

# STUDENT/CONSUMER INFORMATION

## Accreditation / Regulation

### University Accreditation

Lewis University is accredited by, and a member of, the Higher Learning Commission. Inquiries concerning regional accreditation should be directed to the Higher Learning Commission, 230 S. LaSalle St., Suite 7-500, Chicago, Illinois 60604. By phone, (800) 621-7440 or (312) 263-0456.

### Program Accreditation

#### College of Aviation, Sciences and Technology

- Department of Aviation programs are approved by the Federal Aviation Administration under Title 14 of the Code of Federal Regulations (CFR): Approved Dispatcher Program, Approved Flight School, and Approved Aviation Maintenance Technician School.
- The Bachelor of Science in Computer Engineering is accredited by the Engineering Accreditation Commission of ABET, <https://abet.org>.

#### College of Business

- The College of Business programs are accredited by the Accreditation Council for Business Schools and Programs.
- The M.S. in Project Management is accredited by the Project Management Institute Global Accreditation Center for Project Management Education Programs (GAC).
- The M.A. in Organizational Leadership Professional and Executive Coaching concentration and certificate are accredited by the International Coaching Federation (ICF) as an Accredited Coach Training Program (ACTP)/Level 2 training program.

#### College of Education and Social Sciences

- The Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body recognized by the Council for Higher Education Accreditation (CHEA), has granted accreditation to the following program in the Department of Psychology at Lewis University: Clinical Mental Health Counseling, M.A., retroactive to July 14, 2019.
- The Bachelor of Social Work Program and the Master of Social Work Program are accredited by the Council on Social Work Education (CSWE) Commission on Accreditation.
- The Bachelor of Human Resource Management Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The Paralegal Studies program is approved by the American Bar Association (ABA).
- All Teacher Preparation Programs are approved for entitlement by the Illinois State Board of Education in conjunction with the Illinois State Educator Preparation and Licensure Board.

#### College of Nursing and Health Sciences

- The baccalaureate degree program in nursing/master's degree program in nursing/Doctor of Nursing Practice program and post-graduate APRN certificate program at Lewis University is accredited by the Commission on Collegiate Nursing Education.
- Lewis' basic professional program is approved by the State of Illinois Department of Financial and Professional Regulation.

- The entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is <http://acoteonline.org/>. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Additionally, students must complete 24 weeks of Level 2 fieldwork within 18 months following completion of the didactic portion of the program.
- The Commission on Accreditation of Allied Health Education Programs (CAAHEP) has awarded initial accreditation to the Exercise Science program.

## Professional Licensure

Lewis University offers online and in person degree programs that lead to licensure/certification in the State of Illinois. Requirements for licensure and certification vary by state.

If you are located in a state other than Illinois or plan to live in another state after you graduate, you may be required to meet additional requirements set by state licensing boards. Currently enrolled and prospective students should contact their state's licensure board to identify licensure/certification requirements.

## Online Degree Program Authorization Information

Lewis University is an institutional member of the State Authorization Reciprocity Agreement (SARA).

Lewis University participates in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. As a participating institution, Lewis University may offer online programming to students in other SARA member states without seeking authorization in that state. As a member of M-SARA (MHEC), Lewis University publishes information that facilitates out-of-state students seeking to enroll in online classes with us.

The State Authorization Reciprocity Agreement (SARA) is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by post-secondary institutions in a state other than the one where they reside. SARA is overseen by a national council and administered by four regional higher education compacts: MHEC, NEBHE, SREB and WICHE. The four SARA agreements of those compacts are collectively treated as a plural, the Agreements <http://nc-sara.org/>.

For a complete list of programs offered at Lewis in a fully online format, visit [here](#).

Further questions about SARA can be addressed to the Office of Academic Affairs at (815) 836-5639.

## Other

Lewis University has voluntarily withdrawn from accreditation by the Commission on Accreditation of Athletic Training Education (CAATE) effective August 31, 2021. We are no longer accepting students into the undergraduate athletic training program.

Lewis University is seeking accreditation of a new physical therapist education program from the Commission on Accreditation in Physical Therapy Education (CAPTE). The program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on May 1, 2024. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional phase of the program; therefore, no students may be enrolled in professional courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Lewis University has approval to operate our Albuquerque locations from the New Mexico Higher Education Department.

Documents describing the status of Lewis University with these bodies can be found and reviewed in the Office of Academic Affairs.

## Americans with Disabilities Act

Lewis University recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws (hereinafter "applicable law" or "law[s]"), which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities and which necessitate modifications to the facilities, programs, or services of the University.

If you have questions about accommodations or accessibility to programs, services, or activities offered on campus please contact the Learning Access Coordinator in the Academic Services department within the Center for Academic Success & Enrichment (CASE) at 815-836-5593 or [LearningAccess@lewisu.edu](mailto:LearningAccess@lewisu.edu).

Lewis University does not discriminate with regard to race, creed or religion, national origin, gender, sexual orientation, age, disability, or color. The University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. Lewis University is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. Lewis University is committed to making the campus and its facilities accessible as required by applicable laws. The University, upon request, would move programs and activities currently held in inaccessible facilities to accessible locations. Please allow at least four business days for accommodations. Depending on the nature of the program, service, or activity, accommodations may take longer or be able to be coordinated in less time. The University cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the University's programs.

## Student Complaints

Lewis University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of a dispute directly with the faculty or individual(s) involved when possible. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when one makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. For matters where a resolution is not feasible, a student may make a formal appeal or complaint.

There are three categories for formal appeals/complaints: Grade Appeal, Academic appeal other than a grade, and Student Complaints.

For purposes of the student complaint process, a student is someone who is currently enrolled full or part-time or who has recently been enrolled in the institution (within the last two years). A complaint is an expression of dissatisfaction concerning a University employee, department, service, or process, or a University administrative action, that requires clarification, investigation and/or resolution.

- A complaint may be verbal or in writing, preferably in writing using the complaint form found at <https://www.lewisu.edu/welcome/studentcomplaints.htm>.
- It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed and a resolution achieved.
- Complaints must be filed within 15 business days from the date of the action or occurrence which is the subject of the complaint.
- The Office of Academic Affairs will assign a tracking number to the complaint and acknowledge its receipt using the contact information you have provided on the complaint form.
- The Office of Academic Affairs reviews each complaint to determine if it is one upon which action should be taken. If the complaint is properly the subject of the academic or financial appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action from Academic Affairs. The Office of Academic Affairs refers complaints requiring further action to the appropriate academic or administrative official (typically, a Dean or Director, or another appropriate administrator whom they have designated) for investigation and resolution.
- Within 10 business days after receiving a complaint, the Office of Academic Affairs will advise the student in writing either (a) that it has referred the complaint to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason for the dismissal.
- An administrator to whom a complaint has been referred has 20 business days from the day of the referral to investigate and address the complaint. During the investigation and resolution process the administrator will communicate directly with the student who has filed the complaint. At the conclusion of the investigation and resolution the administrator will notify the student and the Office of Academic Affairs in writing of the results of the investigation and resolution of the complaint.
- The Office of Academic Affairs may extend the investigation period beyond 20 business days by notifying, in writing, the student who filed the complaint, using the contact information provided on the complaint form.

- A complaint may be dismissed without further action if the student fails to cooperate in the investigation. Should a student wish to file their complaint with a regulatory agency, the contact information is listed below. Please note that these offices will require that a student first seek resolution directly with the institution by following the defined complaint or grievance policy.

The State of Illinois – Illinois Board of Higher Education  
<http://complaints.ibhe.org>

The Higher Learning Commission  
<https://www.hlcommission.org/HLC-Institutions/complaints.html>

### Lewis University-Albuquerque Students

New Mexico Higher Education Department (MNHED/PPSD)  
 2044 Galisteo Street, Suite 4  
 Santa Fe, NM 87505-2100  
 Phone: (505) 476-8400  
 Fax: (505) 476-8454

Student Complaints | NM Higher Education Department (<https://hed.nm.gov/students-parents/student-complaints/>)

### Online or Distance Education Complaint Resolution

Students enrolled in Online or Distance Education are encouraged to contact their college dean's office to seek advice. Information regarding the complaint processes for each state of residence can be found on the Lewis web site at <https://lewisu.edu/welcome/studentcomplaints.htm>

*NOTE: Dr. Kurt Schackmuth, the Vice President for Mission, serves as University Ombudsman and provides a neutral space for students and others to express concerns or ask questions about institutional policies and practices. The Vice President for Mission serves as an impartial representative of Lewis University with regard to the student complaint process.*

## Catalog Requirements

The major and degree requirements in this catalog are applicable to those students who enter Lewis University in the academic year 2025-2026. The catalog effective date is that of the Fall Semester start. Students follow requirements in the catalog of their first semester of enrollment. Students who are absent from Lewis for two or more consecutive years must follow the catalog requirements in effect upon return.

Both the general University requirements and the departmental requirements for majors, minors, and certificate/licensure programs described in this catalog are current as of the time of publication. A student whose curricular plan satisfies both the University requirements for graduation and the requirements for one of more majors that are in effect at the time of matriculation is eligible for the corresponding degree associated with the plan of study.

External and subsequent catalog year program requirements may, however, change from time to time during the course of a student's enrollment at Lewis. It is the student's responsibility to monitor any changes to external licensure or other requirements during their enrollment and to discuss with appropriate University or departmental personnel how, if at all, the changes affect the student's academic program. If a program changes requirements in a subsequent catalog year students may need to complete equivalent alternative courses to complete their original degree requirements. Students continually attending may elect with college approval to change catalog years to a subsequent catalog year after matriculation. If a student

changes catalog years all degree, general education, and plan of study requirements must be completed under the subsequent catalog year.

## Computer Ethics

In the interest of academic honesty, Lewis University is committed to the following code of computer ethics:

- Work done on University computer systems is considered the property of the individual user, subject to normal inspection and file maintenance by University supervisory personnel.
- Users shall respect the privacy of information belonging to other users. They may not alter, add to or delete another user's property without the expressed consent of that owner. Any willful act of copying information with the intent of deceiving ownership, whether the information is a student's or that of another user, is an act of plagiarism. Such action will be considered a form of academic dishonesty.
- The computer systems at the University shall not be used to identify the access codes of other users or other computer systems. Users may not disclose their own access codes to any other users.

## Copyright Laws

Students must abide by all copyright laws including the transmission of any information, software, or other material that is protected by copyright (music and videos) or other proprietary rights (including trade secret materials) or derivative works thereof, without obtaining permission of the copyright owner or holder.

## Educational Rights

Lewis University complies with the regulations governing the implementation of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For more Lewis information please see the Student Handbook. For Federal information regarding FERPA please refer to: <http://www.ed.gov>.

### The University policy is:

1. Students are informed of their rights to privacy and access in this Student Handbook.
2. The following University officials are responsible for the records indicated:

- Academic counseling and academic records
  - Deans of the Colleges
  - Directors of Academic Programs
  - Office of the Registrar
- Admissions records
  - Vice President of Enrollment
- Financial statements
  - Director of Financial Aid Services
- Placement letters and letters of recommendation
  - Director of Career Services and Internship
- Student accounts
  - Bursar
- Health records
  - Director of Student Wellness Center
- Traffic records
  - Chief of Police
- Disciplinary records
  - Dean of Students/Assistant Vice President for Student Life

- Housing records
  - Director of Residence Life & Student Conduct

3. Lewis University will not disclose non-directory information from University records without prior written consent of the student except when prior consent is permitted by the FERPA and in compliance with lawful compliance and legal requests. Such student consent shall be signed and dated by the student and shall include a specification of the records to be disclosed, and the party or parties to whom the disclosure may be made. Students have the right to revoke the consent through written request at any time. Information may be released to University officials with legitimate educational interest, which may include but is not limited to: faculty, administration, other institutions with which Lewis has agreements and private contractors and their employees acting on behalf of the University, members of the Board of Trustees, students acting on official committees or roles, coaches, clerical, student, and professional employees and other persons who manage student record information. For further information about Directory Information see the "Directory Information" section of this handbook. For further information about Health and Safety Emergencies see the "Parental/Guardian Involvement" section of this handbook. Please contact the Office of the Registrar for further information regarding classification of University officials' legitimate educational interest and permissible exceptions to the release of non-directory information.

4. Lewis University will require University departments releasing records, upon the written consent of the student, to inform the third-party recipient to whom the information is disclosed that the information may not be disclosed to any other party without the consent of the student.

5. Lewis University will require all officials maintaining student records to keep records for each student indicating those parties who have requested or obtained personally identifiable information and the legitimate interests these parties had in requesting or obtaining the information except as exempted by the FERPA. In compliance with Lewis University Records and Retention practices.

6. Lewis University permits students to review their records according to the following procedures:

- a. The student may submit a written request for the review through the appropriate departments which indicates the date of the request, the purpose of the review, and the specific items to be reviewed.
- b. The University shall respond in writing and designate the date for such review, which will be within 45 days of the request for review.
- c. At the time of the review, the student will be required to present proper identification (e.g., driver's license or school ID).
- d. Access will not be granted to (i) financial records of the parents of students or any information contained therein, (ii) confidential letters and statements of recommendations which were placed in the University records prior to January 1, 1975, (iii) confidential recommendations regarding admission to an educational institution, application for employment or application for an honor or honorary recognition, (iv) records beyond any records retention schedule, and (v) records that contain other student's non-directory information.

7. Lewis University permits students to copy records excluding conduct records unless these records are restricted because of an outstanding financial obligation or are themselves subject to provisions of the Privacy Act limiting disclosure. Except where institutional policy regularly

provides otherwise (e.g., distribution of transcripts), fees for copies of educational records may be assessed.

8. Students have the right to challenge the accuracy of information contained in their records if they believe a mistake has been made. The initial request to make a change should be made to the University official overseeing the record. If the student is not satisfied with the results of this conference, the student may appeal the matter according to the established procedures of the involved division. Minimal procedures for such appeals are set forth in appropriate sections of the FERPA and must be adhered to. The University will permit students dissatisfied with the results of the appeal to place a statement in the records in question, commenting upon the information therein and/or setting forth any reason for disagreement with the institutional decision not to correct or amend the record. Such a statement shall become a part of the information contained in the records and will be disclosed with them.

9. Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lewis University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Directory Information Policy**

The following information about students is considered Directory information and may be released by Lewis University without prior consent of the student. This information is not generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to students'

- Full name
- Address
- Telephone listing
- Date and Place of Birth
- Major, Minor and all fields of study
- Dates of Attendance
- Grade Level
- Enrollment Status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Photograph
- Degrees, Honors and Awards earned
- Most recent prior Educational Agency or Institution attended

Any student in attendance may have any part or all of the above classified as un-releasable and unpublishable by written request through the Office of the Registrar by submitting the FERPA – Confidential Restrict and Release form.

Students should consider very carefully the consequences of such a decision to withhold information. Should they decide to do this, requests for information, no matter how legitimate, will be refused in the future. Such inquiries come from friends, parents, relatives, prospective employers, graduate schools, licensing agencies, government agencies, etc. The University assumes no responsibility for contacting the student for subsequent permission to release requested information. The University assumes no liability for honoring instructions from

the student that such information be withheld. The University adheres to the Family Educational Rights and Privacy Act of 1974, including any future amendments.

## **Immunization Policy**

The Illinois College Student Immunization Act requires ALL students born after January 1, 1957 enrolled in six (6) or more credit hours on the Romeoville campus to provide written evidence of current immune status with respect to certain communicable diseases. Documentation must be submitted to campus Health Services by September 1 for Fall classes and by February 1 for Spring classes. Students not in compliance by or before the deadline will have a Medical Hold for future class registration and cannot add or make any schedule changes until compliance is met. Students who are not compliant by the grace period, 1st week in October (for Fall classes) or the 1st week of March (for Spring classes), will also have a non-refundable \$50 late fee assessed.

## **Additional Information for CONHS Students**

Every College of Nursing and Health Sciences student must have a physical examination form and other specific bloodwork/immunizations related to clinical agency placement.

## **Non-Discrimination**

Lewis University does not discriminate against any applicant because of race, color, religion, gender, sexual orientation, national origin, age or disability.

## **Privacy Statement**

In accordance with the Financial Services Modernization Act of 1999, known as the Gramm-Leach-Bliley Act, all institutions of higher education are now subject to provisions of the Act related to the administrative, technical and physical safeguarding of consumer information. Lewis University fully supports these provisions and implements practices and procedures to protect your private information.

## **Student Right-To-Know**

Public Law 101-542, more commonly referred to as the Student Right-to-Know and Campus Security Act was signed into law on November 8, 1990. The federal legislation requires institutions of higher education receiving federal financial assistance to provide information regarding graduation rates of its students to prospective and current students, and crime statistics and campus security information to current students and employees. Six-year graduation rates for cohorts of entering first-year students and campus crime statistics, as required by the federal legislation, are updated annually on the Lewis University Website.

## **Tuition and Fees**

Official information concerning tuition and fees is published each semester in the online through the *Student Accounts Office*. All charges and fees are subject to change without notice or obligation, and only those lists of tuition, fees, and other charges published with the authority of the University Business Office are official.