Interdisciplinary Self-Designed Program (ISD)

Graduate Student Handbook 2018-2019

DePaul University
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Welcome to the Interdisciplinary Self-Designed Program (ISD) Graduate Student Handbook. Here you will find information regarding our programs and academic/administrative support.

Contact Information

Our office is available to answer your questions at any time throughout your studies.

Interdisciplinary Self-Designed Program (ISD)
MA – Liberal Studies
MA/MS – Interdisciplinary Studies
DePaul University
2327 N. Racine Avenue, 2nd Floor
Chicago, IL 60614
(773) 325-7840

Program Administration

<table>
<thead>
<tr>
<th>Dr. David Gitomer, Director</th>
<th>Susan Jacobs, Associate Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:dgitomer@depaul.edu">dgitomer@depaul.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>(773) 325-1282</td>
</tr>
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<td>Office</td>
<td>2333 N. Racine Ave., 105</td>
</tr>
</tbody>
</table>

Visit us online:

ISD: https://las.depaul.edu/academics/interdisciplinary-studies/Pages/default.aspx

BLOG: https://densejoyousmodern.com/

D2L: https://d2l.depaul.edu/
ISD LEARNING OUTCOMES

*Note: Formerly, ISD students were required to incorporate at least SIX of these Learning Outcomes throughout their studies. With the revised 2018 Learning Outcomes, the program’s three degrees each has its own set of goals, some of which are naturally shared since all three programs are interdisciplinary or multidisciplinary. These goals should be incorporated in the Midpoint and Culminating Point Reflective Essays, and should be evident throughout each student’s final Digation Portfolio. Selected Learning Outcomes should be demonstrated in all ISD completion options.

Master of Arts in Liberal Studies

1. Students will demonstrate multi-disciplinary and inter-disciplinary approaches in research and writing in their capstones or other major writing projects.
2. Students will be able to use their knowledge of the methods and approaches of at least one particular academic or professional discipline to complete academic writing projects.
3. Students will be able to analyze and interpret discourse and media in a variety of academic, literary, professional and popular genres.
4. Students will be able to research and write in a variety of academic and/or professional genres, including expository essays, critical analysis, research papers, white papers, etc., culminating in an extended capstone, analyzing and incorporating a variety of academic and technical resources in appropriate scholarly and professional formats.
5. Students will be able to analyze the social and/or historical context of phenomena and value systems in social and institutional settings.

Master of Arts in Interdisciplinary Studies

1. Students will demonstrate multi-disciplinary and inter-disciplinary approaches in research and writing in their capstones or other major writing projects.
2. Students will be able to use their knowledge of the methods and approaches of at least one particular academic or professional discipline to complete academic writing projects.
3. Students will be able to analyze and interpret discourse and media in a variety of academic, literary, professional and popular genres.
4. Students will be able to research and write in a variety of academic and/or professional genres, including expository essays, critical analysis, research papers, white papers, etc., culminating in an extended capstone, analyzing and incorporating a variety of academic and technical resources in appropriate scholarly and professional formats.
5. Students will be able to analyze the social and/or historical context of phenomena and value systems in social and institutional settings.
ISD LEARNING OUTCOMES (continued)

Master of Science in Interdisciplinary Studies

1. Students will demonstrate multi-disciplinary and/or inter-disciplinary approaches in research and writing in their capstones or other major writing projects.
2. Students will be able to use their knowledge of the methods and approaches of at least one particular academic or professional discipline to complete academic or technical writing projects.
3. Students will be able to analyze and interpret discourse and media in a variety of academic, literary, professional and popular genres.
4. Students will be able to research and write in a variety of academic and/or professional genres, including expository essays, critical analysis, research papers, white papers, etc., culminating in an extended capstone, analyzing and incorporating a variety of academic and technical resources in appropriate scholarly and professional formats.
5. Students will be able to analyze value systems in social, professional and institutional settings.
MASTER OF ARTS IN LIBERAL STUDIES (MALS)
GRADUATE PROGRAM

PROGRAM DESCRIPTION

The Master of Arts degree in Liberal Studies (MALS) is a multidisciplinary program designed especially for full- and part-time adult learners. MALS offers a challenging approach to graduate education in small, effective learning communities. Our flexible program allows students to take courses in multiple fields in order to achieve a truly interdisciplinary approach to knowledge. By honing the skills of communication, developing the powers of reflection and judgment, the program engages the imagination to enhance the student's potential for leadership.

The MALS program is grounded in a set of team-designed Core Courses or their equivalents. These courses establish the aims and themes of the program, orient the student to a multidisciplinary approach to graduate education and develop advanced learning skills. These are designed to foster academic rigor, intellectual adventure and cultural breadth.

The other components of the program are electives and a variety of options for a culminating project. Electives are usually graduate and upper-level courses chosen from departmental offerings in the College of Liberal Arts and Social Sciences. Students select these courses with the aid of an advisor to build a program of study tailored to individual goals and interests. Included under electives are MALS special topics courses, which are especially well suited to the needs of MALS students.

By about the midpoint of their studies (24-32 credit hours earned), students should begin discussing possible culminating project ideas with the Director, Associate Director or faculty advisor. The culminating project gives MALS students the opportunity to demonstrate the intellectual and creative powers they have developed over the course of graduate study. MALS students may choose from four options for program completion, allowing greater flexibility for students to pursue their studies. These four capstone options may take the form of a thesis, a community-based or media project, an enhanced portfolio, or a specially selected exit course and paper.

The MALS program offers a number of concentrations, including: Standard, Executive/Leadership, and Women's Studies. The Standard Concentration is based on a four-course core requirement and may be tailored to the student's interests. The Executive/Leadership and Women's Studies Concentrations are based on a five-course core requirement and stipulate policies for elective selection. Program advising is available to help students choose a concentration. Each of the concentrations may be pursued with any of the four program completion options. For additional information, visit the MALS program website at https://las.depaul.edu/academics/interdisciplinary-studies/graduate/interdisciplinary-self-designed-program/Pages/mals-degree-requirements.aspx.
## MALS Program Concentrations

<table>
<thead>
<tr>
<th>Theme</th>
<th>Standard Concentration</th>
<th>Women’s and Gender Studies Concentration</th>
<th>Executive/Leadership Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>MLS 401 Visions of the Self</td>
<td>MLS 401 and MLS 440 Feminist and Gender Theories</td>
<td>MLS 401</td>
</tr>
<tr>
<td>The Physical Universe</td>
<td>MLS 402 Perceptions of Reality or MLS 405 Representations of the Body or MLS 409 Environment and Society</td>
<td>MLS 402 or MLS 405 or MLS 409</td>
<td>MLS 402 or MLS 405 or MLS 409</td>
</tr>
<tr>
<td>Culture</td>
<td>MLS 403 The American Experience or MLS 404 The City</td>
<td>MLS 403 or MLS 404</td>
<td>MLS 403 or MLS 404</td>
</tr>
<tr>
<td>Other Cultures</td>
<td>MLS 406 Exploring Other Cultures or any other graduate level course that deals with a single non-Western culture</td>
<td>MLS 406 or any other graduate level course that deals with a single non-Western culture</td>
<td>MLS 406 or any other graduate level course that deals with a single non-Western culture</td>
</tr>
<tr>
<td>Leadership and Values</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Two courses in the culture, ethics, or philosophy of business or leadership selected with the advice and approval of a MALS/IDS program advisor</td>
</tr>
<tr>
<td>Electives</td>
<td>Select 7</td>
<td>Select 6, including WMS 491: Methods and Scholarship in Women’s and Gender Studies. Students are strongly advised to select courses from among the 5-course core of the Women’s and Gender Studies graduate program.</td>
<td>Select 6</td>
</tr>
<tr>
<td>Capstone</td>
<td>Apply for one of four options: 12-course options (48 credit hours total): a) Thesis (MLS 499) b) Practicum (MLS 499). Students accepted for the Thesis or Practicum as their 12th course may optionally enroll in the MLS 498 independent study for their eleventh course. 13-course options (52 credit hours total): c) Enhanced Portfolio Essay (MLS 499) d) Exit course (existing course chosen by student with approval of advisor)</td>
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</table>

**Note:** The courses listed above serve as a template for MALS core course options. Program advisors will help MALS students identify and select equivalent courses dependent on course availability.
MASTER OF ARTS/MASTER OF SCIENCES IN INTERDISCIPLINARY STUDIES (IDS) GRADUATE PROGRAM

PROGRAM DESCRIPTION

The Interdisciplinary Studies Program (IDS) is an innovative, flexible and highly individualized graduate program designed to meet students’ academic and professional goals. The program gives students the opportunity to design a program of study tailored to their own needs and interests. When students choose IDS, they take on the exciting challenge of creating their own curriculum and unique plan for learning. Creating an individualized program requires maturity, self-motivation and independence. Students seeking a combination of flexible options and academic challenges are natural IDS candidates. IDS is a creative alternative to more rigid, traditional, and discipline-specific programs. Students can build their particular academic or professional interests and concentrate on specialized fields that are not available in traditional graduate programs.

The program offers students individualized cross-disciplinary majors, incorporating courses drawn from social sciences, humanities, business, computer and information science, and public service. For additional information, visit the IDS program website at either:

- Master of Arts in IDS: https://las.depaul.edu/academics/interdisciplinary-studies/graduate/interdisciplinary-self-designed-program/Pages/degree-requirements.aspx
- Master of Sciences in IDS: https://las.depaul.edu/academics/interdisciplinary-studies/graduate/interdisciplinary-self-designed-program/Pages/degree-requirements-ms.aspx

The IDS Program is jointly administered with the Master of Arts in Liberal Studies Program (MALS). IDS students are welcome to enroll in MALS Core Courses and cross-lists. The IDS program offers the following:

- Individual, self-designed graduate program that builds on specific academic and professional interests.
- Ability to combine various academic disciplines in chosen areas of study.
- Choice of courses in most colleges and schools.

COURSES

Please visit Campus Connect at http://campusconnect.depaul.edu for current course information. If you do not have a password for Campus Connect you may log on as a guest. Once you are on Campus Connect please select “Course Descriptions” on the left-hand side, followed by the department. For course selection prior to application or while enrolled, please contact the ISD office to make an appointment with an advisor.
ISD DEGREE REQUIREMENTS AND COMPLETION OPTIONS

DEGREE REQUIREMENTS FOR ALL ISD STUDENTS:

- **Portfolio**: All ISD students will keep a Digication portfolio of significant work done for courses, such as final papers or special projects, with comments and grades from the professor. By the midpoint, there will be a total of work from at least three courses in the portfolio. At least two of the three pieces in the midpoint portfolio will be from the core courses. The third will be from an elective representing the student’s best work. At the culminating point there will be work from at least six courses represented in the portfolio, representing the student’s best work.

- **Midpoint Essay**: After completing the sixth course but before taking the ninth course, all ISD students will write a 3-5 page essay examining their progress to that point, using as evidence work from the portfolio. The Midpoint Essay reflects on the student's intellectual growth and suggests directions for the second half of the student's program.

- **Culminating Point Essay**: All ISD students (regardless of which final option they choose) will write a 3-5 page essay reflecting on their intellectual growth in the second half of the program.

- **Credit Hours**: Completion of 48 or 52 quarter hours of graduate credit, depending on the completion option (Thesis, Practicum, Enhanced Portfolio or Exit Course) chosen, is required.

- **Grade-Point Average**: A minimum cumulative grade-point average of 3.0 in the Core Courses, or their equivalents, is required. Students who have not achieved a 3.0 in their core courses will be warned that they will probably have serious difficulties in the elective portion of the program and may be advised to withdraw.

- **Elective courses**: Elective courses must be selected from at least two different departments in order to preserve the multidisciplinary character of the program.

- **Course Levels**: ISD students ordinarily take no more than two approved 300-level courses for graduate degree credit unless they have sought the approval of an ISD program adviser. All other courses must be 400-level or above.

- **Cross-listed Courses**: Each quarter, a limited amount of cross-listed courses will appear in the course listings. Always choose the graduate level (400 and above) course listing for enrollment. Students may request that a 400-level cross-list seat be created in a 300-level course if approved by the instructor and program advisors. Instructors reserve the right to require that graduate students complete additional work in these courses in order for the student to earn graduate credit for the course.
INDEPENDENT STUDY COURSE REGISTRATION

The ISD program has specific course numbers for Independent Study Courses.

**MLS 497/ISP 497** is the Independent Study/Non-Thesis course number. This is for students who are not preparing for thesis writing.

**MLS 498/ISP 498** is the Independent Study/Thesis course number. This is for students who are preparing for thesis writing.

**MLS 499/ISP 499** is the thesis course number used for students who are working on theses or another kind of final project, such as the Practicum or the Enhanced Capstone Portfolio.

To register for any independent Study Course, students must go to [https://lascollege.depaul.edu/IndependentStudy/Login.aspx](https://lascollege.depaul.edu/IndependentStudy/Login.aspx) to initiate the process, filling out all the relevant information. The instructor and the ISD Program Director then receive an alert to approve the Independent Study.

**Independent Study Course Guidelines:**

- Even though course numbers for Independent Studies (497, 498, 499) appear on Campus Connect, you can't register for them through Campus Connect. Instead, use the new electronic procedure.
- **MALS students should register under MLS numbers for Independent Studies, and IDS students should register under IDS numbers.** Please do not register under the instructor’s department (English, Psychology, etc.). If the instructor has problems with this, please discuss the issue with the ISD Program Director or Associate Director.
- Always approach the instructor and the ISD Program about your wish to do an Independent Study of any kind BEFORE initiating the electronic registration procedure. Do this WELL BEFORE the beginning of the quarter. Faculty may not have the time to work with you in the quarter that you plan to do the Independent Study.
- **MLS 497 and IDS 497** are for Independent Studies that are not directly preparatory for a Thesis or Practicum.
- **MLS 498 and IDS 498** are for Independent Studies that are directly preparatory for a Thesis or Practicum.
- **MLS 499 and IDS 499** are the Thesis, the Practicum (both 12th course capstones) and the Enhanced Portfolio Essay Capstone (a 13th course capstone, or “Independent Study” capstone).

ALL Independent Studies MUST be proposed to the Program IN ADDITION to the electronic registration. Our D2L documents describe the brief proposal process for 497, 498 and the Enhanced Portfolio Essay Capstone. They also describe the 9-12 page FORMAL PROPOSAL for the Thesis and Practicum Capstones. These have to be submitted to the program for approval before the Program Director signs off on the electronic Registration.
PROGRAM COMPLETION STEPS

All students must apply and be approved for the particular option they wish to use for program completion (Thesis, Practicum, Enhanced Portfolio, or Exit Course). This application will include the student’s portfolio. When students complete approximately half of their studies, they should consult D2L for instructions and forms required for choosing and proposing the Capstone Option. The Thesis and Practicum options include a Formal Proposal. Approval of the proposal is necessary before the student undertakes this final stage of the program. Enrollment in MLS 499, the Culminating Project Independent Study course, takes place after approval of the proposal has been secured. If necessary, in lieu of an elective, students may enroll in MLS 498 Independent Study: Thesis if they require an additional quarter of research and other preparation for MLS 499.

Both 498 and 499 are conducted as Independent Studies. Instructions for proposing and pursuing these are available with the Program and are available on the ISD D2L site, in the Step by Step Guide. When the project is completed all three members of the committee and the MALS director sign a Culminating Project Completion Form. All capstone projects must be included in the student’s final Digication presentation under its own clearly named folder.

For details about Thesis and Dissertation requirements, please visit:
- Thesis Requirements: [https://las.depaul.edu/student-resources/graduate-student-support/graduation-requirements/Pages/thesis-requirements.aspx](https://las.depaul.edu/student-resources/graduate-student-support/graduation-requirements/Pages/thesis-requirements.aspx)
- Dissertation Requirements: [https://las.depaul.edu/student-resources/graduate-student-support/graduation-requirements/Pages/dissertation-requirements.aspx](https://las.depaul.edu/student-resources/graduate-student-support/graduation-requirements/Pages/dissertation-requirements.aspx)

PROGRAM COMPLETION CAPSTONE OPTIONS

<table>
<thead>
<tr>
<th>ISD students may complete the program in one of four ways:</th>
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<tbody>
<tr>
<td>(1) Thesis Capstone Option (12 courses)</td>
<td>(2) Practicum Capstone Option (12 courses)</td>
</tr>
<tr>
<td>(3) Enhanced Capstone Portfolio (13 courses)</td>
<td>(4) Exit Course Capstone Option (13 courses)</td>
</tr>
</tbody>
</table>

Thesis Capstone Option

In addition to the Culminating Point Essay and final portfolio submission, the student will write a paper of approximately 35-50 pages that includes 3-4 components or sections, one of which will be a research component and original exploration of the subject. Other components might include a review of literature, a synthesis of earlier research, a reflection on various disciplinary and methodological approaches to the issue, suggestions for future research, etc. The research component of the Master’s Thesis involves reflection on primary research, or actual primary research combined with reflection on the primary research of others. Students are encouraged to make a public presentation about their theses.

- Ordinarily taken as MLS 498, this Independent Study is used by students to prepare for thesis writing.
- Ordinarily taken as MLS 499 Culminating Project, the student’s 12th and final course.
- Requires minimum cumulative GPA of 3.3, evaluation of “satisfactory” on the Midpoint Portfolio, formal proposal, and approval of committee.
Practicum Capstone Option
In addition to the Culminating Point Essay and final portfolio submission, the student will create a project aimed at developing and executing a community-based intellectual or intellectual/creative activity. Examples are a public presentation as a lecture, in broadcast or print media, or on the web. A 15-25 page descriptive/analytic essay documenting the project is also submitted. Students are encouraged to make a public presentation about their practicum in addition to the primary distribution of the project. Please note that practicum is “demonstration of previous experience and training with the medium.” In other words, if a student chooses this option, he or she must demonstrate previous training in that particular medium or describe how the practicum will integrate such training in such a way that the training itself does not become the produced project.

- Ordinarily taken as MLS 498, this is for students who might need a quarter to prepare for the Practicum Capstone Option.
- Ordinarily taken as MLS 499: Culminating Project, the student’s 12th and final course.
- Requires minimum cumulative GPA of 3.3, evaluation of "satisfactory" on the Midpoint Portfolio, formal proposal and approval of committee.

Enhanced Capstone Portfolio Option
In addition to the final portfolio submission, and a Culminating Point Essay based on portfolio pieces selected from at least three courses in the second half of the program, the distinctive feature of the Enhanced Portfolio option is the writing of a new extended expository essay of 12-15 pages. This is a paper on a topic of the student’s own choosing that makes an argument. (Further information on this paper and the option is available from the program.)

- Ordinarily taken as MLS 498, this is for students who might need a quarter to prepare for the Enhanced Capstone Portfolio Option.
- Ordinarily taken as MLS 499: Culminating Project, the student’s 13th and final course.
- Requires formal proposal and approval of committee.

Exit Course Capstone Option
In addition to the Culminating Point Essay and the final portfolio submission, the student proposes a particular course over and above the original 12 courses. This course should be chosen as an “exit course,” in that it brings together a number of areas of interest that the student has pursued over the course of the program. By arrangement with the instructor, the student uses the final paper or final project to make connections with the goals of his or her overall MALS or IDS Program. The instructor will grade the paper, and another reader suggested by the MALS or IDS Program will also review and comment on the paper.

- Requires formal proposal and approval of committee.
ISD ACADEMIC POLICIES

- **Course Credit.** Under normal circumstances, courses may be applied toward only one degree.

- **Transfer Credit.** Up to three courses from an accredited graduate program at another institution may be proposed as part of an ISD program. An unlimited number of courses from other DePaul graduate programs may be proposed as part of a program as long as the proposed List of Courses follows program regulations.

- **Program Time Limitation.** The ISD program is essentially self-paced. However, the university has set a six-year limit for the completion of degree requirements. Extensions may be granted by the dean in unusual circumstances upon the recommendation of the program’s director. Students must petition for such an extension in writing. Students who have not registered for courses for three or more quarters must reapply to the program using the brief form found at [https://www.depaul.edu/admission-and-aid/types-of-admission/Pages/returning-student.aspx](https://www.depaul.edu/admission-and-aid/types-of-admission/Pages/returning-student.aspx)

- **Non-completion and re-purposing of "MLS 499: Independent Study—Thesis."** If a student has registered for MLS 499 for the a) Thesis or b) Practicum capstone option but failed to complete the project, the student will receive an “Incomplete” for the course, and may petition for a retroactive withdrawal. Alternatively, the student may apply to have the course repurposed as capstone option c) Enhanced Portfolio Essay, which is also MLS 499.

- **"Incomplete" Grades.** The grade of “Incomplete” does not remain on a student’s transcript indefinitely. After a certain time period, usually two academic quarters, the grade becomes an “F.” It is the student’s responsibility to make arrangements with the professor to complete the course with a passing grade within a specified time period. You can access DePaul’s College of Liberal Arts and Social Sciences official policy on incomplete grades at: [http://policies.depaul.edu](http://policies.depaul.edu) under Policy Directory > IN and R Grade Expiration Policy.

- **Degree Conferral and Commencement.** The process for applying for degree conferral differs based on your program. If you are a MALS student, please see “Degree Conferral” link at the LAS Graduate website: [https://las.depaul.edu/student-resources/graduate-student-support/Pages/degree-conferral.aspx](https://las.depaul.edu/student-resources/graduate-student-support/Pages/degree-conferral.aspx). You will find directions on how to apply for degree conferral on this page. If you are an IDS student, please refer to the document “IDS Graduation Procedures” found in the “Program Documents” file on the ISD D2L site. Please note for both programs, the student must apply for degree conferral! This process does not happen automatically.

- **Appropriate Course Level.** ISD students should register for courses at the 400-level and above. Certain 300-level courses may be taken with program approval. No more than two approved 300-level courses will be permitted. Courses at the 200-level cannot be approved for graduate credit, even when a student needs to take such a course as preparation for more advanced work. Courses at the 300-level may be approved for graduate credit under the following circumstances: (1) The course is necessary as a part of the student’s overall interdisciplinary program. (2) The department does not offer courses in the same area on the graduate level. (3) The student has arranged with the professor to enhance the course to graduate level by the addition or alteration of assignments, including the final project of the course.

- **Cross-listed Courses.** Students who wish to enroll in cross-listed courses (i.e. ENG 379/MLS 490) should always select the MLS 400-level seats. Contact our office for help in registering for these seats if they are already taken.
**ACADEMIC STATUS**

**Conditional Admission**
When a student is admitted to the ISD Program under the category of “Conditional Admission” he or she is considered under academic probation until the conditions are met. The conditions are usually that a student must earn a grade of B or higher in all courses taken during the first three quarters in the program. The student may request continued registration in the second and third quarters if the grades are not adequate in the first quarter. If the conditions of admission are not met by the third quarter, the student will be dismissed from the program. Other conditions may include the requirement to take certain courses, and the student must comply within the specified time period or face dismissal.

**Academic Warning**
IDS students who select courses that are not on their approved List of Courses (LOC) may face warning after one quarter and probation after two quarters if they do not seek approval for their altered programs. The procedure for altering an approved List of Courses is found on the ISD D2L site.

ISD students whose grades fall below a minimum grade point average (GPA) of 3.0 will be considered in the categories of warning or probation whether or not the program administrators are aware of the student’s grades. The program administrators may apply the categories of warning or probation retroactively if the student does not self-report his or her status. Students are required to seek advisement from program administrators when facing academic warning or probation. A student who does not contact program administrators about potential warning or probation status may face dismissal from the program.

**Probation**
Students are expected to maintain a minimum grade point average (GPA) of 3.0. A GPA below 3.0 will result in the student being placed on warning status. If this status persists for two quarters, the student will be requested to leave the program. If he or she decides to remain in the program, the student will be placed on academic probation and be given one quarter to raise the GPA to 3.0. If the student’s GPA falls to 2.5 or below, he or she will be immediately placed on academic probation and must raise the GPA to 3.0 in the next quarter or face dismissal from the program. If the GPA falls to 2.5 or below a second time the student will be dismissed from the program.

**Dismissal**
In addition to the minimum GPA requirement, students may be dismissed for breaches of academic honesty or breaches of the code of student responsibility. MALS students may also face dismissal for failure to complete Core Courses with a grade of B or higher within the first half of their academic career. Students who have completed their coursework, but who are still working on their thesis, practicum or other capstone project must be enrolled in Candidacy Continuation (MLS or ISP 502) during the three quarters of the academic school year. After three consecutive terms of Candidacy Continuation, students should enroll in Active Status (MLS or ISP 501) if they still require time to complete their capstone. Failure to enroll in candidacy continuation or advanced status may result in dismissal from the program if the student has not formally withdrawn from the program.

**Readmission**
When a student has withdrawn from the program or has not been enrolled in classes for three or more quarters during the academic year, he or she must apply for readmission using the Readmission and Reclassification form available from the LAS Graduate website.
**Graduation Requirements**
In order to graduate, students in the ISD Program must complete the coursework specific to their programs (either 48 or 52 credit hours depending on capstone choice) with a minimum GPA of greater than 3.0, a midpoint and culminating point essay, the submission of an electronic portfolio of final and other projects from a minimum of six courses, and one of four capstone choices offered by the program. A full description of the requirements for the capstones, as well as further policies and procedures for both programs, are outlined in the documents found on the ISD D2L site under Program Documents. Students in the program are expected to be familiar with these policies and procedures and to comply with them.

**Graduation with Distinction**
- ISD students completing their programs with a thesis or practicum capstone (48 credit hours) must earn a minimum cumulative GPA of 3.75, plus earn a designation of “distinction” on their thesis or practicum by their thesis advisor and at least one of the two readers on their committee. Thesis and practicum writers eligible for distinction are required to present their projects at an ISD event within three academic quarters of completion.
- ISD students completing their programs with an exit course or enhanced portfolio essay capstone (52 credit hours) must earn a minimum cumulative GPA of 3.85 in order to graduate with distinction.

If you are eligible for distinction according to our criteria, that designation will appear on your diploma and transcript. However, due to timing and logistics, it may not appear in the Commencement book or on your name card read at Commencement unless you request this in the quarter before you plan to participate in Commencement. Further details can be found in the LAS Handbook: [https://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/handbook/Pages/graduation.aspx](https://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/handbook/Pages/graduation.aspx)
ADMINISTRATIVE INFORMATION

ADVISING INFORMATION

The ISD Program has two academic advisors. Dr. Gitomer and Susan Jacobs both work with students on admission issues, choosing classes and capstone options and completion. You can schedule an appointment with Dr. Gitomer by emailing him at dgitomer@depaul.edu. You can schedule an appointment with Susan Jacobs by emailing her at sjacobs@depaul.edu.

REGISTRATION

Because ISD curriculum crosses over a variety of departments within DePaul, registering for classes can take some time. The first step is to make sure you have obtained your Campus Connect User ID and Password. This can be obtained at an ID Services location. Once you log into Campus Connect you can navigate “For Students” and then to “Enroll/Drop a Class” to register for classes. You can download full training materials for registering on Campus Connect at http://offices.depaul.edu/depaul-central/student-resources/learning-center/Pages/default.aspx. You can also schedule an appointment with the ISD office at 773-325-7840, to review how to register for classes via Campus Connect. If you encounter issues in registering, like prerequisite requirements for open classes, please contact Dr. Gitomer or Susan Jacobs. They will work with the departments to aid you in registration.

KELLSTADT REGISTRATION

If you want to register for a class in the Kellstadt Graduate School of Business, you must consult with Susan Jacobs to gain approval for these classes before attempting to register. Instructions and the form for Kellstadt registration can be found on the ISD D2L site. Please do not contact Kellstadt to register for these courses; you must complete the form and work through the ISD office.

COLLEGE OF COMMUNICATION REGISTRATION

The College of Communication requires ISD students to contact individual Communication instructors to approve graduate course registration of non-College of Communication students. Without following the proper procedure, enrollment to School of Communication courses will be blocked. (ISD students may register directly for approved 300-level School of Communication courses.) If your requested course is fully enrolled with College of Communication graduate students, or if the instructor prefers the class to consist only of College of Communication graduate students, the instructor may choose not to admit you to the class. Contact the individual instructor for permission; the instructor must then contact Karin Winters (k.winters@depaul.edu) for direct registration to the approved course. Contact Susan Jacobs at 773-325-8689 or email sjacobs@depaul.edu. Instructions are also available on the ISD Community D2L site.
FINANCIAL AID

The Office of Financial Aid is a resource for students in obtaining funding for their graduate studies at DePaul. Additional information can be found at https://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx.

PARTIAL TUITION ASSISTANCE

The ISD Program offers partial tuition assistance on a competitive basis to all students who have completed at least one quarter in the program. In general, a student should have at least a 3.0 grade-point average in order to apply. Students must apply before each quarter in which they wish to receive assistance. You can find information and the application on the ISD D2L site under “Forms.”

INTERNATIONAL SUMMER PROGRAMS AT THE UNIVERSITY OF CAMBRIDGE

DePaul's MALS program has established an arrangement with the University of Cambridge, England, for students who wish to include study abroad in their programs of study. Summer programs vary in length from three to six weeks. Variable graduate credit is offered up to a maximum of eight credit hours. Students make their own arrangements with the University of Cambridge and apply for transfer of credit after completing the courses. Students must make sure to follow the Cambridge procedures for “Evaluation and Credit” if they wish to transfer credit to the DePaul MALS program. For further information, please visit http://www.ice.cam.ac.uk/courses/summer-schools.

STUDY ABROAD PROGRAM

DePaul's Study Abroad Program (SAP) offers a variety of programs at universities and institutions around the world. Programs range in length from one week to as long as six months and include service learning as well as full university accredited coursework. ISD students may apply for Study Abroad programs offered through DePaul. Further information can be found at http://studyabroad.depaul.edu/.
STUDENT RIGHTS AND ACADEMIC RESPONSIBILITIES

FERPA AND STUDENT PRIVACY

DePaul University is required to comply with the Family Educational Rights and Privacy Act of 1974, which sets forth the requirements regarding the privacy of student records. FERPA governs the release of education records maintained by DePaul and access to these records. This law applies to all levels of education from K-12 as well as postsecondary education.

Any educational institution (school or other entity that provides educational services and is attended by students) and educational agency (entity that administers schools directly linked to it) that receives funds under any program administered by the U.S. Secretary of Education is required to comply with the rules outlined under FERPA. As DePaul moves toward an environment with less paper, it is important to note that the same principles of confidentiality apply to all media, including but not limited to paper records, electronic data, e-mail, and video or audio tapes.

DePaul students must be permitted to inspect their own educational records (limitations apply). DePaul officials are not permitted to disclose personally identifiable information about students nor permit inspection of their records without written consent unless such act is an allowable exception under the Act. Access DePaul’s FERPA policy online at: https://offices.depaul.edu/depaul-central/records/ferpa/Pages/for-students.aspx.

DEPAUL CODE OF STUDENT RESPONSIBILITY REGARDING ACADEMIC INTEGRITY

The version of the Academic Integrity Policy that is linked to Campus Connect is the one that is the most current and the one that will govern all issues relating to issues of academic integrity. Students are directed to review the policy in place on Campus Connect to check for the most recent changes. Definitions of two of the most important issues, cheating and plagiarism, are included below. Please read this carefully. When in doubt of the originality of your work or when you have questions about how to cite your sources, always double check with your professor, the University Center for Writing-Based Learning, or reference librarians for proper citation format.

VIOLATIONS OF ACADEMIC INTEGRITY

Violations of academic integrity include but are not limited to the following categories: cheating, plagiarism, fabrication, falsification or sabotage of research data, destruction or misuse of the university’s academic resources, alteration or falsification of academic records, academic misconduct, and complicity. This policy applies to all courses, programs, and learning contexts in which academic credit is offered, including experiential and service-learning courses, study abroad programs, internships, student teaching, and the like. If an instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor’s discretion (cf. Section Q). Actions taken by the instructor do not preclude the college or the university from taking further action, including dismissal from the university. Conduct that is punishable under the Academic Integrity Policy could result in criminal or civil prosecution.

Cheating. Cheating is any action that violates University norms or instructor's guidelines for the preparation and submission of assignments. This includes but is not limited to unauthorized access to examination materials prior to the examination itself, use or possession of unauthorized
materials during the examination or quiz, having someone take an examination in one's place, copying from another student, unauthorized assistance to another student or acceptance of such assistance.

**Plagiarism.** Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one’s own. Plagiarism includes, but is not limited to, the following:

- The direct copying of any source, such as written and verbal material, computer files, audio disks, video programs or musical scores, whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else’s.
- Copying of any source in whole or part with only minor changes in wording or syntax, even with acknowledgement.
- Submitting as one’s own work a report, examination paper, computer file, lab report, or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency.
- The paraphrasing of another’s work or ideas without proper acknowledgement.
UNIVERSITY RESOURCES

TECHNOLOGY RESOURCES

**Campus Connect**

Campus Connect is the method through which DePaul students register for classes, update addresses, view grades for classes, check their financial aid status and complete most administrative functions. You can access Campus Connect training materials by visiting [http://offices.depaul.edu/depaul-central/student-resources/learning-center/Pages/default.aspx](http://offices.depaul.edu/depaul-central/student-resources/learning-center/Pages/default.aspx) where you will find free, self-directed tutorials for many commonly required applications, including MS Word, MS Power Point, MS Excel, and D2L. You need to obtain a Campus Connect user name and password to log into [http://campusconnect.depaul.edu](http://campusconnect.depaul.edu).

To obtain a Campus Connect User ID and Password please visit an ID Services location.

**ID SERVICES**

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<tr>
<th>LINCOLN PARK CAMPUS</th>
<th>LOOP CAMPUS</th>
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<tr>
<td>Student Center Room 109</td>
<td>DePaul Center Room 9200</td>
</tr>
<tr>
<td>2250 N. Sheffield Ave.</td>
<td>1 E. Jackson Blvd.</td>
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<tr>
<td>Chicago, IL 60614</td>
<td>Chicago, IL 60604</td>
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<tr>
<td>(773) 325-7466</td>
<td>(312) 362-5959</td>
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**School-Year Hours:**

- **Monday - Thursday**
  - 9:00 am - 5:30 pm
  - Friday 9:00 am - 5:00 pm

**PROGRAM INFORMATION, PROGRAM DOCUMENTS, FORMS, AND HANDBOOK (D2L)**

Program Information, Program Documents, Forms, the Handbook and important links are available on the ISD Community D2L site. You can access our D2L at [http://d2l.depaul.edu](http://d2l.depaul.edu) under the “PARTICIPANT” tab. Once you log in with your Campus Connect ID and password, you will find the information and links you need as you progress through your studies. We suggest you save this URL to your favorites list and check it occasionally for announcements and as you need program information.

**MEDIA PRODUCTION & TRAINING**

Media Production & Training (MPT) offers full- and part-time students training programs on technology tools such as MS Word, MS Power Point, and MS Excel. MPT also collaborates with the libraries to address student needs for technology and library resources. You can access information on the training provided by visiting [https://resources.depaul.edu/teaching-commons/partners/Pages/media-production-training.aspx](https://resources.depaul.edu/teaching-commons/partners/Pages/media-production-training.aspx).
TECHNOLOGY CONTACT CENTER

You can access the Technology Contact Center (TCC) via Campus Connect. Once you log into your Campus Connect account you can select “Technology Contact Center” on the menu bar. This link will allow you to submit a case regarding a technology related issue as well as provide answers to frequently asked questions. The TCC is also available by phone at (312) 362-8765.

COMPUTER LABS

There are many computer labs available for student use on DePaul campuses. For current availability, configuration statistics and locations for Lincoln Park, Loop, and suburban labs, visit https://offices.depaul.edu/information-services/services/labs-classrooms/computer-labs/Pages/default.aspx.

ACADEMIC RESOURCES

LIBRARIES

The Lincoln Park Campus Library location is 2320 N Kenmore Avenue. The Loop Library location is at 1 E Jackson Boulevard on the 10th floor. You can access the DePaul library catalog via http://library.depaul.edu/. One of the many very useful tools provided on the Library’s opening page is the feature called “Ask A Librarian” located in the upper left of the screen under “Services.” This link will lead you to contact information, the option to e-mail questions directly to a reference librarian, and often, a live chat session with an on-call reference specialist. You can also schedule a one-on-one session with a librarian on either campus.

The Lincoln Park Campus Library includes a newly renovated first floor named “The Information Commons.” While much of the space is dedicated to tech equipment, interpersonal resources are also available. A variety of academic and tutoring personnel occupy different areas of the first floor. Adjacent to the elevators is “The Learning Commons,” a window-lined room dedicated to peer tutoring and consulting. Here, student employees from the College of Education’s Academic Success Center, Career Center, Office of Multicultural Student Success, Science and Math Learning Center, and the Writing Center converge in order to support DePaul students’ needs. Additional rooms such as the “Scholar’s Lab” are designed to assist graduate student interests. The lab is set up for students and faculty across disciplines. Technological devices in the lab include oversized scanners and a plotter printer ideal for printing academic conference posters and research data.

Please check the Library’s website for current hours. The Library adds additional hours as needed during certain time periods, such as during Midterm and Finals weeks.

DEPAUL BOOKSTORES

The Lincoln Park Campus Bookstore is located at 2425 N Sheffield Avenue, and the Loop Campus Bookstore is located at 1 E Jackson Boulevard at the basement level of Barnes & Noble. You can access the bookstore website at http://depaul.bncollege.com/. The Lincoln Park bookstore hours are as follows:

- Monday-Thursday: 9:00 am - 6:00 pm
- Friday: 9:00 am - 5:00 pm
- Saturday: 10:00 am - 3:00 pm
- Sunday: Closed
DEPAUL CAREER CENTER
The DePaul Career Center offers services and resources including personal career advising, networking events, and job fairs, ongoing workshops, mentoring and connections, internship and co-op opportunities, and access to hundreds of job openings. Please visit the website at: http://careercenter.depaul.edu/default.aspx.

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<tr>
<td>Schmitt Academic Center Room 192</td>
<td>DePaul Center Room 9500</td>
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<tr>
<td>2320 N. Kenmore Ave.</td>
<td>1 E. Jackson Blvd.</td>
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<td>Chicago, IL 60614</td>
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<td>(773) 325-7431</td>
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CENTER FOR STUDENTS WITH DISABILITIES
The Center for Students with Disabilities provides services and accommodations for students with documented disabilities. You can obtain information on the program at http://studentaffairs.depaul.edu/csd/.

UNIVERSITY CENTER FOR WRITING-BASED LEARNING (WRITING CENTER)
The Writing Center offers in-person and online assistance for DePaul students, faculty, and staff. The Writing Center offers face-to-face, web camera, and instant messaging appointments. Students may also submit drafts online for remote consultation. The Writing Center is staffed by graduate and undergraduate students who are trained to work with writers in all stages of academic research, reading, and writing. To schedule an appointment with The Writing Center please visit http://condor.depaul.edu/writing/.

LYNDA.COM
Lynda.com is a free resource for DePaul students who would like to develop their skills with software, social media, web design, visual media, media production, professional development, and more. DePaul students have a free subscription via their Campus Connect credentials. To learn more, please visit https://offices.depaul.edu/information-services/services/technology-training/Pages/online-training.aspx.
OTHER STUDENT RESOURCES

ADULT STUDENT CENTER
The Adult Student Center is located in room 11017 of the DePaul Center. The Adult Student Center is a space with computers available for use, areas available for project meetings, or it can be simply a place to relax and socialize. For more information, visit: http://studentaffairs.depaul.edu/adultstudentservices/adult_student_center/index.aspx.

ADULT, VETERAN, AND COMMUTER STUDENT AFFAIRS
The Adult Student Association (ASA) is devoted to helping adult students at DePaul. Information can be found at https://offices.depaul.edu/student-affairs/about/departments/Pages/adult-veteran-commuter-student-services.aspx.

COUNSELING SERVICES
University Counseling Services (UCS) offer affordable counseling to currently enrolled DePaul students. You can call either location to schedule an appointment.

COUNSELING CENTER LOCATIONS:

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<tr>
<td>2250 N. Sheffield</td>
<td>25 E. Jackson Blvd.</td>
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<tr>
<td>Student Center, Suite 350</td>
<td>Lewis Center, Suite 1465</td>
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<tr>
<td>Chicago, IL 60614</td>
<td>Chicago, IL 60604</td>
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<tr>
<td>(773) 325-7779</td>
<td>(312) 362-6923</td>
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COMMUTER SERVICES
The Office of Student Involvement's Commuter Programs & Services (CPS) provides resources to the DePaul University commuter population. For more information, please visit http://studentorgs.depaul.edu/cab/about.htm.

DEAN OF STUDENTS OFFICE
The Dean of Students Office serves as the principal liaison and resource between students and other divisions and departments within the university community. You can obtain information on this office at http://studentaffairs.depaul.edu/dos/.

DEMON EXPRESS ACCOUNT
Demon Express is a debit account offered to current students, faculty, and staff of DePaul University with a valid DePaul Card. Money deposited on the account will carry over from quarter to quarter for as long as you are a student or employee of the university. Cards can be used at on-campus food service, campus copy machines, computer lab printers. Money can be added to cards online, by phone, or at various card machines throughout DePaul's campuses. This service is linked to your student ID card. For details, visit https://offices.depaul.edu/information-services/services/identity/Pages/demon-express.aspx.
FINANCIAL FITNESS
Financial Fitness provides program provides free advising and workshops on managing your money and financial planning. For more information, visit http://financialfitness.depaul.edu/. To schedule a Financial Fitness appointment you can either call the office at (312) 362-6482 or email financialfitness@depaul.edu.

OFFICE OF MULTICULTURAL STUDENT SUCCESS
The Office of Multicultural Student Success (OMSS) offers services such as advising, counseling, advocacy, and computer lab use. Please visit their web site at http://www.studentaffairs.depaul.edu/omss/index.html for additional information.

PUBLIC TRANSPORTATION TO DEPAUL CAMPUSES AND U-PASS
The Chicago Transit Authority (CTA) U-Pass provides students with unlimited rides on CTA-operated bus and rail lines 24 hours per day, 7 days per week during the academic year. Graduate students must be enrolled as full-time students (8 or more credit hours) in order to receive a U-Pass. Exceptions may be considered by filling out the U-Pass Exception form at: http://upass.depaul.edu/requirements.html.

PARKING FOR STUDENTS, FACULTY, AND STAFF
Parking permits are required to park on the Lincoln Park Campus and are available for purchase anytime during the school year at the Parking Services Office, SAC 177. Students may use DePaul's parking lots for free during night class, but require an evening permit. Daily rates are also available at the Sheffield Parking Facility located at 2335 N. Sheffield Ave. and at the Clifton Parking Deck at 2330 N. Clifton Ave. For location and pricing, visit: http://parkingservices.depaul.edu/about_us/index.asp. Note: Parking on the street is sometimes permissible; check parking signs and pay boxes for specific parking regulations. The city tows illegally parked cars.

RAY MEYER FITNESS AND RECREATION CENTER
The Ray Meyer Fitness and Recreation Center is located at 2235 N. Sheffield Ave. on the Lincoln Park Campus. All graduate students can purchase a membership to “The Ray” for each quarter they are enrolled at DePaul. Please refer to “The Ray's” website at http://campusrec.depaul.edu/Pages/default.aspx for membership rates and information.

STUDENT LEGAL SERVICES
Student Legal Services (SLS) provides high quality, free, or low-cost legal advice to DePaul students. While this office cannot represent you in court, they can aid you in understanding your rights and obligations, provide general recommendations, and help you find useful resources. If you need a lawyer, they can refer you to a licensed practicing attorney with experience related to your case. Please visit http://sls.depaul.edu/index.htm for information.

STUDENT CENTER
The Student Center on the Lincoln Park campus is located at 2250 N. Sheffield Ave. The Loop campus Student center is located at 1 E. Jackson Blvd. on the 11th floor. DePaul Student Centers offer dining services, conference services, and assistance with meetings and on-campus event planning. Contact Student Center Services at (773) 325-7346 or visit http://studentcenters.depaul.edu/.