 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.
 8. CTU scholarship recipient employees will be billed directly by DePaul via their online Student Account. The Scholarship Coordinator in the Office of Mission and Values will authorize the designated scholarship award amount determined by CTU. The scholarship award will disburse directly to a CTU scholarship recipient employee's student account. Any remaining balance must be paid by the CTU employee.
 9. The above policies and procedures are not applicable to DePaul study abroad programs. CTU employees may not participate in DePaul study abroad programs.
 10. CTU scholarship recipient employees 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.