

# DEPAUL UNIVERSITY

SCHOOL OF CONTINUING AND  
PROFESSIONAL STUDIES



## SCPS Graduate Programs Guide

This guidebook is intended to be a reference for the processes within the MAAPS program. Any specific questions should be discussed with your academic advisor.

# WELCOME FROM THE DEAN

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## Introduction to the Masters of Arts in Applied Professional Studies (MAAPS)

### What and why? Why MAAPS? Why here? Advantages

SCPS is DePaul's only college devoted to adult students with its own faculty including scholar practitioners committed to the adult learner.

With its decades-long history of designing programs for students who are balancing the responsibilities of career, family and academics, SCPS offers graduate studies

specifically designed for adults. Classes are offered on-line, by content experts who have the skill and expertise to accompany our students on a successful academic trajectory.

Our graduate degree program in Applied Professional Studies (MAAPS) is designed for professional adults who are interested in a graduate degree that is relevant to their career success and offers options for course choices that will be particularly beneficial to their personal and professional pursuits.

Tracks are available in Organizational Leadership and Educating Adults. In addition to a number of required courses, students can add electives that are of specific interest and benefit to them. [SCPS also offers graduate-level certificates.](#)

### MAAPS Program history and philosophy – (founder) Catherine Marienau, Professor Emerita

In 1984, the U.S. Office of Education's Fund for the Improvement of Post-secondary Education (FIPSE) provided three years of start-up funding for MAAPS in recognition of the program's groundbreaking design in graduate education. FIPSE's generous grant afforded program staff, student cohorts, and an external evaluation agency to co-construct a robust program design, the essence of which endures to the present day. This program enables innovative adult learners to create their own areas of professional specialization (graduate focus area) in concert with enhancing their overall effectiveness as practitioners (liberal learning in reflective practice). In 2020, MAAPS expanded its self-designed model to include structured focus area tracks thus providing wider options for practicing professionals. Staying true to its original mission, MAAPS serves adults who seek to lead and respond effectively to changing conditions and needs at work and in their communities.

# How is graduate study different from undergraduate study?

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## Advanced, highly-specific coursework

Students in graduate study are expected to already have achieved a general level of knowledge (from their undergraduate studies) and have proficient skill in academic writing, speaking/presentations, basic technology, and critical-thinking. Students use their graduate work to acquire specific knowledge to become experts in their fields.

## Self-managed, Self-directed

One of the major differences between undergraduate and graduate study is the expectation that students are more self-directed and take a greater role in choosing their learning experiences. At the start of our program, students will engage in 2 required courses (AP 501 - Professional Planning Seminar) and (AP 504 - Researching Professional Pathways) that enable them to delve deeply into their interests, strengths, areas for growth/improvement, needs for additional knowledge, theory, and skills. Students plan their graduate studies, which culminate in an Applied Project representing their academic achievement. Students build on the skills needed to complete the Applied Project, (AP 592 Capstone) and offer a course for its completion. Each quarter, you will meet with your advisor to review your progress and complete your registration.

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## PROGRAM OVERVIEW

The Master of Arts in Applied Professional Studies (MAAPS) is a fifty-two credit hour, thirteen course program. The program consists of four residency courses, two liberal learning courses, six track courses and a Capstone Project. All courses are offered online. Some courses have required zoom sessions.

The Program typically begins a cohort in the Spring and Fall quarters each academic year. Students may pre-launch into the program before the start of their cohort by registering for an offering in consultation with their assigned graduate advisor.

All courses are four credit hours. Most students take 1-2 courses per quarter. We also offer a course in the December Term, which occurs in December. This is between quarters, and we offer our full quarter classes in five weeks.

## **All students must complete the following residency requirements:**

AP 504: Researching Professional Pathways - quarter one

AP 501: Professional Planning Seminar - quarter two

AP 506: Writing for Graduate Students - quarter three

AP 508: Applying Systematic Inquiry in Professional Settings - quarter four

AP 592 Capstone Project - in their final quarter

Two Liberal Learning Seminar courses

Liberal learning seminars are designed to contribute to student's mastery by focusing on areas of personal effectiveness. These courses are offered to compliment the student's professional knowledge and skills by focusing on expanding points of view, improving decision-making and facilitating reflective practice. Liberal learning course outcomes include agency, collaboration, inquiry and flexibility.

## **Track Information**

Three tracks are offered in the MAAPS program: Organizational Leadership (OL), Educating Adults (EA) and a Custom Track. The Organizational Leadership and Educating Adults Tracks consist of three required courses and three additional courses from any track or other learning options (see below). The Custom Track is for students who want to construct a tailored program of study, guided by the competencies, and in consultation with the advising team.

**The Organizational Leadership (ORGL) Track is comprised of six courses, the first three of which are required:**

ORGL 506: Leadership and Organizational Theory - required

ORGL 508: Communication Skills and Strategies - required

ORGL 510: Evidence-Based Decision Making - required

ORGL 512: Leading for Social Change

ORGL 514: Leadership Change and Positive Organizations

ORGL 516: Gender and Diversity in Leadership

**The Educating Adults (EA) Track is comprised of six courses, three of which are required and three are electives:**

EA 516: Designing Educational Offerings - required

EA 517: Facilitating Adult Learning - required

EA 518: Enhancing Practice with Theory - required

**Electives (Students will choose three from below):**

EA 526: Assessing Adult Learning

EA 542: Designing Outcome-Based Evaluation

EA 546: Educating for Social Justice

EA 547: Designing Online Learning

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## **WHAT IS COMPETENCE?**

DePaul's School of Continuing and Professional Studies (SCPS) has a long history of competence-based education. Competence is knowledge, skills, and abilities that can be measured, assessed and applied in multiple settings and contexts (e.g. educational settings, work/career, personal-life, and community). Competence in education allows individuals to perform successfully in their chosen fields of study.

At SCPS we recognize that our students enter our program with many skills and abilities they have acquired in the course of their lives. In the MAAPS program, students identify and articulate the skills they bring to the program and then enhance and expand those experiences by connecting to theory, research, and practice in the student's field. Our graduates are effective scholar-practitioners - integrating classroom knowledge to solve real-world problems.

We have a set of main, overarching, Master's degree competencies that all students complete during their studies.

The MAAPS program competencies support students in developing and demonstrating the following Liberal Learning Outcomes:

1. **Expertise:** Developing advanced knowledge and skills in the area of study.
2. **Reflective Practice:** Cultivating a regular habit of reflecting on professional activities to improve effectiveness and identify areas for growth.
3. **Inquiry:** Using systematic methods to investigate and improve practice and outcomes.
4. **Agency:** Building and maintaining professional networks, and actively developing and refreshing key skills and knowledge.
5. **Flexibility:** Being able to anticipate and adapt to significant changes in the area of study or practice.
6. **Collaboration:** Engaging with others to achieve personal, organizational, and professional goals, and working effectively in teams and partnerships.

## MAAPS COMPETENCE STATEMENTS AND CRITERIA FOR MEETING COMPETENCE

	Competence Statement	Criteria
510 Theories and Ideas EA 518 ORGL 506 ORGL 508	Can describe and analyze at least two significant ideas (e.g., theories, models, principles, concepts) relevant to the focus area or related fields and explain their implications for professional practice.	Students should understand relevant theories and models in their field, including practical implications. They should also be able to explore related theories if their field's theories are not well established. To demonstrate competence, they should be able to distinguish between "theory," "concept," "principle," and "model" and compare, contrast, and critique them and their applications to practice.
520 Research Methods ORGL 510 AP 508	Can describe and analyze at least two methods of gathering data appropriate to the focus area and develop a detailed protocol for implementing one in professional practice.	Students learn to gather and interpret data within their field or related fields. To demonstrate competence, they should understand various research methods, their appropriate applications, and be able to develop a research project plan.

<p>530 Specialized Skills</p> <p>EA 516</p> <p>EA 517</p> <p>EA 542</p> <p>ORGL 510</p>	<p>Can describe and demonstrate X as a specialized skill (or set of skills) relevant to my focus area and explain its application to professional practice. (Specify X.)</p>	<p>Students should select a skill or set of skills that is relevant to their profession and professional goals and apply these skills at a level appropriate for both professional work and graduate study. The focus of this competence area is on the actual demonstration of specialized skills in practice</p>
<p>540 Communication Modes</p> <p>EA 517</p> <p>ORGL 508</p> <p>ORGL 510</p> <p>ORGL 512</p>	<p>Can describe and demonstrate X as a communication mode/method relevant to my focus area and explain how it's applied to professional practice. (Specify X.)</p>	<p>Students should develop and demonstrate effective communication skills relevant to their field, including understanding the relationships between message, method, audience, and context, and the ability to adapt strategies to different situations. To demonstrate competence, they should choose an appropriate communication mode or method based on context and apply it at a professional level.</p>
<p>550 Interpersonal/ Organizational Skills</p> <p>ORGL 512</p> <p>ORGL 514</p> <p>EA 516</p>	<p>Can describe and analyze X as an organizational or interpersonal dynamic (or set of dynamics) relevant to my focus area and explain its implications for professional practice. (Specify X.)</p>	<p>Students should understand the human and structural issues relevant to professional practice in their field, including the influence of systems, technology, structure, and other people. To demonstrate competence, students should identify and analyze a relevant dynamic, such as open/closed systems, power, trust, culture, conflict, diversity, gender, communication, change, or the impact of technology, and how it affects professional practice.</p>
<p>560 Challenges from Larger Contexts</p> <p>EA 526</p> <p>ORGL 512</p> <p>ORGL 516</p>	<p>Can describe and analyze a challenge (or set of challenges) from the larger context impacting the focus area and explain its implications for professional practice.</p>	<p>Students should demonstrate the ability to understand their field within a historical, societal, or global context. To demonstrate competence, students should identify and analyze a significant challenge facing practitioners in their profession within a temporal, social/ cultural, or international framework.</p>

<p>570 Ethical Issues EA 526 LLS 420D</p>	<p>Can describe and analyze an ethical issue or dilemma (or set of issues/dilemmas) relevant to the focus area—using various philosophical/ethical frameworks— and explain its implications for professional practice.</p>	<p>Students should understand the relationship between ethical beliefs and behavioral outcomes in their field, including areas of conflict. To demonstrate competence, students should be able to identify a problem requiring ethical decision making, analyze it using various frameworks, and propose a solution.</p>
<p>574 Reflection on Practice EA 518 ORGL 506</p>	<p>Can describe and demonstrate X as a communication mode/method relevant to my focus area and explain how it's applied to professional practice. (Specify X.)</p>	<p>Students should understand the relationship between thinking, doing, and reflecting to generate new ideas in their field. To demonstrate competence, students should be able to identify and use a specific approach to reflection, such as experiential learning, transformative learning, emancipatory learning, mindfulness, meditation, contemplation, or journaling to reflect on their own experiences.</p>
<p>584,585,586,587 Supplemental Competences</p>	<p>Can demonstrate additional expertise in a selected area of competence that is relevant to the focus area/the above competencies.</p>	<p>Students should identify and demonstrate competence in an additional area from among theories, research methods, specialized skills, communication modes, organizational/interpersonal dynamics, larger contexts, ethical issues, and reflection in/on practice.</p>



## THE GRADUATE ADVISING TEAM:

**Assigned Academic Advisor** - Recognizing that the constant intersection of school, work, community and family can influence successful academic achievement, each MAAPS student is assigned a specific Academic Advisor to provide consistent, personalized academic advising and support to reach their academic, professional and personal goals.

**Professional Advisor / Content Expert** - Your Professional Advisor (PA) serves as a content expert in your area of study for your Capstone Project. Professional Advisors are chosen from current MAAPS instructors and MAAPS Track Champions.

**Track Champion** - The Track Champions are faculty with content expertise designated to guide the content of the tracks as well as students' work in those areas.

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## APPLYING TRANSFER CREDIT AND PRIOR LEARNING EXPERIENCE/ASSESSMENT (PLA) TO TRACKS

Students can apply up to eight credit hours of the following as elective credit:

- Students can demonstrate graduate-level learning through a Course-Competence Match option. Through this option, students demonstrate how their prior learning experience satisfies the core learning outcomes of elective SCPS graduate courses. Credit can be awarded if a project shows how course learning outcomes were met through a connection between personal, professional and/or community service experience and academic knowledge. Students are required to contact the PLA Advisor (SCPSPLA@depaul.edu) to pursue these opportunities.
- Graduate transfer courses relevant to the track with a grade of B or better from an accredited institution. Your academic advisor will help determine if it is applicable.
- Completing a pre-approved certificate. Examples are on the following page.

## PRE-APPROVED CERTIFICATE EXAMPLES

Organization	Training Received	Quarter Hours	Documents of Completion
DePaul Continuing and Professional Education (CPE)	Financial Planning Certificate Program*	8 Credits (Electives)	Certificate/CPE Transcript
DePaul Continuing and Professional Education (CPE)	Grant Writing	4 Credits (Electives)	Certificate/CPE Transcript
DePaul Continuing and Professional Education (CPE)	Six Sigma Black Belt	4 Credits (Electives)	Certificate/CPE Transcript
Society for Human Resource Management (SHRM)	CP	4 Credits (Electives)	Certificate
Society for Human Resource Management (SHRM)	SCP	4 Credits (Electives)	Certificate
HR Certification Institute (HRCI)	PHR	4 Credits (Electives)	Exam Results
HR Certification Institute (HRCI)	SPHR	4 Credits (Electives)	Exam Results
HR Certification Institute (HRCI)	GPHR	4 Credits (Electives)	Exam Results
American Institute of Certified Public Accountants (AICPA)	Certified Public Accountant (CPA)	8 Credits (Electives)	Certificate/Results

# FINANCING YOUR DEGREE

Pursuing your master's degree is an adventuresome undertaking that can also feel a bit daunting when it comes to preparing for how to pay for it. A variety of options are available and the best approach will vary depending on individual circumstances.

## Scholarships

- To be considered for an SCPS scholarship, students must first submit the [Free Application for Federal Student Aid \(FAFSA\)](#) for the current academic year.
- Information on the steps to be considered for graduate scholarships may be found at [this link](#). Double Demon Scholarships will be applied automatically.

## Tuition Reimbursement

- Tuition reimbursement is a benefit offered by some employers to help employees pay for college or graduate school. The amount of tuition reimbursement that is offered varies from employer to employer. To be eligible for tuition reimbursement, check with your employer on how to pursue these benefits.

Here are some tips for getting the most out of tuition reimbursement:

- Start planning early. The earlier you start planning for graduate school, the more time you will have to research programs and find scholarships and other financial aid.
- Talk to your employer. If your employer offers tuition reimbursement, find out the requirements for eligibility and the steps to apply. Is reimbursement on a calendar or fiscal year? What forms must be submitted to get reimbursed?
- Get good grades. Maintaining a good GPA will make you more likely to be approved for tuition reimbursement. Many employers require a certain GPA to retain the benefits.
- Submit your paperwork on time. Make sure to submit your tuition reimbursement paperwork on time, according to your employer's deadlines.

## Financial Aid/Student Loans

- If you are unable to find enough scholarship or tuition assistance to cover the cost of graduate school, you may need to take out student loans. Student loans are a type of debt that you borrow from the government or a private lender to pay for your education.
- Different types of student loans are available and the terms and conditions of each loan will vary. It is important to compare different loans before you choose one, and to make sure that you understand the terms and conditions before you sign on the dotted line. DePaul's financial aid office can work with you on various plans to fit your needs. See below for more details:
  - Once each academic year, submit the [Free Application for Federal Student Aid \(FAFSA\)](#). Whether or not you plan to use financial aid, students **must** submit FAFSA to be eligible to be considered for scholarship opportunities.
  - Graduate part-time financial aid requires that you register for 4 credit hours each quarter; full-time financial aid requires 8 credit hours of registration each quarter.
  - If you have questions, call DePaul Central at (312)362-8610 or click here to visit the [DePaul Office of Financial Aid website](#).
  - For tutorials on the FAFSA, visit the [Federal Student Aid YouTube channel](#).

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## THE EDUCATING ADULTS CERTIFICATE

The Educating Adults certificate requires the completion of the following courses:

EA 516 Designing Educational Offerings

EA 517 Facilitating Adult Learning

EA 526: Assessing Adult Learning

To receive your certificate, please inform your advisor by email that you have successfully completed all of these courses. Certificates are sent through US mail and take 6-8 weeks to process.

# CHARTING YOUR DEGREE COMPLETION

Each quarter, you will meet with your Academic Advisor to review your **Degree Progress Report (DPR)** and determine your next enrollment. The schedule of courses is published here on the SCPS website along with course descriptions. This is what it looks like in Campus Connect. You can run it any time by clicking 'Advising, Progress & Graduation' and then 'Degree Progress Report.' Then run the report.

The screenshot displays the Degree Progress Report (DPR) interface with four main categories, each with a list of courses or requirements:

- PLANNING & INTEGRATION (0/8 Credits):**
  - AP-501
  - AP-504
- LIBERAL LEARNING (0/16 Credits):**
  - LLS 410D (0/4 Credits)
  - LLS 450B (0/4 Credits)
  - Liberal Learning Electives (0/8 Credits)
- TRACKS (0/24 Credits):**
  - AP-510
  - AP-520
  - AP-530
  - AP-540
  - AP-550
  - AP-560
  - AP-570
  - AP-574
  - AP-584
  - AP-585
  - AP-586
  - AP-587
- PROGRAM CULMINATION (0/4 Credits):**
  - Integrating Project
  - Supplementals
  - Degree Specific GPA (0/1)
  - Degree Specific GPA

This is what the DPR looks like with classes and requirements. Note that each class that goes into the track completes TWO track boxes/requirements:

CORE - 16 Credit Hours	LIBERAL LEARNING ELECTIVES 8 credit hours (Choose 2 or prior learning)	TRACK - 24 credit hours Each Track course completes 2 boxes	CAPSTONE - 4 credit hours
AP 501 Professional Planning Seminar	Applying Ethics in the Professions OR	AP 510: Theories and Ideas	AP 592 Graduate Capstone Project
AP 504 Researching Professional Pathways	Emotional Intelligence OR	AP 520: Research Methods	
AP 506 Writing for Graduate Students	Understanding and Flexing Mindsets	AP 530: Specialized Skills	
AP 508 Applying Systematic Inquiry		AP 540: Communication Modes	
		AP 550: Interpersonal/Organizational Skills	
		AP 560: Challenges from Larger Contexts	
		AP 570: Ethical Issues	
		AP 574: Reflection on Practice	
		AP 584: Supplemental Competence 1	
		AP 585: Supplemental Competence 2	
		AP 586: Supplemental Competence 3	
		AP 587: Supplemental Competence 4	

# QUARTERLY REGISTRATION

Each quarter, you will meet with your advisor to review your Degree Progress Report (DPR) and register for your courses. All courses are four credit hours. Students who would like to take a course in another DePaul graduate program can search for these courses in Campus Connect. Your assigned advisor will then work with the other DePaul college to get you registered. Keep in mind that the modality of courses changes from one college to another and not all courses are available online.

On the following pages, you will find a sample schedule for the Organizational Leadership and Educating Adults graduate program. All cohorts begin in the Fall and Spring quarters. All cohorts follow the same core class schedule. Below is a sample schedule for each cohort.

## ORGL FALL SCHEDULE

\*December Term Course: (4ch): This is part of the Winter Quarter. December Term runs in the month of December between the regular quarters.

<b>FALL</b> <b>SEPTEMBER-NOVEMBER</b> <b>Quarter 1</b>	<b>WINTER*</b> <b>JANUARY-MARCH</b> <b>Quarter 2</b>	<b>SPRING</b> <b>MARCH-JUNE</b> <b>Quarter 3</b>
8 quarter hours	8 quarter hours	8 quarter hours
AP 504 Researching Professional Pathways	AP 501 Program Planning Proseminar	AP 506 Writing for Graduate Students
ORGL 506 Leadership and Organizational Theory Or ORGL 516 Gender and Diversity in Leadership	ORGL 508 Communications Skills & Strategies (track requirement) OR ORGL 510 Leadership in Evidence Based Learning	ORGL 512 Leading for Social Change
<b>SUMMER</b> <b>JUNE-AUGUST</b> <b>Quarter 4</b>	<b>FALL</b> <b>SEPTEMBER-NOVEMBER</b> <b>Quarter 5</b>	<b>WINTER</b> <b>JANUARY-MARCH</b> <b>Quarter 6</b>
8 quarter hours	8 quarter hours	8-12 quarter hours
AP 504 Researching Professional Pathways	AP 501 Program Planning Proseminar	DECEMBER TERM*: Applying Ethics in the Professions + WINTER QUARTER COURSE:
ORGL 508 Communication Skills and Strategies	ORGL 514 Leadership, Change and Positive Organizations	AP 592 Graduate Capstone Project

# ORGL SPRING SCHEDULE

<b>SPRING</b> <b>MARCH-JUNE</b> <b>Quarter 1</b>	<b>SUMMER</b> <b>JUNE-AUGUST</b> <b>Quarter 2</b>	<b>FALL</b> <b>SEPTEMBER-NOVEMBER</b> <b>Quarter 3</b>
8 quarter hours	8 quarter hours	8 quarter hours
AP 504 Researching Professional Pathways	AP 501 Program Planning Proseminar	AP 506 Writing for Graduate Students
ORGL 506 Leadership and Organizational Theory	ORGL 510 Leadership in Evidence Based Learning	ORGL 516 Gender in Business and Leadership

<b>WINTER</b> <b>JANUARY-MARCH</b> <b>Quarter 4</b>	<b>SPRING</b> <b>MARCH-JUNE</b> <b>Quarter 5</b>	<b>SUMMER</b> <b>JUNE-AUGUST</b> <b>Quarter 6</b>
8-12 quarter hours	8 quarter hours	4 quarter hours
DECEMBER TERM COURSE* Applying Ethics In the Professions (Optional) + WINTER QUARTER COURSE AP 508 Applying Systematic Inquiry	ORGL 512 Leading for Social Change	AP 592 Graduate Capstone Project
ORGL 508 Communication Skills and Strategies	ORGL 514 Leadership, Change and Positive Organizations	

\*December Term Course: (4ch): This is part of the Winter Quarter.  
 December Term runs in the month of December between the regular quarters.

# EA FALL SCHEDULE

<b>FALL</b> <b>SEPTEMBER-NOVEMBER</b> <b>Quarter 1</b>	<b>WINTER</b> <b>JANUARY-MARCH</b> <b>Quarter 2</b>	<b>SPRING</b> <b>MARCH-JUNE</b> <b>Quarter 3</b>
8 quarter hours	8-12 quarter hours	8 quarter hours
AP 504 Researching Professional Pathways	DECEMBER TERM COURSE*: Emotional Intelligence in the Workplace (Optional) + WINTER QUARTER COURSE: AP 501 Program Planning Proseminar	AP 506 Writing for Graduate Students
EA 542 Designing Outcome Based Program Evaluation: Perspectives and Practices OR EA 547 Designing Online Learning	EA 517 Facilitating Adult Learning	EA 518 Enhancing Theory with Practice
<b>SUMMER</b> <b>JUNE-AUGUST</b> <b>Quarter 4</b>	<b>FALL</b> <b>SEPTEMBER-NOVEMBER</b> <b>Quarter 5</b>	<b>WINTER 2024*</b> <b>JANUARY-MARCH</b> <b>Quarter 6</b>
8-12 quarter hours	8 quarter hours	DECEMBER TERM: Emotional Intelligence
AP 508 Applying Systematic Inquiry	EA 542 Designing Outcome Based Program Evaluation: Perspectives and Practices OR EA 547 Designing Online Learning	AP 592 Graduate Capstone Project
EA 516 Designing Educational Offerings		EA 526 Assessing Adult Learning

\*December Term Course: (4ch): This is part of the Winter Quarter.  
 December Term runs in the month of December between the regular quarters.



## EA SPRING SCHEDULE

<b>SPRING 2024</b> <b>MARCH-JUNE</b> <b>Quarter 1</b>	<b>SUMMER 2024</b> <b>JUNE-AUGUST</b> <b>Quarter 2</b>	<b>FALL 2024</b> <b>SEPTEMBER-NOVEMBER</b> <b>Quarter 3</b>
8 quarter hours	8 quarter hours	8 quarter hours
AP 504 Researching Professional Pathways (4ch)	AP 501 Program Planning Proseminar (4ch)	AP 506 Writing for Graduate Students (4ch)
EA 526 (4ch)	EA GIS (4ch)	EA 516 (4ch)

<b>WINTER</b> <b>JANUARY-MARCH</b> <b>Quarter 4</b>	<b>SPRING</b> <b>MARCH-JUNE</b> <b>Quarter 5</b>	<b>SUMMER</b> <b>JUNE-AUGUST</b> <b>Quarter 6</b>
8-12 quarter hours	8 quarter hours	4 quarter hours
AP 508 Applying Systematic Inquiry (4ch)	ORGL 512 Leading for Social Change (4ch)	AP 592 Graduate Capstone Project
EA 517 (4ch)	EA GIS (4ch)	AP 592 Graduate Capstone Project (4ch)  Or  EA GIS (4ch)

\*December Term Course: (4ch): This is part of the Winter Quarter.  
 December Term runs in the month of December between the regular quarters.

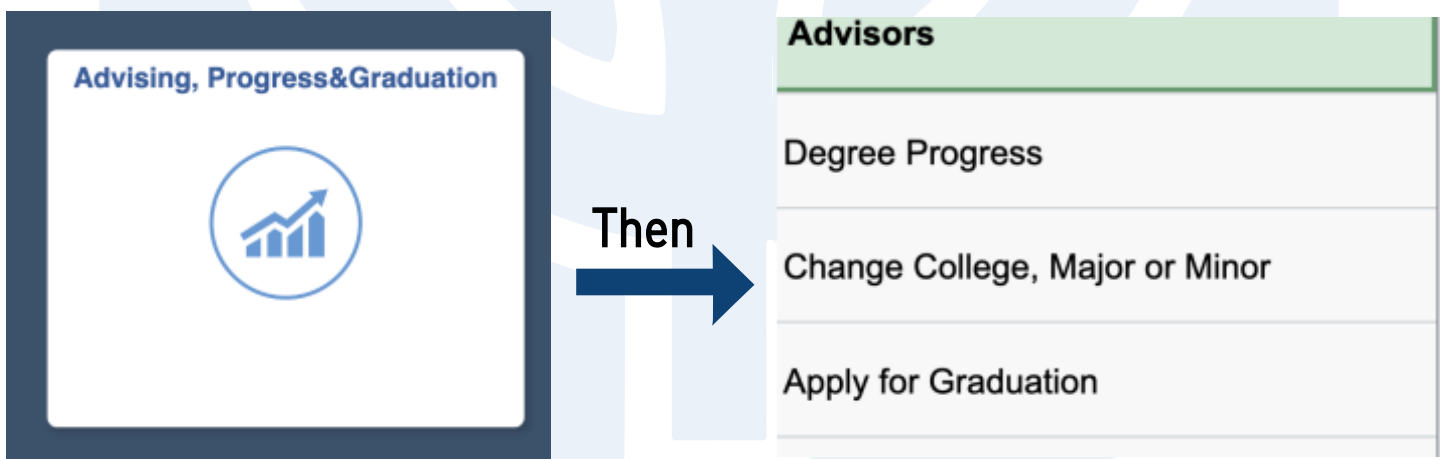
# PREPARING FOR GRADUATION

The formal term for graduation is degree conferral. Students confer in the term students complete their requirements. One commencement ceremony is held each year, in June. Students can complete their final courses in the summer quarter and still attend Commencement.

All prior learning documentation (e.g. certificates, independent projects) must be submitted for approval at least 2 quarters before the anticipated graduation quarter. Failure to do so may delay your anticipated graduation.

Students register themselves for graduation. You must register for the quarter in which you will complete your final courses. You will not be able to register for courses after that quarter.

In Campus Connect, click:



Students will receive their diploma by US mail approximately two months after the degree conferral process is completed. Be sure to add a diploma address when you apply for graduation, to ensure that your diploma will be mailed to the address of your choice.

# STUDENT RESOURCE TABLE

<p><b>Academic Advisor</b></p>	<p>You will be assigned an academic advisor who will guide your registration and academic needs. When you contact your advisor, please include your name, student ID # and phone number. General questions can be directed to the SCPS Academic Services team at 312/362-5445 or <a href="mailto:scpsadvising@depaul.edu">scpsadvising@depaul.edu</a>.</p>
<p><b>Academic Calendar</b></p>	<p>The University publishes a calendar for the academic year. You can download it to your own calendar. The <a href="#">Academic Calendar</a> will inform you when quarters begin and end, dates to drop a course (including tuition refund dates), holidays and more.</p>
<p><b>Alumni Association</b></p>	<p>DePaul's powerful alumni network -more than 200,000 strong - is an invaluable resource. You are invited to take advantage of the many ways to stay connected and opportunities available to you. The <a href="#">DePaul Alumni Association</a> provides programs, services, and opportunities for alumni to connect with DePaul and with each other. Alumni enjoy networking and social events, university benefits and discounts, and more.</p>
<p><b>Career Services</b></p>	<p>DePaul is committed to the professional success of its students and alumni. The University offers <a href="#">Career Services</a> for its students which include resume guidance, peer career counseling and also offers Alumni Career services which include Job Postings, Events and Job Fairs, and connections with DePaul alumni in countless careers.</p>
<p><b>D2L</b></p>	<p>Desire2Learn (D2L) is DePaul's learning management system. Instructors post syllabi, assignments, readings, and more using this system. Everything you need to know you can find <a href="#">here</a>.</p>
<p><b>Library Services</b></p>	<p>DePaul University's <a href="#">Library Services</a> has a plethora of resources available to students. Databases, tutorials, and librarians (available via email or online chat) are some of the tools waiting to be utilized. Librarians can also assist with research projects, dissertations, and capstone projects. You can email a librarian <a href="#">here</a> or call them at: 312-362-8432</p>

<p><b>Technology Support Center</b></p>	<p>DePaul's <a href="#">Technology Support Center</a> can assist with DePaul related software issues, campus connect, D2L, Zoom, and more. This resource also can aid students with new Demon Cards (student identification), accessing Microsoft Teams, and Virtual Lab.</p>
<p><b>Track Champion</b></p>	<p>Faculty experts in the MAAPs track areas. Contact information will be made available by Academic Advisor.</p>
<p><b>University Counseling Center</b></p>	<p>DePaul University's Division of Student Affairs offers a University Counseling Center counseling service for students who are in need. The diverse multi-disciplinary staff includes licensed mental health professionals in psychology, counseling, and social work.</p>
<p><b>The Writing Center</b></p>	<p>The <a href="#">University Center for Writing-based Learning</a> (known as DePaul's Writing Center) is a resource available to all students, faculty, staff, and alumni. Receive support, and assistance with all writing projects. Peer tutors are also available. With face-to-face options on campus and feedback available remotely, this resource is one of DePaul's best. Just need to be refreshed on writing guidelines? Seek out their online citation &amp; style guides to assist you, available on the center's website.</p>
<p><b>DePaul Central</b></p>	<p>DePaul Central houses financial aid, student accounts and records. They can be reached at 312-362-8610 or emailed at <a href="mailto:dpcl@depaul.edu">dpcl@depaul.edu</a>. Be sure to include your ID number in all correspondence.</p>

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DePaul is committed to your academic and professional success. Please refer to this guidebook regularly, make use of the many resources suggested and seek the guidance of your Academic Advisor and your Track Champion as you progress through the program. Doing so will put you on the trajectory of degree completion and joining the ranks of accomplished MAAPS graduates!