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# STUDENT HANDBOOK

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# DEPAUL UNIVERSITY

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Master of Science Program  
Refugee and Forced Migration Studies

April 2023

Refugee and Forced Migration Studies

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## I. Introduction

The Refugee and Forced Migration Studies program at DePaul University offers a Master of Science degree which balances academic and practical training for students who wish to work in many different facets of refugee aid.

This handbook describes the MS program's procedures and policies. All faculty, staff, and students in the department should familiarize themselves with these procedures and policies.

### **Contact Information**

For additional guidance, students should contact their assigned faculty advisors or the program director:

#### **Program Director:**

Dr. Kathleen Arnold	<a href="mailto:karnol14@depaul.edu">karnol14@depaul.edu</a>	773.325.4736
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#### **Program Committee**

Ms. Elizabeth Ward	<a href="mailto:Eward3@depaul.edu">Eward3@depaul.edu</a>	312.362.5721
Dr. Nezh Altay	<a href="mailto:naltay@depaul.edu">naltay@depaul.edu</a>	312.362.8313
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## II. Admission Requirements and Procedures

### ***Inquiries***

The Refugee and Forced Migration Studies program welcomes inquiries from prospective applicants about its MS program. For information, prospective applicants may contact

- The Office of Graduate Admission in the College of Liberal Arts and Social Sciences (LAS) at [graddepaul@depaul.edu](mailto:graddepaul@depaul.edu)
- The Director of the Refugee & Forced Migration Studies program, Dr. Kathleen Arnold, at [karnol14@depaul.edu](mailto:karnol14@depaul.edu)

Visitors to campus will find the director's office in the Political Science department in Suite 2015 of 990 W Fullerton Ave, located on DePaul's Lincoln Park Campus. The offices are open Monday through Friday from 8am to 5pm. Meetings with the director are generally by appointment only.

### ***Admission Requirements***

The official statement of admission requirements for the MS program in Refugee and Forced Migration Studies is the current version of the DePaul University Catalog, available at <https://www.depaul.edu/university-catalog/Pages/default.aspx>.

To be eligible for admission to the MS program in Refugee and Forced Migration Studies, students must have

- A bachelor's degree (BA, BS, BFA, Bed, etc.) from an accredited college or university in the United States, or the equivalent degree from a college or university outside the United States

Although we admit students throughout the year, *they all begin the program in September*. Each cohort takes classes together, as this is a highly structured program. Students are required to take two courses per quarter.

### ***Admission Procedures***

All applicants may apply at <http://go.depaul.edu/apply>.

All applications require:

- a completed application form

- official transcripts from all colleges and/or universities attended
- two letters of recommendation from academic or professional references
- a statement of purpose that explains the applicant's areas of professional interest and reasons for seeking advanced training in refugee aid
- a sample of academic writing of at least 3000 words.

Applicants are responsible for ensuring that their names appear on all documents submitted with their applications.

Applicants may submit the required documents and credentials online at <http://go.depaul.edu/apply> or by email to [graddepaul@depaul.edu](mailto:graddepaul@depaul.edu). Colleges and universities may email official electronic transcripts directly to [graddepaul@depaul.edu](mailto:graddepaul@depaul.edu).

Applicants may also send paper copies of transcripts and other required credentials by postal mail to:

The Office of Graduate Admission  
College of Liberal Arts and Social  
Sciences DePaul University  
2400 N. Sheffield  
Ave. Chicago, IL  
60614

### ***Additional procedures for international students***

Students educated outside the United States must present proof of English proficiency, as demonstrated by a minimum score of 90 on the TOEFL IBT, or the equivalent score on the computer-based test, paper-based test, or IELTS.

Students educated outside the U.S. and/or who require an F1 visa must complete additional steps for admission. Review at <https://las.depaul.edu/admission-and-aid/graduate/Pages/international-admission.aspx>.

### ***Review of applications***

The Office of Graduate Admission in DePaul's College of Liberal Arts and Social Sciences (LAS) receives and processes all applications to the MS program in Refugee and Forced Migration Studies. The Refugee and Forced Migration Studies Program does not accept or process applications.

Once an application is complete, the Office of Graduate Admission notifies the

Admission Board in the RFMS program that the application is ready for review, which typically requires one week.

Applicants may check the status of their application through Campus Connect, at <https://www.campusconnect.depaul.edu>, to verify receipt of all supporting documents. “Campus Connect” is the University’s Web portal for access to all administrative systems for students, faculty, and staff.

Failure to submit all supporting documents can delay review of applications. Applicants accepted to the MS program in Refugee & Forced Migration Studies will receive official notice of their acceptance from the Office of Graduate Admission in DePaul’s College of Liberal Arts and Social Sciences.

### III. Enrollment and Registration

Applicants accepted to the MS program in Refugee and Forced Migration Studies will receive official notice of their acceptance from the Office of Graduate Admission in DePaul's College of Liberal Arts and Social Sciences. Once applicants receive notice of their acceptance, they must take the following steps to begin their participation in the program.

#### **Matriculation (“intent to enroll”)**

All students' first step is to complete the “Intent to Enroll” form available online from the LAS website, <https://las.depaul.edu/student-resources/new-graduate-students/Pages/intent-to-enroll.aspx>.

Submitting this form notifies the College of Liberal Arts and Social Sciences that accepted students intend to enroll at DePaul in the quarter stated by their admission letter. Within one or two business days, they will receive an email acknowledging activation of their student records.

**IMPORTANT:** Accepted applicants will not become active DePaul students, eligible for enrollment and class registration, until they complete the “Intent to Enroll” form.

#### **Enrollment, registration, and student ID**

After completing the “intent to enroll,” all students should receive an email, either from the program assistant or their faculty advisor, which will help them plan their schedule of courses for their first year in the MS program.

All students at DePaul University may register for classes online, at <https://www.campusconnect.depaul.edu/>.

Only active DePaul students can register online for classes via Campus Connect. For a tutorial on how to add, drop, and swap courses, or to join the waitlist for a course, visit <https://offices.depaul.edu/depaul-central/student-resources/learning-center/Pages/default.aspx> and click ‘Registration Overview’.

Once students have registered for classes, they may obtain their student ID card from Student ID Services, located on the first floor of the Student Center on the Lincoln Park Campus.

**Course Load**

Students in graduate programs at DePaul University normally take two courses per term (Autumn, Winter, and Spring) during the academic year. Two courses per term is a “full-time” course load for graduate students at DePaul. Courses may also be available during the

University’s summer term. Not all courses listed in the University’s catalog are available during every academic year. To determine the classes available during any term, consult the schedule available online in Campus Connect.

**DePaul policies**

All faculty, staff, and students participating in the MS in Refugee and Forced Migration Studies program must follow all relevant University policies. Especially important are the policies regarding:

**University graduate programs** <http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/default.aspx>

**College of Liberal Arts and Social Sciences graduate programs** <http://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/handbook/Pages/default.aspx>

**Academic integrity** <http://offices.depaul.edu/oaafaculty-resources/teaching/academic-integrity/Pages/default.aspx>

**Technology** <https://offices.depaul.edu/information-services/about/Pages/policies.aspx>

**Human subjects in research** <https://offices.depaul.edu/ors/research-protections/irb/policies-procedures/Pages/default.aspx>

**Institutional compliance** <http://policies.depaul.edu>

## IV. Graduation Requirements

### ***Catalog year***

Graduate students at DePaul University should expect to complete the degree requirements described in the university catalog during the term that they matriculate. If these requirements change after a student matriculates, the student may petition the departmental director of graduate programs to apply more recent requirements.

### ***Coursework***

All students in the MS in Refugee and Forced Migration Studies must complete at least 48.5 quarter credit hours of coursework, distributed as follows:

- **FMS 401: Asylum and Refugee Law and Policy (4.5qh)**
- **FMS 402: Pro-seminar in Forced Migration (4qh)**
- **FMS 403: International Human Rights and Policy (4qh)**
- **FMS 404: International Conflict Management (4qh)**
- **FMS 405: Public Health and Forced Migration (4qh)**
- **FMS 411: International Dimensions of Public Service (4qh)**
- **FMS 418: Refugee Trauma and Mental Health (4qh)**
- **FMS 419: Humanitarian Logistics (4qh)**
- **FMS 450/490: Internship, Practicum I and II (8qh)**
- **2 Open Electives (8qh)**

The two elective courses must be courses relevant to the student's particular field of study and/or used for professional purposes. It may be a language course.

Students interested in any of these options should contact the program director for additional information. All of these options require approval, in writing, by the program director. Email messages from the program director are sufficient to document written approval.



The typical schedule for any full-time student in the MS program for Refugee & Forced Migration Studies is:

Quarter	First Year	Second Year
Fall	FMS 402 - Pro-seminar in Forced Migration	FMS 411 - International Dimensions of Public Service
	FMS 403 - International Human Rights Policy	Open Elective
Winter	FMS 401 - Asylum and Refugee Law and Policy	FMS 418 - Refugee Trauma and Mental Health
	FMS 404 - International Conflict Management	Open Elective
Spring	FMS 405 - Public Health and Forced Migration	FMS 450 - Practicum I
	FMS 419 - Humanitarian Logistics	FMS 490 - Practicum II

### ***Incomplete and research grades***

When exceptional circumstances (such as serious illness, job relocation, or natural disaster) prevent a student from completing a course by the announced end of the course, the student may request a grade of “Incomplete” (IN) from the instructor of a course. The decision to issue a grade of “Incomplete” rests with the instructor. Students must request a grade of “Incomplete” in writing (such as via email) to the instructor.

The College of Liberal Arts and Social Sciences also provides an optional form for documenting such requests. Visit <http://las.depaul.edu/student-resources/graduate-student-support/forms/Pages/incomplete-grade.aspx>.

Any student who receives a grade of “Incomplete” in a course must finish all coursework necessary to receive a regular final grade within two quarters (excluding summer) after the end of the course. At the end of the second quarter (summer excluded) following the term in which the “Incomplete” was issued, a grade of “IN” grade will automatically convert to a grade of “F.”

Faculty members have the prerogative to assign a completion date earlier than the two-quarter deadline and this date will supersede the two-quarter timeframe just stated. Once a grade of “IN” has become a grade of “F,” faculty members may not change the grade without permission from the LAS Dean’s Office and Grade Exception Committee.

In circumstances where a student is making satisfactory progress in a course that extends beyond the end of a given term or on a project that extends over more than one term, the instructor may issue a grade of “Research in Progress” (R) for the course. With the exception of students completing a thesis project, “R” grades must be replaced with a regular final grade within one academic year or the “R” grade will automatically become a final grade of “F.” An instructor may assign a completion date earlier than the one-year deadline and this date will supersede the one-year deadline. Ordinarily no “R” grade may be changed after the deadline without the permission of the LAS Dean’s Office and Grade Exception Committee.

Students who complete degree requirements, but have R grades from the previous twelve months in their records, can elect to receive the degree and change the “R” grade permanently to “Research, Graduated” (RG). No further change is possible for “RG” grades.

For further information about policies regarding “Incomplete” and “Research in Progress” grades, students should consult the University Graduate Catalog.

### ***GPA requirement***

All students in the MS program in Refugee and Forced Migration Studies must maintain a cumulative grade point average (GPA) of 3.0 (on a scale where 4.0=A) in all coursework attempted in their degree programs. Students whose cumulative GPA in their coursework falls below 3.0 are subject to “academic probation” and remain on probation until they complete four more courses. If, after completing four more courses, a student’s cumulative GPA does not rise above 3.0, the student may be subject to dismissal from the program.

LAS college policy also includes the following general provisions:

- A grade of B- or higher must be earned to receive credit for any upper-level undergraduate course (300 level) that has been approved to count toward the graduate degree
- A grade of D+ or D is unacceptable for graduate credit, and if earned in a required course, the course must be repeated or substituted as directed by the director of the graduate program
- D+ or D grades remain on the academic record and are calculated into the cumulative grade point average.

Further information is available in the section of the University graduate catalog for LAS programs.

### ***Internship***

All students in the MS program in Refugee and Forced Migration Studies must participate in a 300-hour international practicum or **two different** 150-hour domestic internships in the spring quarter of their second year. This requirement is purposed to give students in the MS program greater hands on knowledge of work in the field of refugee aid. Each January, students will reach out to NGOs and other associations in order to complete these practicums, usually in the form of internships. The prospective internship sites will be listed for students on DePaul's Desire2Learn platform. D2L will store all the materials students may need to apply for the internships. Students **may** complete their practicum abroad or with a NGO not listed on D2L if they so choose but the program director **must first approve** the internship that they propose ahead of time, preferably by February the 15<sup>th</sup>. Regardless of what kind of internship that the student ends up participating in, their direct supervisor will need to report the student's progress to their faculty advisor at the end of their practicum. This report should demonstrate the student's practical application of their skills in a professional working environment in the field, preparing them for work after they complete the program.

All students should begin considering their practicums as soon as possible after entering the MS program, in order to insure sufficient time to secure an internship with an organization or in a field of work that they are interested in professionally.

### ***Time limits for graduation***

Students completing the MS program "full-time" will do so by taking two courses per term during the regular academic year (Autumn, Winter, and Spring). We discourage students from attempting to complete the program part time because this is a cohort-based program.

<http://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/Pages/masters-programs.aspx>

Part-time students should know that the University will change their status to "discontinued" if they make no progress toward satisfying degree requirements for three consecutive terms (including summers). Students reclassified as "discontinued" must seek readmission to their programs. For further information on these policies, see:

<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/withdrawal-policy.aspx>

***Applying to graduate***

All students must complete a formal application, available online, in order to graduate and receive their degrees. DePaul University does not automatically recognize graduation or award degrees without this formal application. Students must complete the application to graduate according to the following schedule.

<i>To receive a degree at the end of</i>	<i>Complete application by</i>
Autumn Quarter (November)	October 1
Winter Quarter (March)	January 15
Spring Quarter (June)	February 1
Summer Quarter (August)	July 15

Submitting the online application to graduate *does not guarantee* the award of a degree from DePaul University. Degree requirements are reviewed at the end of the expected completion term indicated. A student can change the expected completion term for any degree program prior to the last day of that term.

For further information about applying to graduate:

<https://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/handbook/Pages/graduation.aspx>

<https://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/graduation-requirements.aspx>

***Earning degrees “with distinction”***

Students from the MS program in Refugee and Forced Migration Studies may earn their degrees “with distinction” if they graduate with a cumulative grade point average (GPA) of 4.0 (on a scale where 4.0=A). To verify eligibility, students and their faculty advisors should contact the departmental advisor and the departmental director of graduate studies before the deadline to apply for graduation (see the timetable above).

**V. Student Resources*****Academic support services***

Academic support services exist to help students make adequate academic progress, or, when they can't do that because of circumstances out of their control, point them to systems and processes that help them overcome life hurdles. For information, guidance, or referrals, contact the departmental academic advisor.

***Adult student services***

DePaul's Office of Adult, Veteran, and Commuter Student Affairs produces programs throughout the year on a number of topics; these serve either the entire adult undergraduate and graduate/professional student populations or targeted sub-populations. For details, visit:

<http://offices.depaul.edu/student-affairs/about/departments/Pages/adult-veteran-commuter-student-services.aspx>

***Counseling***

At some time in our lives, each of us may feel overwhelmed and may need help managing life's challenges. According to the National Institutes of Mental Health, more than 30 million Americans need help dealing with feelings and issues that seem beyond their control— problems with a marriage or relationship, a family situation, job loss, depression, stress, burnout, substance abuse, or death of a loved one. Counseling and care services are available at DePaul for students who find themselves in these kinds of situations. See:

<https://offices.depaul.edu/student-affairs/about/departments/Pages/ucs.aspx>

***Demon Discounts***

The Demon Discounts website provides discounted products and services to the university community from vendors who support DePaul University. Over one hundred discounts are available to DePaul faculty, staff, students, parents, alumni, retirees and others; see:

<http://discounts.depaul.edu/index.htm>

Additional discounts for movies, sporting events, and performances are available from the Office of Student Involvement at:

<https://offices.depaul.edu/student-affairs/about/departments/Pages/adult-veteran-commuter-student-services.aspx>

### ***Graduate Student Community***

Many specialized services, programs, and opportunities are available to graduate students as members of the DePaul community. These include:

- Service Immersion Trips: domestic and international service immersion trips are available through University Ministry during December intersession and spring vacation. Graduate students are encouraged to participate.

<https://offices.depaul.edu/student-affairs/student-life/community-engagement/service-immersion-trips/Pages/default.aspx>

- Student Organizations: Student involvement is critical in building a sense of community and belonging. Graduate students are highly encouraged to lead student organization in order to add to their experiences and skill set. A list of DePaul student organizations is available online.

<https://offices.depaul.edu/student-affairs/student-life/student-organizations/Pages/default.aspx>

- Community Engagement: Regular participation in one (or more!) of the many community engagement opportunities at DePaul can provide students with the personal connections and fulfillment to truly enjoy and appreciate their graduate school experience. The administrative and leadership experiences can also provide internship-quality experiences for students and help them to gain/polish necessary professional skills.

<https://offices.depaul.edu/student-affairs/student-life/community-engagement/Pages/default.aspx>

- Events: Looking for something to do? Departments across the university regularly offer students a variety of events on campus and in the Chicago

community that get you engaged, keep you entertained or expand your knowledge and world. Student Affairs is about your DePaul student experience, and most departments plan and coordinate a number of events throughout the year.

<https://offices.depaul.edu/student-affairs/Pages/default.aspx>

- International Student Services: The Office for International Students and Scholars (OISS) provides advising services to over 1500 international students and scholars with F-1 and J-1 visas at DePaul University.  
<http://oiss.depaul.edu/>
- Leadership Opportunities: Graduate school provides an excellent environment to grow and develop leadership skills. Students are highly recommended to participate in opportunities where they may exercise their leadership skills and develop connections with others.  
<https://offices.depaul.edu/student-affairs/student-life/leadership-opportunities/Pages/default.aspx>
- Parents & Family: DePaul University recognizes that parents and family are an integral partner to their students' success. We are here to support them and create opportunities where they can become educated and engaged as a member of the DePaul family. Through our programs and resources our goal is to help them stay connected with the university, while supporting them as they take an active role in their student's experience. Additionally, we strive to contribute to goodwill for the university and promote appropriate roles for parents and family members within the campus community. For further information, contact the DePaul parents' organization via email, [parents@depaul.edu](mailto:parents@depaul.edu).
- Student Publications: Submitting articles through a student publication can serve as a great spring board into submitting articles for professional publications.
- Career Center: DePaul's Career Center offers a wide variety of high quality workshops and networking events. Students are highly encouraged to make the most of their DePaul experience by attending Career Center events every quarter; see:  
<http://careercenter.depaul.edu/>



**Financial aid**

DePaul University charges tuition per credit hour per term. To help fit the cost of graduate school in your budget, DePaul provides multiple methods of payment.

For additional details on tuition and fees or setting up payment plans, please visit the Student Accounts website.

<http://studentaccounts.depaul.edu>

Students may review all DePaul scholarship opportunities through the online scholarship application process. New scholarships appear regularly, so students should check weekly for new opportunities.

<https://depaul.academicworks.com/>

Need-based financial aid may also be available through the Office of Financial Aid. Eligibility is determined through completion of the Free Application for Student Financial Aid (FAFSA). You might wish to explore student loan options, which provide a form of financial aid that must be repaid, with interest. Student loans are available through the federal government's direct loan program or through private lenders.

The Office of Financial Aid website provides guidance on what to look for and what questions you should ask when researching federal and private loan options. Visit the the Office of Financial Aid's website for more information.

<https://offices.depaul.edu/depaul-central/finances/Pages/financial-aid.aspx>

Graduate students should also seek additional funding from outside sources. A listing of scholarship search engines is available on the Office of Financial Aid's website, shown above.