



## **“STUDENT IN GOOD STANDING” POLICY FOR MASTER’S AND DOCTORAL STUDENTS**

“Student in Good Standing” courses are non-tuition and non-credit hour courses. What they allow you to do is (1) have access to DPU resources, such as the library and computer centers, and (2) defer student loans. You can only sign up for the course offered in your program of study.

### **MASTER’S LEVEL COURSES (625 courses)**

The courses for all Master’s Programs are:

**A&S 625, BBE 625, CS 625, CSL (HSC) 625, LSI 625, SCG 625\*, and T&L 625**

**Course Title:** Candidacy Culminating Project (Student in Good Standing)

**Course Description:** Registration in this course is required of all students who are not enrolled in a course but are completing culminating projects for their program of study, including thesis, papers, and final portfolios. It provides access to university facilities. Permission of advisor is required.\* Registration limited to three terms. \$50 per quarter.

\* SCFE students are required to obtain the approval of their thesis/capstone advisor each term they register for SCG 625.

**Registration Process:** To register for a 625 course, you need the approval of your academic (or professional) advisor. You must contact your academic advisor to request that he or she register you for the course. It is your responsibility to request enrollment prior to the deadline for late adds for the quarter in which you want to be enrolled. Please consult the academic calendar for the quarter in which you want to register to identify the deadline. After you have registered for the course three times, you must have the approval of your faculty advisor or Master’s thesis/project chair. Approval can only be given on a quarter-by-quarter basis, and can be denied after you have taken the course for the third time. You are responsible for contacting your faculty advisor or project/thesis chair each quarter in which you are registered for the 625 course to update him or her on your culminating project progress. It is expected that you are actively working toward completion of our culminating project.

### **DOCTORAL LEVEL COURSES (700 courses)**

The courses for all Doctoral Programs are:

**A&S 700, CS 700**

**Course Title:** Registered Doctoral Student in Good Standing

**Course Description:** This registration is required of all doctoral students who are not enrolled in a doctorate course but are completing program requirements and/or dissertation research. It provides access to university facilities.

**Registration Process:** To register for a 700 course, you need the approval of your academic (or professional) advisor. You must contact your academic advisor to request that he or she register you for the course. It is your responsibility to request enrollment prior to the deadline for late adds for the quarter in which you want to be enrolled. Please consult the academic calendar for the quarter in which you want to register to identify the deadline. After you have registered for the course three times, you must have the approval of your faculty advisor, dissertation chair, or the EdD Director. Approval can only be given on a quarter-by-quarter basis, and can be denied after you have taken the course for the third time. It is expected that you are actively working toward completion of our candidacy paper, proposal or dissertation. You are responsible for contacting your faculty advisor or dissertation chair each quarter in which you are registered for the 700 course to update him or her on your culminating project progress.

### **“INCOMPLETE COURSE COMPLETION” POLICY (600 courses)**

Master’s students who are not enrolled in a course during a quarter but need to complete the assignment(s) for a previous quarter’s course in which he or she received an incomplete grade will need to register for 600 course. You can only sign up for the course offered in your program of study.

The “Incomplete Course Completion” courses are:

**A&S 600, BBE 600, CS 600, CSL (HSC) 600, LSI 600, SCG 600, and T&L 600**

**Course Title:** Registered Student in Good Standing

**Course Description:** Registration in this course is open to students who are not registered for any other courses but need to complete requirements/assignments for previously taken courses. It provides access to university facilities. Permission of advisor is required. \$50 per quarter.

**Registration Process:** You only need to register for the 600 course if you need access to university resources, such as the library or computer centers, in order to fulfill the requirements of an incomplete. To register for a 600 course, you need the approval of your academic (or professional) advisor. You must contact your academic advisor to request that he or she register you for the course. It is your responsibility to request enrollment prior to the deadline for late adds for the quarter in which you want to be enrolled. Please consult the academic calendar for the quarter in which you want to register to identify the deadline. You cannot register for this course more than two times. This course will not impact your financial aid or loan repayment responsibilities.

PLEASE NOTE THAT ALL THESE COURSES ARE DESIGNED FOR STUDENTS WHO HAVE COMPLETED THEIR PROGRAMS’ COURSEWORK OR ONLY HAVE AN INCOMPLETE COURSE TO COMPLETE.

STUDENTS WHO NEED A LEAVE OF ABSENCE, WITH THE INTENTION OF RETURNING TO DEPAUL TO REGISTER FOR OTHER COURSEWORK, NEED TO COMPLETE THE LEAVE OF ABSENCE REQUEST FORM ON CAMPUS CONNECT.