



**Benedictine University**  
**DUAL CREDIT HANDBOOK**  
**2022-2023**

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## **DUAL CREDIT CONTACT INFORMATION**

The Dual Credit Coordinator is available to assist with issues relating to Benedictine University’s Dual Credit Program including student application, student registration, request of transcripts and course withdrawal.

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# **BENEDICTINE UNIVERSITY MISSION, VISION AND COMMITMENT**

## **MISSION**

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church, and the principles of wisdom in The Rule of St. Benedict.

## **VISION**

Benedictine University aspires to be a thought leader in Catholic higher education. We seek to provide a transformative and integrative educational experience grounded in Benedictine values, helping students shape lives of meaning and purpose as engaged citizens who care for the earth, welcome people of diverse faiths and cultures, and promote the common good.

## **COMMITMENT**

Benedictine University's mission and vision reflect its Catholic and Benedictine identity, providing continuity with the past and a direction for the future. In 1887 the monks of St. Procopius Abbey founded Benedictine University. They have been active sponsors of the institution throughout its history, first as St. Procopius College, later as Illinois Benedictine College, and today as Benedictine University. The monks base their lives on The Rule of St. Benedict, written in the sixth century. They share the Benedictine charism with all who embrace the University's Catholic and Benedictine mission. Education at Benedictine University is rooted in values lived by Benedictine monks and sisters. These values are conveyed by the "Ten Benedictine Hallmarks" as formulated by the Association of Benedictine Colleges and Universities:

- Love of Christ and neighbor;
- Prayer: a life marked by liturgy, lectio and mindfulness;
- Stability: commitment to the daily life of this place, its heritage and tradition;
- Conversatio: the way of formation and transformation;
- Obedience: a commitment to listening and consequent action;
- Discipline: a way toward learning and freedom;
- Humility: knowledge of self in relation to God, others and creation;
- Stewardship: responsible use of creation, culture and the arts;
- Hospitality: openness to the other; and
- Community: call to serve the common good.

Inspired by these hallmarks, and convinced of the harmony of faith and reason, Benedictine University cultivates virtues of intellect and character, encouraging people to study, listen, and engage the ideas of a variety of persons, cultures, and disciplines, while imparting "*the love of learning and the desire for God*" to guide a lifelong pursuit of knowledge and wisdom.

## **MOTTO**

Ut in omnibus glorificetur Deus – That in all things God may be glorified.

## **WELCOME TO THE BENEDICTINE COMMUNITY!**

Recognizing an early start on preparing for higher education is one way to drive greater student success, Benedictine University is excited to offer a Dual Credit Program. As students prepare to enter college, Benedictine University strives to assist in their post-secondary educational journey and provide students with as much preparation and potential college credit as possible. This program offers students an easy transition to college, exposes students to academically challenging material in a familiar setting and allows high school and university faculty an opportunity to collaborate to achieve greater student success.

### **WHAT IS DUAL CREDIT?**

Through enrollment in the Dual Credit Program at Benedictine University students are able to earn credit for college-level courses prior to high school graduation. Courses are taught at the partnering high school, during the regular school day. Offerings may vary by high school, and are based on university approval of both course content and corresponding credentials of assigned faculty.

All high school faculty, credentialed to teach an approved dual credit course, will have adjunct instructor status at Benedictine University. In some instances, Benedictine University will offer a limited selection of courses, in an online format, taught by Benedictine University faculty. Courses offered in the Dual Credit Program meet the rigor of the on-campus university course and are mentored through the appropriate college academic departments.

**\*The Higher Learning Commission requires high school faculty teaching in a Dual Credit Program to possess a Master's Degree in the discipline or a Master's Degree with at least 18 graduate credit hours in the discipline or content.**

Any credits earned through participation in the Dual Credit Program can be applied to high school graduation requirements and in most cases, are transferrable to other colleges and universities.

All students interested in taking dual credit courses must apply to the Benedictine University Dual Credit Program. Students who have previously taken a dual credit course at Benedictine must reapply each term to verify eligibility and provide updated information. Students must fill out, sign and return the dual credit application form to the high school teacher by the agreed upon deadline.

**No student will be allowed to register once a class has started.**

### **STUDENT ELIGIBILITY**

Eligibility requirements for student participation in the Dual Credit Program at Benedictine University:

- Enrolled in the junior or senior year of high school during year of participation;
- Possess a cumulative grade point average of 3.0 or higher (on a 4.0 scale) or are AP eligible students at their high school;
- Recommendation from high school administration for participation in the program

## STUDENT APPLICATION AND REGISTRATION

All students interested in taking dual credit courses must apply and register to the Benedictine University Dual Credit Program. Students who have previously taken a dual credit course at Benedictine must reapply each term to verify eligibility and provide updated information. Students must fill out, sign and return the dual credit application/registration form to the high school teacher by the agreed upon deadline.

**Parents must sign the dual credit application/registration form if the student is under the age of 18.**

Students should have the Benedictine University course name and number, section number and their high school teacher's name available as they prepare to complete their application/registration form. This information should be listed on their class syllabus or may be obtained from the teacher.

## TUITION AND PAYMENT PROCEDURES

The tuition for high school students enrolled in the Dual Credit Program is \$60 per credit hour. Most courses offered are 3-4 credit hours which would result in a per course tuition of \$180 for a 3-credit hour course or \$240 for a 4-credit hour course.

When compared to the cost a typical Benedictine University student pays of \$1090 per credit hour, the savings can be significant toward the overall cost of a college education.

**NOTE: Students who are enrolled in the "Federal Free or Reduced Lunch Program" may qualify for free or reduced tuition for the Dual Credit Program at Benedictine University.**

### PAYMENT OPTIONS

Tuition is incurred at the time of registration. Payment in full is due by the beginning of each session. Payments received after seven calendar days from the first class meeting will incur a \$100 late fee. The University reserves the right to withhold transcripts and will not accept future registrations until arrangements for payment in full have been made. Students can always view their most up-to-date account information at <http://www.ben.edu/MyBenU>.

#### **Payment in full can be remitted to:**

Business Office  
Benedictine University  
5700 College Road  
Lisle, IL 60532  
(630) 829-6503

Benedictine University accepts cash, personal checks, cashier's checks, money orders, Visa, MasterCard, American Express (with Cashier only) and Discover. Students may view and pay their accounts online at [www.ben.edu/MyBenU](http://www.ben.edu/MyBenU) from any on-campus computer or access MyBenU via BenUConnect at [www.ben.edu/BenUConnect](http://www.ben.edu/BenUConnect) from off campus.

Payments made by personal check or online by ACH will be subject to a 3 business day hold to allow for clearance of funds. This hold will not be lifted until 3 business days have passed, regardless of your scheduled registration date. Any holds on your account must be satisfied before registration for the upcoming term will be allowed.

## **DUAL CREDIT COURSE REQUIREMENTS**

All courses approved for Benedictine University's Dual Credit Program must be equivalent to courses offered on-campus in content, competencies and learning outcomes. Course rigor and assessment must mirror the equivalent campus course.

All students should receive the course syllabus during the first day or two of class and must include information about the dual credit opportunity, learning outcomes and grading policy.

Courses should include appropriately agreed upon forms of assessments to include tests, quizzes, labs, writing projects and final exams.

### **GRADING SYSTEM**

Final grades for courses are as follows: A, B, C, D (lowest passing grade) and F (failure). GPAs are calculated on an A = 4.000 system and are based on all graduate coursework at Benedictine University.

**Grading scale is determined by the content-specific University department and will be stated on the course syllabus.**

### **WITHDRAWAL FROM CLASS**

Students wishing to drop from a class must notify the University by the end of the first week of classes.

Students who withdraw prior to the last day to withdraw (within two-thirds (2/3) of course completion) will receive a "W" on both the grade report and transcript.

Students may not withdraw from a course after the last day to withdraw. Simply failing to attend class or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of "F."

Students who withdraw within the first week of classes will receive a 100% tuition refund. Students withdrawing after the first week of classes are not entitled to a tuition refund.

## **REQUEST OF TRANSCRIPTS AND TRANSFER OF CREDITS**

Credits earned for courses taken through Benedictine University's Dual Credit Program are recorded on an official Benedictine University transcript.

These credits are generally transferable to other accredited colleges and universities across the nation.

As part of the Illinois Articulation Initiative, courses listed within IAI should be transferable to institution of higher education within the State of Illinois.

Please ensure students check with the institution they hope to attend, as they will always make the final decision on the transferability of courses.

To request a copy of the official transcript, follow the link for directions:

<http://www.ben.edu/registrar/bcentral/request-a-transcript.cfm>

## **FERPA: STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS**

Dual credit students are considered Benedictine University students and therefore are protected by the Family Education Rights and Privacy Act (FERPA) of 1974.

### **FERPA affords students the following rights:**

- Inspect and review his or her education records
- Request that their education records be amended if he or she believes that the records are inaccurate, misleading or otherwise in violation of his or her privacy
- Provide written consent to disclosures of personally identifiable information contained in the student's education records prior to the University's disclosure of the information, unless the disclosure is to be made in a situation where FERPA does not require such consent
- Obtain a copy of the University's procedures regarding student records in compliance with FERPA
- File a complaint with the Family Policy Compliance Office (FPCO) of the U.S. Department of Education if he or she believes that the University has failed to comply with the requirements of FERPA.

Further details regarding FERPA can be found at: <http://www.ben.edu/compliance/ferpa-act.cfm>

## **BENEDICTINE UNIVERSITY ACADEMIC HONESTY POLICY**

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all University students. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community.

Please read the Academic Honesty Policy in its' entirety at <http://www.ben.edu/degree-programs/academic-honesty-policy.cfm>

## **NON-DISCRIMINATION POLICY**

In administering its affairs, Benedictine University does not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to Benedictine University include constitutional and statutory protections of the University's rights as a religiously sponsored institution

## STUDENT SERVICES

### ACADEMIC SUPPORT CENTER

The Academic Support Center offers a variety of resources to assist student learning, such as peer tutoring, assistance from a Learning Specialist, study skills workshops and study spaces. The ASC also provides accommodations for eligible students. Our goal is to help students grow and succeed at BenU and beyond. We offer a variety of services that can be viewed by visiting:

<https://www.ben.edu/academic-career-enrichment-center/academic-support/index.cfm>

### UNIVERSITY LIBRARY

The Benedictine University Library directly supports the academic mission of the University through selecting, curating, creating, preserving, and providing anytime access to digital and physical resources and through providing the finest in-person and virtual support and services to all of our regional and global Library constituents.

#### Library Collections Include:

- **Books** - About 200,000 books
- **Periodicals** - About 30,000 periodicals
- **Academic Databases** - About 100 databases
- **I-Share** - Materials from more than 90 academic libraries in Illinois
- **Archives & Special Collections** - Benedictine University records, theses/dissertations, manuscripts, and rare books

Students can access the Benedictine University Library with their ID card or visit remotely at:

<http://www.ben.edu/library/index.cfm>

### BOOKSTORE

Get step-by-step instructions on how to place an order for textbooks and course materials through BenU's new online bookstore at: <https://benu.ecampus.com/>

### INFORMATION TECHNOLOGY

If student have issues with technology, they are advised to contact the helpdesk for support 24/7. The helpdesk can be reached by phone at 630-829-6684.

#### IT Hours of Operation:

Monday through Friday / 8:00 a.m. – 4:00 p.m.

### UNIVERSITY ID CARD

When enrolling in the Dual Credit Program at Benedictine University high school students will be registered as a Student-at-Large, and therefore, be a member our of student body with the opportunity to access numerous resources across campus. Once student have received their Benedictine identification number, they are eligible to receive a University ID. This ID serves as the student's official identification on campus. University ID card will be supplied through the Dual Credit Program Office and arranged through the participating high school.

### COMPLAINTS

Any complaints or concerns about the Dual Credit Program can be submitted to Katie DeDio at [kdedio@ben.edu](mailto:kdedio@ben.edu) for follow-up.



# ADMINISTRATIVE HANDBOOK ONLY

## HIGH SCHOOL ADMINISTRATOR AND DUAL CREDIT LIAISON RESPONSIBILITIES:

The appropriate high school personnel must request course approval and assigned high school faculty must meet the minimum requirements of an adjunct instructor to be approved by the University.

Each high school will receive a copy of the handbook containing application materials for the students who wish to be enrolled in approved classes. Completed and signed applications need to be returned to, Katie DeDio, Dual Credit and Partnerships Coordinator, who oversees the Dual Credit Program at Benedictine University by the deadlines for each semester.

## BENEDICTINE UNIVERSITY DUAL CREDIT LIAISON WILL:

- Ensure that any placement exams needed to determine eligibility are administered
- Distribute and collect completed enrollment paperwork
- Ensure instructors are trained on Benedictine University's computer system to enter mid-term and final grades in a timely manner

## THE HIGH SCHOOL ADMINISTRATOR WILL:

- Oversee and maintain current course and faculty member approval list
- Monitor section assignments regarding teacher credential verification for the course to be taught
- Hand out dual credit application/registration materials to all interested and eligible students in courses qualified for the next semester
- Collect student applications for dual credit and send to Benedictine University within specified deadline
- Maintain copies of student grades per university guidelines

## DUAL CREDIT ADJUNCT FACULTY RESPONSIBILITIES

- Ensuring Benedictine University Dual Credit Program information is included in the course syllabus, to include Benedictine equivalent course name, number and section. The syllabus should be made available to students on or before the first class session
- Adhere to the syllabus to ensure the academic integrity of the course and consistency of practice
- Including Benedictine University Learning Outcomes in the course syllabus
- Verifying class roster of registered students
  - Inform all registered students of their enrollment status
  - Verify all students who applied and registered for the course do, in fact, appear on the course roster
  - Inform Dual Credit Coordinator of any discrepancies with the roster
- Ensuring Benedictine University mentors are equipped with sample graded assessments and current syllabi prior to site visit
- Submitting student grades as soon as the course ends - Grades must be submitted, utilizing PeopleSoft, to the Registrar's office by 10:00a.m. on the first Wednesday after finals week
- Reminding dual credit students to complete IDEA course evaluations

## **DUAL CREDIT ADJUNCT FACULTY BENEFITS**

- Access to Benedictine University Library – on campus and online (To use any of the library materials, faculty must present their Benedictine University ID Card)
- Professional Development opportunities offered to on campus adjunct faculty
- Opportunity to collaborate with university professor in discipline
- Receive University ID Cards for access to campus support

## **BENEDICTINE UNIVERSITY DUAL CREDIT COURSE OBSERVATIONS**

Benedictine University Dual Credit course observations are conducted at least once a year. These observations are required to maintain integrity of the program and abide by standards set by the Illinois Board of Higher Educations and the Dual Credit Quality Act.

### **Observations will ensure:**

- Benedictine approved syllabus is being followed
- Appropriate level of student engagement and classroom discussion is maintained
- Classroom environment meets University expectations
- Student assessment is aligned with the on-campus course
- Course assignments and requirements meet University expectations