



Benedictine University

MESA BRANCH CAMPUS

Graduate Catalog → 2016-2017

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ACCREDITATION

Benedictine University is accredited by The Higher Learning Commission, the Commission of Collegiate Nursing Education, the Accreditation Council for Dietetic Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, Illinois State Board of Education Teacher Certification Section and the Organizational Development Institute.

Benedictine University has been granted regular degree and vocational licenses by the Arizona State Board for Private Postsecondary Education to offer programs in Arizona.

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.

As a Catholic University, we are guided by the academic ideals presented in the Apostolic Constitution on Catholic Universities *Ex corde Ecclesiae*, including:

- a Christian inspiration not only of individuals but of the university community as such;
- a continuing reflection in light of the Catholic faith upon the growing treasury of human knowledge, to which we seek to contribute by our own research;
- fidelity to the Christian message as it comes to us through the Church; and
- an institutional commitment to the service of the people of God and of the human family in their pilgrimage to the transcendent goal which gives meaning to life.

The University’s curriculum, policies and activities draw on the wisdom of the Church regarding ways to build a just society and live lives of holiness in the modern world. To that end, the University engages key themes of modern Catholic Social Teaching identified by the United States Conference of Catholic Bishops:

- life and dignity of the human person;
- call to family, community, and participation;
- rights and responsibilities;
- option for the poor and vulnerable;
- the dignity of work and the rights of workers;
- solidarity; and
- care for God’s creation.

As a member of the Association of Benedictine Colleges and Universities, Benedictine University is committed to academic and professional excellence. We strive to promote the common good and to assist individuals to lead lives of balance, generosity and integrity. We reflect upon Gospel values as interpreted by “The Rule of St. Benedict” and therefore take seriously:

- the primacy of God and the things of God;
- reverent listening for the varied ways in which God is revealed;
- the formation of community built on respect for individual persons who are each regarded as Christ himself;
- the development of a profound awareness of the meaning of one’s existence; and
- the exercise of good stewardship.

MOTTO

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

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.

ACADEMIC REQUIREMENTS AND POLICIES

Advising

An academic advisor will guide and assist each student in planning coursework, both before registration and at any time the need arises. Most advising can be done at a student's convenience.

At Benedictine University, academic advising is grounded in Benedictine values and the University mission. It is an interactive process between the advisor and the student and is supported by technology. The goal is to promote each student's academic, career and personal development. Faculty and staff are committed to creating a decision-making framework through which students can identify and realize their educational goals. Although academic advising is a collaborative function of both student and advisor, the final responsibility for satisfying University and program requirements rests with the student.

Quarter Credit Hours

The academic year is divided into three quarters from October through December, January to March, and March to June.

Standard delivery course method: One quarter credit hour is counted for each clock hour of class or lecture time – or each two or three clock hours of Laboratory work – per week during the quarter. A three-quarter-credit-hour lecture course, for example, meets three hours per week for a period of 10 weeks.

Accelerated delivery, online/blended delivery or other non-standard course method: One quarter credit hour consists of not less than 25 hours of instruction, individual learning activities (such as pre-course assignments, course assignments, preparation time), and team-based collaborative learning activities. Completion of graded outcomes that measure student achievement of learning objectives are comparable to those achieved via the standard delivery method.

Graduation Requirements

A student must earn 64 quarter credit hours for graduation and must maintain a "B" average (3.000) in all Benedictine coursework.

A student must complete a minimum of 32 quarter credit hours (24 semester credit hours in the semester-based programs) of coursework at Benedictine University at the 500 level or above. This requirement is known as the academic residency requirement. For students in dual degree programs, the residency requirement is 64 quarter credit hours.

All coursework with a grade below "C" must be repeated for the course to apply toward graduation and/or certificate requirements. Courses designated as foundation courses, as identified in the catalog, require a grade of a "B" or better to apply toward graduation/certificate requirements.

Graduation Honors

Benedictine University does not grant degree honors at the master's or doctoral degree level.

Transfer Credit and Course Substitutions

Candidates' previous coursework in related areas will be evaluated on an individual basis to determine transfer credit and course substitutions. Requests for transfer credit or course substitution should be discussed with a faculty advisor.

Transfer Credit

In order to qualify for transfer credit, the course must be an appropriate graduate-level course, must have been taken within the last five years and must have resulted in a grade of "B" or better. Students must submit transcripts for departmental approval prior to the end of the first term after acceptance.

Course Substitution

Candidates may request permission to substitute an elective for a required course.

The Grading System

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

Incompletes

Under extraordinary circumstances, when a student is unable to complete all course assignments by the final date of the term, a grade of "I" (Incomplete) may be requested by the student and issued with the permission of the instructor. The grade of "I" will become an "F" unless the student has removed it within 180 days of the end of that term. It is the student's responsibility to complete all course requirements. In order to be eligible for an Incomplete, a student must be performing satisfactorily in the course, have completed a sustained portion of the course and be in good academic standing.

Deferred Grades

Because of the structure or timing of certain courses, a deferred grade of "X" will be assigned. A grade of "IP," in-progress, is recorded to indicate that the course is in progress when the term in which the course has been scheduled ends. The "IP" grade will be replaced when the final grade is posted.

Audit

The **Audit (AUD) grade designation** indicates that a student has registered for a course and was eligible to attend class sessions. Auditing a course does not necessarily reflect participation, nor does it indicate anything regarding completion of assignments. Auditors are entitled to participate in class activities to the extent the instructor permits.

Audit registration requires the approval of the instructor. **A student may not change from credit to audit or audit to credit after the end of the add/drop period.** If a course has stated enrollment limits, students taking the course for credit will be enrolled before students auditing the course. Lab courses may not be taken as an audit.

When an (AUD) grade designation is posted on the transcript, it cannot be changed to a letter grade. Audited courses are not available for later credit or proficiency by examination.

Grade Appeal Policy

The purpose of the Grade Appeal Policy is to establish a consistent procedure by which students may seek review of final grades assigned in courses at Benedictine University. Grades other than final course grades may not be appealed. The policy recognizes the right and responsibility of faculty members to exercise their professional judgment in evaluating academic performance, and the right of students to have their academic performance judged in a fair and impartial manner.

Grade Appeal Process

First, discuss the incident with the faculty member; bring forward any facts or circumstances that might be pertinent to the faculty member's evaluation and decision.

If not satisfied with the outcome, the student will submit a letter with supporting evidence to a committee of select faculty. After facts are reviewed, the committee will decide if the grade will remain or will make recommendations for a solution.

Grounds for Appeal

A student may appeal a final course grade only on the grounds that:

1. The grade was assigned based on a miscalculation or clerical error.
2. The grading standards for the course were not clearly articulated by the instructor in the syllabus or the grade was assigned in a manner inconsistent with articulated standards.

At all levels of review, the burden of demonstrating that a grade should be changed rests with the student. The deadline for submission of any grade appeals is the end of the semester or quarter following the term in which the grade was originally received.

Satisfactory Academic Progress Policy

Graduate students are expected to maintain a 3.000 GPA to remain in good academic standing. Any student whose cumulative GPA falls below a 3.000 will be placed on academic probation. A notice of academic probation will appear on the student's transcript. Students will not graduate unless the cumulative GPA is at least 3.000. Students participating in a dual degree program must maintain an overall GPA that meets the requirements of both programs. GPAs will not be computed for each program separately. Students who are concerned about their academic standing are encouraged to talk to their academic advisor.

Course Load Per Term

A full-time student is registered for a minimum of 9 quarter credit hours per quarter, as follows:

Part-time academic status: 1-8.99 credit hours

Full-time academic status: 9-plus credit hours

IMPORTANT NOTE: Above are BenU policies for academic status. The Office of Financial Aid may use different status levels based on specific financial aid policies.

Academic Dismissal

If a student fails to achieve satisfactory academic standing for three consecutive quarters, the student is dismissed from the University because of poor scholarship. Any student dismissed for poor scholarship may submit an appeal to the Committee on Academic Standing for a one-term reinstatement. Criteria that the Committee on Academic Standing will consider include the student's current term GPA, cumulative GPA, the student's explanation for the prior GPA and plans to remedy the situation.

Withdrawal From Class

To withdraw from a course, a student must contact their Academic Program Coordinator (APC) and submit a Learning Team Schedule Change form. The APC will forward the Learning Team Schedule Change form to the Student Accounts and Financial Aid offices. The Learning Team Schedule Change Form can be obtained by contacting the APC. Not attending class does not constitute a legitimate withdrawal. The student should notify the instructor of the course, but Benedictine faculty members cannot officially withdraw a student. Students have until the day prior to the second day of class to drop the class. Students who withdraw on or after the second class (and prior to the last day to withdraw) will receive a "W" on both the grade report and transcript. Students may not withdraw from a course after the last day to withdraw (which is 80 percent through the course). Simply failing to attend class or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of "F."

Course Cancellation

In the unlikely event that the University cancels a course or program, students will be notified by the Academic Program Coordinator prior to the start of the course and tuition charges will be dropped. Regular refund policies apply.

Repeated Courses

In an authorized repetition of a course, the student will not receive additional credit hours. Only the most recent grade will be used in computing the GPA. However, for an accurate record of the

student's academic history, all attempts in the same course will be shown on the transcript. Only courses repeated at Benedictine University are authorized repetitions.

**Tuition and fees for repeated classes are charged at the current rate.

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.

To access the complete Academic Honesty Policy, which includes student responsibility, responsibility and authority of faculty, violations, reporting and communicating, responsibilities of the provost, appeals, composition of the academic appeals board, procedures of the academic appeals board and records, visit www.ben.edu/ahp.

Academic Accommodation for Religious Observance Policy

A student whose religious obligation conflicts with a course requirement may request an academic accommodation from the instructor. Students make such requests in writing by the end of the first week of class. Upon receiving such a request, the instructor will offer reasonable academic accommodation, whenever feasible, and communicate this to the student. However, the course requirements listed in the syllabus remain in effect if accommodations cannot be offered.

Normal Procedure for Resolving Academic Disputes

Ordinarily, the student must first meet with the faculty member in question and try to resolve the issue. Failing this, the appellant should contact the department chair/program director. (If the faculty member in question is the department chair/program director, the student must first meet with the department chair/program director to try to resolve the issue.) The department chair/program director should hear from both the student and the faculty member and try to resolve the issue in a professional manner. The department chair/program director shall keep a record of the outcome.

If after meeting with the department chair/program director the issue is unresolved, the appellant should contact the college dean. The college dean should hear from both the student and the faculty member and try to resolve the issue in a professional manner. The college dean shall keep a record of the outcome. If an agreement is not reached after meeting with the faculty member, department chair/program director and college dean, then the appellant may file a written notice of appeal.

Communication Skills

Excellence in oral and written communication skills is characteristic of effective professional leaders. As a consequence, graduate courses require students to demonstrate a high level of proficiency in communication skills and encourage the development of these skills throughout the program.

It is generally assumed that students admitted to a degree program have developed basic communication skills through undergraduate study and/or experience. Students who are found to be deficient in these skills may be required to take additional coursework or self-study in order to continue in the program. Students who are having difficulty should consult with their advisors.

Mathematical Skills

The graduate programs at Benedictine University are not designed to be highly mathematical. However, many programs require statistics and other courses that rely on a basic knowledge of college algebra. Students who are deficient in these areas may be encouraged or required to do additional coursework to resolve the deficiency prior to admission to the program. Students should consult the department chair for further information.

Prerequisites

Course prerequisites are listed in the catalog to assist students in planning their courses in the optimal sequence. Each required course in the program has a significant content and role well beyond preparation for other coursework. As a result, completion of a course out of sequence does not eliminate the need for its prerequisites. Students should consult their advisors before registering for courses out of sequence.

Program Continuity/Time Limit

Each graduate program consists of a series of interrelated courses, experiences and requirements that are designed to assist students in meeting the program goals. Extended breaks between courses* or failure to complete the program within a reasonable time may interfere with a student's ability to accomplish the degree objectives. The following guidelines have been established:

1. Students may choose not to register for a given term and will continue to receive registration materials.
2. Students who do not register for four consecutive quarters may be required to reapply for admission.
3. Students are required to complete all coursework and graduation requirements within six years from initial enrollment in a program.

If extenuating circumstances prevent completion of coursework within six years, the student may submit a written request for an extension prior to the six-year deadline. The request is sent to the program director or department chair. The program director or chair may meet with the student to discuss program completion including a timeline and plan for meeting program requirements.

Documentation is submitted to the dean of the appropriate college for approval or denial.

* Please refer to University policy on financial aid.

Student Records and Disclosures

Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within a reasonable time after Benedictine University receives a request for access. If you wish to review your record, contact the registrar or the University office that maintains the record to make arrangements. You are required to submit your requests in writing and identify the record(s) you wish to inspect.

2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This includes any University faculty or staff employee (including the Benedictine Police Department) acting within the scope of his or her University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the Benedictine University Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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.

Benedictine University's policy is to not release student record information without the express consent of the student. However, there are some exceptions. For example, directory information may be released without the student's consent and includes the following: name, address, telephone number, major and minor fields of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; most recent education institution attended; full-time/part-time enrollment status; and photo. The University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

In compliance with the Solomon Amendment, directory information is provided to the United States Department of Defense, upon request.

You may withhold disclosure of directory information by completing the "FERPA Non-Disclosure of Designated Directory Information" form available in the Office of the Registrar, within ten (10) calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

The University may also disclose student account and financial aid information without the student's consent to the student's parents if the parent requests the information in writing; completes the Parent Certification section of the Authorization For Release of Confidential Information to Parents; and provides evidence that the student is his or her dependent for federal income tax purposes. The University may also disclose information to a parent if there is a health or safety emergency involving

their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state or local law or any University rule or policy concerning the use or possession of alcohol or a controlled substance.

Upon written request, the University will disclose, to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense.

University Promotional Photos/Videos

Benedictine University and its representatives occasionally take photographs/videos for the University's use in print and electronic materials. This serves as public notice of the University's intent to do so and as a release to the University giving permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by contacting the Office of Marketing and Communications at (630) 829-6090.

Student Right-To-Know Act

The University provides data on retention and graduation rates through the [Office of Institutional Research](#) and at [General Consumer Information](#). Information on financial assistance, including descriptions of application procedures and forms, may be obtained on Pages 17-22 of this catalog. Other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies are located elsewhere in this catalog.

Campus Security Policy and Campus Crime Statistics Act

Benedictine University's Annual Security Report and Annual Fire Safety Report are available online. These reports meet the requirements of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act for the reporting of crime statistics, fire safety information, and other relevant University policies. The electronic versions of these reports are available on the Benedictine University website at: ben.edu/police/upload/Mesa-Annual-Security-Report-2015-Final.pdf.

Printed copies of these reports may be obtained at the Benedictine University Police Department in Lisle or by calling the non-emergency telephone number (630) 829-6122.

GENERAL ADMISSION INFORMATION

General Admissions Policy

Benedictine University reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student whose personal history and background indicates that his or her presence at the University would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the University's functions. Graduate students denied admission are required to wait one calendar year before reapplying to the program. Some programs have special admissions standards. If you are considering a particular program, you need to determine the admissions standards for that program by reviewing the descriptions contained later in the catalog or by contacting the faculty member

responsible for the program. Failure to provide Benedictine University with a correct and complete academic history will result in a revocation of acceptance and/or administrative withdrawal.

M.B.A. Admissions Requirements for U.S. Citizens and U.S. Residents

Admission application and procedures:

An application to the Benedictine M.B.A. Program will be considered ready when the following items have been received:

1. A completed application form.
2. A non-refundable application fee.
3. Official transcripts from all previous colleges attended. All students must have a conferred baccalaureate degree from an accredited institution prior to starting the M.B.A. program. The student should request that all transcripts, including any from Benedictine University, be mailed directly to the School of Graduate, Adult and Professional Education (S.G.A.P.E.).
4. Official Educational Credential Evaluators (ECE, ece.org) evaluation or official Educational Perspectives Evaluation (edperspective.org/benedictine) of any foreign country transcripts, if applicable. Report requirements vary by program, please contact S.G.A.P.E. for information on the type of report required.
5. Minimum cumulative GPA of 2.75. If a student's cumulative GPA falls below the minimum required for admission, the student may be required to submit additional documentation.
6. Two letters of reference on the Benedictine University Letter of Reference form from persons who know the applicant from a professional or academic perspective.
7. A one-page statement of educational and career goals.
8. Resume which includes chronological work history.

FINANCIAL POLICIES

Benedictine University is a nonprofit corporation. Its endowment primarily consists of the contributed services of the Benedictine monks who teach at the University. The annual income from a student's fees covers only a portion of the cost of his or her education. Therefore, to meet its educational objective, and in fairness to all students, the University must insist on the following regulation: Financial arrangements must be made prior to the first day of the term.

Tuition and Fees

Tuition and fees are incurred at the time of registration. Tuition is due in full within seven calendar days after the first class meeting. Benedictine University has partnered with Higher One to provide interest-free monthly payment plans through the TuitionPayment Plan for those students seeking arrangements to balance their tuition payments over an extended period of time.

A "Statement of Accounts" is generated and mailed to your billing or home address once each month. This statement reflects only that activity which has taken place on your student account in the last billing cycle (similar to your checking/savings/credit card statements of account). Please note that payments are expected by the due date regardless of whether a statement is received. If you are nearing a payment due date and have not received a statement, please contact Student Accounts at (630) 829-6503 for assistance to determine the amount due. Students are encouraged to view their account information online using MyBenU.

Mesa Branch Campus 2016-2017

Tuition and Fees

Adult Accelerated Graduate

Master of Business Administration (M.B.A.) Tuition: \$290/credit hour

Student Service Fee: \$80/term

Administrative Service Charges

Administrative fee: \$250

Application fee: \$40

BenCard (ID card) replacement: \$25

Certification fee: \$25

Duplicate diploma fee: \$25

Diploma red cover: \$10

Electronic transcript fee: \$5

Enrollment deposit: \$125

Express transcript mailing (per address): \$30

Graduation fee: \$125

Insufficient funds fee: \$25

Late payment fee: \$100

Paper transcript fee: \$10

Parking tag replacement: \$5

Placement test posting fee: \$10

Special examination: \$5

Payment Options

Payments made by personal check, business check or online by automated clearing house (ACH) will be subject to a 14-day hold to allow for clearance of funds. This hold will not be lifted until 14 days have passed, regardless of your scheduled registration date. Any holds on your account must be satisfied before registration for the upcoming term can be allowed.

If you have questions regarding an outstanding balance or a financial hold on your account, please contact Student Accounts at (630) 829-6503.

Tuition and fees are incurred at the time of registration. Payment of tuition, fees and housing charges is due seven (7) calendar days after the first day of class unless the balance is covered by financial aid or set up on a payment plan through the TuitionPayment Plan (see below) or through your employer via direct billing (see #5 below).

1. **Payment In Full** - Benedictine University accepts cash, personal checks, money orders, Visa, MasterCard, American Express and Discover. **PAYMENT DEADLINE:** within seven (7) calendar days after the first class meeting. Students may view and pay their accounts online at ben.edu/MyBenU from any on-campus computer or access MyBenU via BenUConnect from off-campus. Instructions on how to make an online payment are found at ben.edu/MyBenU.

2. **Monthly Payment Plans** - Benedictine University has partnered with Higher One to provide interest-free monthly payment options through the TuitionPayment Plan. Students may create budgets to manage their tuition costs per term. Students may enroll online at tuitionpaymentplan.com/ben or call (800) 635-0120 to speak with a TuitionPayment Plan consultant.

Be sure to have your estimated expenses ready when you call or visit the website. If your budget changes at any time (increase/decrease in financial aid, increase/decrease of tuition charges or fees), please contact Higher One to adjust your payment plan accordingly. Please note that if the budget amount does not equal your balance due with BenU, a financial hold and late payment fee may apply.

3. **Single Term Budgets** - For a fee of \$30, students can make monthly payments toward their tuition balance for a single term.

- Fall term: August/September – December
- Winter term: January/February – March
- Spring term: April/May – June
- Summer term: June/July - August

TuitionPay website: tuitionpaymentplan.com/ben. Click on "Enroll in a plan for the first time" for a list of available plans. For students in a plan for the first time, select "Mesa, AZ Campus" from the drop down box under "Term of Study."

4. **Employer Tuition Reimbursement** - For a fee of \$30, students can arrange with Higher One's TuitionPayment Plan, a single tuition payment plan due at the end of the term (plus a grace period) with proper documentation from their employer. Documentation of your employer's reimbursement policy must be submitted to Student Accounts prior to enrolling in this plan. An updated copy of the

policy must be submitted every fall term thereafter. Students may fax their employer's policy to Student Accounts at (630) 829-6501.

After submitting documentation showing eligibility, student may enroll in the plan that best corresponds with their class and program. If the student's enrollment changes after the initial setup of this plan, the student will be responsible for adjusting the payment plan either online or with a TuitionPayment Plan consultant at (800) 635-0120.

If the student makes a payment directly to Benedictine rather than to Higher One, it is the student's responsibility to contact Student Accounts so that we may notify Higher One. The bill payer must electronically sign a consent agreement to accept the responsibilities of the payment plan. Student Accounts cannot enroll students or make adjustments to these accounts. However, Student Accounts is available for assistance in choosing the correct plan and budget amount. Please note that tuition is due in full according to the deferred due date specified by the TuitionPayment Plan regardless of when individual employers reimburse their employees.

5. Third Party Payment Authorization/Direct Company Billing - Student Accounts will bill a third party (an organization, business or agency) for any and all charges on a student's account, if a valid authorization from the third party sponsor is received on or before the beginning of the course/term. Benedictine will send an invoice to the third party after the add/drop period. Payment is due upon receipt of the invoice and is not contingent upon the student successfully completing the course. All authorized and non-authorized charges not paid for by the third party will be the responsibility of the student.

****Upon the student's request, Benedictine can prepare an itemized receipt for the student's completed (and paid) courses that he/she may provide to his/her employer for reimbursement. If the student provides a written request and documentation of his/her eligibility in their employer's tuition assistance/reimbursement program, Benedictine can provide these receipts to the student on a quarterly basis.**

*****Failure to meet options 1, 2 or 3 by the payment deadline will result in a late payment fee of \$100 and a financial hold placed on the student's account.*****

Tuition Refund Policy

1. Three-day cancellation: An applicant who provides written notice of cancellation to the Enrollment Center within three days (excluding Saturdays, Sundays and federal and state holidays) of signing the Enrollment Agreement will receive a refund of all monies paid. The University will provide the full refund no later than 30 calendar days of receiving the notice of cancellation.
2. An applicant who provides written notice of cancellation more than three days after signing the Enrollment Agreement and making an initial payment, but prior to the commencement of classes, is entitled to a refund of all monies paid (minus the \$125 Enrollment Deposit).
3. A student may withdraw from a course within seven days of the first class meeting for a refund of all monies paid (minus the \$125 Enrollment Deposit).

4. A student who withdraws from a class eight calendar days or more after the first class meeting will receive no tuition refund.
5. For financial aid recipients, dropping a course or withdrawing from the program may result in your aid being returned back to the lender or the grant source. This may cause your account to have a balance with the University which must be repaid. Please consult with your financial aid counselor before withdrawing from courses. Recipients of federal financial aid who officially withdraw from the University are subject to Federal Title IV refund guidelines.
6. Students who are expelled, administratively withdrawn or suspended from the University during the course of an academic term are responsible for all financial obligations.
7. If the withdrawal from the program results in a credit balance in the student's account, a refund will be issued within 30 days of the official drop or withdrawal date.

Financial Appeal

This process is designed to address extenuating circumstances that occurred during a given semester that prevented a student from receiving a partial or full refund for a course(s). Students may write a letter of appeal describing the reason(s) and justification for seeking an exception to the refund policy. The burden of proof shall be upon the student to prove his or her case by a preponderance of evidence in the written appeal. Be specific with extenuating circumstances, dates, the name of persons contacted and any steps you took to address the problem at the time it occurred. Attach appropriate documentation from your instructor, medical provider or other professionals as needed.

Students can submit appeals to the Financial Appeal Committee by:

Mail:

Benedictine University
Attn: Financial Appeals Committee
5700 College Road, Lisle, IL 60532

Fax:

Financial Appeals Committee
(630) 829-6501

Email:

FinancialAppealsCommittee@ben.edu
For more information on Student Accounts, please visit
ben.edu/student-accounts/index.cfm.

Financial Aid

The fundamental purpose of the financial aid is to make it possible for every qualified student to obtain a college education regardless of financial means. To receive financial aid, graduate students must be enrolled, at least half-time, as a degree-seeking student in an eligible program. For financial aid purposes, full-time enrollment is defined as 8 quarter or 6 semester credit hours, and half-time enrollment is a minimum of 4 quarter or 3 semester credit hours. Graduate Learning Team students are considered full-time when continuously enrolled in the established curriculum program schedule.

Application Procedures

All students applying for financial aid are asked to complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov.

Students must reapply for financial aid each award year. The FAFSA should be completed as soon as possible after January 1.

Types of Aid

All students who apply for financial aid and register for classes will receive a financial aid award letter. The award letter will include the types of assistance and award amount(s) the student is eligible to receive.

Federal Direct Stafford Loan Program

Graduate students are eligible to borrow up to a maximum of \$20,500 in Federal Direct Unsubsidized Stafford loans per academic year.

Unsubsidized Stafford loans are not based on financial need. Students may borrow the cost of education minus all other financial aid, up to the annual maximum. The interest rate on the unsubsidized Stafford loan is fixed and begins to accrue from the date loan fees are disbursed. The interest may be paid while enrolled, or it can accrue and become part of the principal owed. Repayment begins upon graduation or when the student ceases to be enrolled at least half-time.

Federal Direct Graduate/Professional PLUS Loan Program

Graduate and professional students are eligible to borrow funds from the Federal Direct PLUS Loan program. Students may borrow the cost of education minus all other financial aid. The interest rate on the Direct PLUS loan is fixed and begins to accrue from the date loan fees are disbursed. The interest may be paid while enrolled, or it can accrue and become part of the principal owed. The first payment on a Direct PLUS loan is due within 60 days after the loan is fully disbursed, however, payments may be postponed while the student is enrolled at least half-time. Students should borrow their full Federal Direct Stafford Loan before borrowing from the Federal Direct PLUS Loan program.

Federal Perkins Loan

The Federal Perkins Loan is awarded to students based on financial need. The Federal Perkins Loan has a fixed interest rate of 5 percent. Perkins Loan funds are very limited.

Satisfactory Academic Progress Policy for Financial Aid Recipients**I. Overview**

Federal regulations require that Benedictine University establish standards of Satisfactory Academic Progress for students receiving federal financial aid funds. Minimum standards of academic progress are established to encourage students to successfully complete coursework for which financial aid is received and to make progress toward a degree.

II. Financial Aid Programs Included Under this Policy

All federal and state financial aid programs are subject to this policy.

III. Students Subject to this Policy

All students currently receiving federal and/or state financial aid funds are subject to this policy. Benedictine University students who have not previously received financial aid are required to meet the cumulative GPA requirement of this policy prior to receipt of financial aid.

IV. Satisfactory Academic Progress includes three criteria:

1. Academic standing based on the student's cumulative GPA.
2. The student's progress toward successful degree completion.
3. Degree completion within a maximum timeframe of 150 percent of the published length of a program for graduate/professional students.

In order to maintain Satisfactory Academic Progress, students must:

1. Remain in good academic standing or on academic probation. The minimum cumulative GPA for a graduate student is 3.000 (as defined in the University catalog).
2. Maintain a completion rate of coursework equal to at least 67 percent of the total number of credit hours attempted. This quantitative requirement ensures the student is steadily progressing toward their degree by completing at least two-thirds of all attempted credit hours. For example, a student who has attempted a cumulative total of 12 credit hours must complete at least 8 credit hours to meet the requirement ($12 \text{ credit hours} \times .67 = 8 \text{ credit hours}$).
3. Complete their degree requirements within 150 percent of the required hours to complete their degree. For example, a student enrolled in a master's degree program that requires a total of 64 credit hours, would have a maximum limit of 96 credit hours.

Once a student has reached the maximum credit hours, the student is no longer eligible to receive federal or state financial assistance. All terms of enrollment are reviewed as well as all transferred credits, regardless of whether aid was received.

V. Satisfactory Academic Progress Review Process

Satisfactory Academic Progress for traditional undergraduate and graduate students is reviewed on an annual basis, typically at the end of the spring term. Satisfactory Academic Progress for learning team undergraduate and graduate students is reviewed at the end of each payment period. Satisfactory Academic Progress for online undergraduate and graduate students is reviewed twice at the end of the fall and spring sessions. Students failing to meet Satisfactory Academic Progress will be notified in writing of their loss of financial aid eligibility.

VI. Appeal Procedure

Cancellation of financial aid because of a student's failure to meet Satisfactory Academic Progress may be appealed if extenuating circumstances (illness, family problems, death of a family member, etc.) led to academic difficulties. The appeal must include information explaining why the student failed to meet Satisfactory Academic Progress; what has changed in the student's situation that would allow the student to demonstrate Satisfactory Academic Progress at the next evaluation; and a realistic educational plan that outlines how the student will meet Satisfactory Academic Progress criteria. A meeting with an academic advisor to assess the viability of the educational plan to meet the degree requirements is recommended. The student's appeal must be in writing and submitted to the Office of Financial Aid.

An appeal may be approved only if:

1. The student will be able to meet Satisfactory Academic Progress standards after the subsequent payment period; or
2. The student submits an academic plan that, if followed, will ensure that the student is able to meet Satisfactory Academic Progress standards by a specific point in time.

Probation: If a student fails to meet Satisfactory Academic Progress requirements and submits an approved appeal, he/she can continue to receive Title IV aid for one additional payment period. Satisfactory Academic Progress will be monitored at the end of the probationary period.

Reinstatement: A student may regain eligibility for financial aid once the student has met the minimum requirements of Satisfactory Academic Progress. It is the student's responsibility to contact the Office of Financial Aid to request a review of his/her Satisfactory Academic Progress for reinstatement of assistance.

VII. Definitions for Financial Aid Purposes

Completion of Courses

For graduate/professional students, hours completed are based on grades of "A," "B," "C," and "P" (pass). Hours with an "D," "F" (failure), "W" (withdrawal), "I" (incomplete), "IP" (in progress) and "X" (deferred) are counted in the number of hours attempted, but not in the number of hours completed. Note: It is the student's responsibility to notify the Office of Financial Aid when an incomplete grade has been satisfactorily completed.

Class repeats, transfer hours and developmental course hours are counted in the total number of hours attempted/completed.

Financial Aid Leave of Absence Policy - for Non-Traditional Students

A leave of absence is a process designed to allow students to interrupt their academic program for a limited period of time without requiring them to reapply for admission to the University. During the period of the leave, the student is considered to be on active status with the University awaiting their return to study. A leave of absence is intended for future courses, but may be requested while a class is in session. However, a leave of absence is not the same as a request to withdraw from a single class. Students should not use the leave of absence policy to request a withdrawal from the class in which they are currently enrolled if the intent is to remain registered in the following course of the program. The University's course withdrawal policy, which allows a student to withdraw from a course prior to four-fifths completion of the course, should be pursued in that instance.

Required Documentation

Students requesting a leave of absence must complete and sign an official Leave of Absence (LOA) form and submit it to the Office of Financial Aid to be processed no later than the student's last day of attendance in the course immediately preceding the leave. Students may request a LOA form by contacting their academic advisor. Upon completion, forms may be sent to the Office of Financial Aid by mail, fax or delivered in person. In addition to the LOA form, the student must submit a Program Schedule Change (Add/Drop) form to their academic advisor. When completing the add/drop form, students should identify the future class(es) from which they request to be withdrawn. As a general matter of policy, students may not use the LOA policy to request a withdrawal from classes that are in process or have already ended.

Once the Office of Financial Aid has received the LOA form, the request will be processed and notification will be sent to the student, Enrollment Services (Ben Central) and the student's academic advisor. Enrollment Services (Ben Central) will withdraw the student from any future courses identified on the add/drop form.

If unforeseen emergency circumstances prevent a student from providing a request for a LOA on or before the last date of class attendance as outlined above, the Office of Financial Aid, at its discretion, may approve the LOA retroactively. If not approved, the student may submit a written, signed and dated request to his/her academic advisor with appropriate documentation that substantiates the unforeseen circumstance that prevented the student from providing a LOA request on or before the last day of attendance. Unforeseen circumstances may include medical and family emergencies, unexpected business travel and natural disasters. The academic advisor will submit the student's request to the Appeals Committee for approval. If approved, the student will be granted a LOA retroactive to the student's last date of attendance, the student will be notified by Financial Aid and the student's academic record will be adjusted accordingly. Further, if the Appeals Committee approves the student's request, no additional fees will be imposed when the student retakes the course.

Length of Approved Leave

The Office of Financial Aid may grant a qualifying student a LOA of up to 180 days in any 12-month period during which the student is considered on active status and no Title IV Return of Funds calculation is required. Time in excess of 180 days will not be approved.

As a matter of policy, the LOA period will be calculated from the student's last date of attendance. The count will be based on the number of days between the last date of attendance (LDA) and the re-entry date. The initial LDA is used when determining the start date for the 12-month period referred to above.

Request for Multiple Leaves of Absence

The Office of Financial Aid may grant multiple LOAs at different times as long as all of the LOAs added together do not exceed 180 days in a 12-month period. If students request a LOA that would exceed this time period, they will be contacted by the Office of Financial Aid and advised that either the request is denied or the student will need to officially withdraw from the program. Students who withdraw from the program may reapply for admission to the University at a later date.

Completion of Coursework Upon Return

Title IV regulations indicate that upon the student's return from a LOA, the student can begin a new course. Therefore, Benedictine University extends to all students the ability to begin a new course within their academic plan.

LOA Returns Prior to the Scheduled End Date

Students, upon notification to their academic advisor, may return early from an approved LOA prior to the LOA end date as long as they are able to begin a new course within their program. The LOA will be shortened according to the student's return date and the 180-day limitation will be credited accordingly.

Failure to Return

If a student does not return from an approved LOA on the expected return date, the student will be considered as withdrawn from the University and a Return of Title IV Funds calculation will be processed.

Return of Title IV Funds

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws prior to completing 60 percent of the payment period, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from the University after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

- The amount of financial aid earned by the student is determined by calculating the number of days attended divided by the number of days in the payment period.
- Institutional breaks of five or more consecutive days, excluding LOA's, are excluded from the calculation for purposes of determining the amount of Title IV Aid earned by the student.
- Unearned aid percentage is calculated by subtracting the earned aid percentage from 100 percent.
- Institutional charges include tuition and school contracted room and board charges.

The procedures followed when a Title IV recipient withdraws from school or requires an LOA that exceeds Federal requirements are:

- Return of Title IV funds is calculated.
- Loan servicer is notified of student's status change.
- Post-withdrawal disbursements are identified (if applicable).
- Excess funds earned are offered to student (if applicable).
- Refunds and balance due are identified (funds must be returned no later than 30 days from the date Benedictine University determined the student withdrew).
- Exit Interview is conducted (by mail if necessary).

Refunds are applied according to the order of Return of Title IV Funds:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Perkins Loans
3. Federal Direct Grad PLUS

ACADEMIC CALENDAR

2016-2017

Master Academic Calendar

Doctoral and Graduate Quarter (QTR) and Online Delivery Formats

FALL 2016

AUGUST

29 Mon **Online Session 1 BEGINS**

SEPTEMBER

1 Thur End of add/drop course changes and late registration for Online Session 1
5 Mon Labor Day; **all University offices closed**

OCTOBER

3 Mon **FALL QTR BEGINS**
16 Sun Last day to withdraw from Online Session 1 classes
17 Mon Application for March and June 2017 graduation degree/certificate recipients due
23 Sun **Online Session 1 ENDS**
24 Mon **Online Session 2 BEGINS**
27 Thur End of add/drop course changes and late registration for Online Session 2

NOVEMBER

7 Mon Winter and Spring 2017 registration begins
23-25 Wed-Fri Thanksgiving Holiday; **no QTR classes**
24-25 Thur-Fri Thanksgiving Holiday; **all University offices closed**

DECEMBER

11 Sun **FALL QTR ENDS**; last day to withdraw from Online Session 2 classes
18 Sun **Online Session 2 ENDS**
23-26 Fri-Mon Christmas Holiday; **all University offices closed**
31 Sat December degree conferral

WINTER 2017

JANUARY

2 Mon New Year's Holiday; **all University offices closed**
9 Mon **WINTER QTR and Online Session 3 BEGIN**
12 Thur End of add/drop course changes and late registration for Online Session 3
16 Mon Celebration of Rev. Dr. Martin Luther King Jr. Day; **no QTR classes; all University offices open**
Application for August 2017 graduation degree/certificate recipients due

FEBRUARY

26 Sun Last day to withdraw from Online Session 3 classes

2016-2017 Master Academic Calendar

Doctoral and Graduate Quarter (QTR) and Online Delivery Formats

MARCH

1	Wed	Summer 2017 registration begins
5	Sun	Online Session 3 ENDS
15	Wed	Application for December 2017 graduation degree/certificate recipients due
19	Sun	WINTER QTR ENDS
20-26	Mon Sun	Spring Break; no QTR classes; all University offices open
31	Fri	March degree conferral

SPRING 2017

MARCH

6	Mon	Online Session 4 BEGINS
9	Thur	End of add/drop course changes and late registration for Online Session 4
27	Mon	SPRING QTR BEGINS

APRIL

3	Mon	Fall 2017 registration begins
14-16	Fri-Sun	Good Friday, Saturday and Easter; no QTR classes; all University offices closed
17	Mon	Easter Monday; QTR classes in session; all University offices closed
23	Sun	Last day to withdraw from Online Session 4 classes
30	Sun	Online Session 4 ENDS

MAY

1	Mon	Online Session 5 BEGINS
4	Thur	End of add/drop course changes and late registration for Online Session 5
20	Sat	Commencement Convocation
29	Mon	Memorial Day; all University offices closed; no QTR classes

JUNE

4	Sun	SPRING QTR ENDS
18	Sun	Last day to withdraw from Online Session 5 classes
25	Sun	Online Session 5 ENDS
30	Fri	June degree conferral

SUMMER 2017

JUNE

12	Mon	SUMMER QTR BEGINS
26	Mon	Online Session 6 BEGINS
29	Thur	End of add/drop course changes and late registration for Online Session 6

2016-2017 Master Academic Calendar

Doctoral and Graduate Quarter (QTR) and Online Delivery Formats

JULY

4 Tues Independence Day; no QTR classes; all University offices closed

AUGUST

13 Sun Last day to withdraw from Online Session 6 classes

20 Sun **SUMMER QTR and Online Session 6 END**

31 Thur August degree conferral

LATE SUMMER INTERIM 2017

AUGUST

28 Mon **LATE SUMMER INTERIM BEGINS**

OCTOBER

1 Sun **LATE SUMMER INTERIM ENDS**

STUDENT SERVICES

Library

The Benedictine University Library strives to provide the resources for all academic and research needs. We are here to assist you in person and online by providing access to helpful librarians and more than 110 databases, over 300,000 books, eBooks, streaming media, and journals.

The 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.** In accordance with the University's mission, the library endeavors to enhance the University's Roman Catholic tradition and Benedictine heritage, the multicultural character of the campus community, and the commitment to assist students in becoming responsible citizens and leaders in the world community. The library will also share its resources appropriately with outside communities, including the broader academic community and local users.

Collections:

- More than 300,000 books (print and electronic) and streaming media
- Access to more than 50,000 periodicals (print and electronic)
- More than 110 different databases in a variety of subject areas, most accessible from off campus
- Copies of all theses and dissertations completed at Benedictine University and George Williams College
- Archives and Special Collections (Appointments are not required but strongly encouraged. Call (630) 829-6064 to arrange an appointment.)

Services:

- Reference
- Information Literacy Instruction
- Circulation
- Reserves
- Interlibrary Loan
- Collection Development, Acquisitions

Consortium affiliations:

- Consortium of Academic and Research Libraries in Illinois (CARLI)
- LIBRAS
- Catholic Research Resources Alliance (CRRA)
- Center for Research Libraries (CRL)
- American Benedictine Academy
- Theological Library Cooperative of Arizona (TLCA)

Career Development

Student Services will assist students and alumni in developing, implementing and evaluating career and life plans. Our goal is to promote students' personal and professional development by utilizing a holistic approach to achieve their career goals, provide them with a foundation to become self-directed learners, and educate them through the career planning process.

This mission will be accomplished through collaboration with students, alumni, faculty and employers and a commitment to empowering students and alumni to be active participants in their own career development process.

We know life can throw us curveballs and that career transitions can happen either by choice or sometimes not by choice. Student Services offers a wide range of services to accommodate different needs, at different times for different transitional career support.

In coordination with academic departments, Student Services can offer services from one-on-one career counseling to a wide range of virtual career services ranging from career assessments to resume assistance. We'll help you with cover letters, mock interviews, internships, job fairs, workshops, career assessments and more.

Campus Ministry

Paramount to the Benedictine University at Mesa student life experience is a search for God by oneself and with others. We aim to inquire, discuss, hold dialogue and search for the truth that encompasses the ideas of all viewpoints and cultures – all the while working within a Catholic view. As a Catholic University, it is our responsibility and commitment to bring that view into focus and make it part of an ongoing conversation.

Alumni Association

Graduating students become members of an ever-expanding organization – the Benedictine University Alumni Association. As an alumnus, the University still plays a very important role in your life. There are many ways for alumni to stay involved with Benedictine and to keep in touch with classmates. In addition, Benedictine University alumni are entitled to many special benefits. The Alumni Association operates through the services of a volunteer governing board of directors consisting of 24 members. The function of this board is to support all alumni programs and activities through the Office of Alumni Relations. These programs include class reunions, homecoming, admissions recruitment, the Annual President's Invitational Golf Outing, regional alumni activities, alumni chapters, and many other events both on and off campus. For more information, visit ben.edu/alumni-friends or contact the Office of Alumni Relations at (630) 829-6077.

STUDENT COMPLAINT PROCESS

Your concerns are important to us. If you encounter a problem involving the application of a Benedictine University policy or procedure, or have any other dispute with the University that you cannot resolve informally and which adversely impacts you, you may file a complaint in writing.

For purposes of this process, 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.

Complaint Process:

- A complaint must be made in writing, preferably using the online Complaint Form at <http://www.ben.edu/mesa/campus-community/student-complaint-form.cfm>. 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 Student Life 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 Student Life 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.
- The Office of Student Life 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 Student Life 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 date 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 Student Life in writing of the results of the investigation and the resolution of the complaint.
- The Office of Student Life may extend the investigation period beyond 20 business days by notifying the student who filed the complaint in writing 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.

NOTE: 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.

If the complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board’s mailing address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, its telephone number is (602) 542-5709, and its website address is azppse.gov.

ACADEMIC PROGRAMS - GRADUATE

Master of Business Administration (M.B.A.)

Administration: School of Graduate, Adult and Professional Education

Student Type: Graduate

Faculty: A variety of adjunct faculty teach in the M.B.A. program.

Introduction: For more than 40 years, Benedictine's M.B.A. program has been preparing students for executive and managerial positions in both the private and public sectors. Leaders in the 21st century must make their way through a maze of market uncertainty, global competition, ethical challenges and constant change. The Benedictine M.B.A. has prepared more than 7,000 students to meet these challenges.

Mission Statement: The mission of the M.B.A. program at Benedictine University is to provide men and women with a collaborative educational experience that imparts superior management skills and best practices while instilling a sense of responsible and personal commitment to continuously improving the leadership of organizations.

Learning Goal for the Master of Business Administration (M.B.A.): Upon completion of the Benedictine M.B.A. program, students should possess critical and creative thinking skills to solve problems, identify opportunities and make reliable decisions in domestic and global environments using the business concepts embodied in the disciplines of finance, accounting, management, operations, marketing and economics.

Why enroll in our M.B.A. degree program?

The M.B.A. is widely recognized as a powerful professional credential in business and other organizations. The M.B.A. combines quantitative and qualitative courses to prepare you for the demands of contemporary business leadership in a complex, uncertain environment. The M.B.A. conveys practical knowledge and competence to better run organizations in a competitive environment. Essential skills needed in management include accounting, economics, project management, finance, strategy, marketing and ethics. The M.B.A. has been cited over and over as an essential factor in one's career growth and leadership development.

Benedictine's Workplace M.B.A.

The Workplace M.B.A. provides graduate-level business and leadership training to groups of professionals on-site at their place of employment. Locations for classes can be arranged through the University's School of Graduate, Adult and Professional Education at the work-based sites of employers in Northern and Central Illinois, and Southwest Arizona.

These comprehensive programs are designed to meet working adults where they work so they can enhance their leadership and career potential by more easily fitting courses into their schedules.

Benedictine's Online M.B.A.

Students can access our rigorous courses online wherever they are and at their convenience. The program, which is housed within the School of Graduate, Adult and Professional Education, imparts high-level management skills and enables learners to analyze complex, real-world business problems and implement solutions in an environment that mirrors the dynamic, fast-paced business world. There are multiple opportunities to collaborate, engage and network with other professionals who are enrolled in this in-depth program in 43 states.

M.B.A. Program Curriculum:*Foundation courses 24 quarter credit hours:*

MBA 520 Leadership and Business Ethics in a Global Environment
MBA 541 Analytical Tools for Management Decisions
MBA 510 Economics
MBA/MGMT 530 Organizational Behavior
MBA/MSA 500 Financial Accounting
MBA 539 International Business

The Managerial Process 28 quarter credit hours:

MBA/MSA 601 Managerial Accounting
MBA 611 Managerial Economics
MBA 630 Operations Management
MBA 651 Financial Management
MBA 661 Marketing Management
MBA 683 Project Management
MBA 671 Strategic Management

Electives 12 quarter credit hours

MBA 551 Strategic Managerial Communication
MGMT 581 Team Building
MBA 559 Entrepreneurship
MBA 633 Legal Issues in the Workplace

Concentrations may be considered with prior department approval and meeting minimum enrollment levels.

Basic skills in computer software programs (such as knowledge of Microsoft Word and PowerPoint) and spreadsheet (Microsoft Excel) development are required. Course specific software may also be required such as SPSS statistical software and Bloomberg financial software. Most classes require significant written and verbal presentations. Completion of case analysis by teams is frequently required to enhance your skills in team effectiveness and professional presentations. Ability to work in teams is required.

The M.B.A. Program: The M.B.A. curriculum totals 64 quarter credit hours including 13 required courses (for 52 quarter credit hours). M.B.A. students are required to complete the 500-level foundation courses at a grade of 'B' or better and successfully complete the 13 required courses plus 12 quarter credit hours in elective coursework at a 3.000 or higher cumulative GPA. All coursework with a grade below "C" must be repeated for the course to apply toward graduation and/or

certificate requirements. Courses designated as foundation courses, as identified in the catalog, require a grade of a "B" or better to apply toward graduation/certificate requirements. Learning team and online courses require individual academic work and team projects.

Course Substitutions and Waivers: Course substitutions and waivers for foundation level courses may be determined on a case-by-case basis. Students with a graduate business degree or a professional certificate/licensure (e.g., certified public accountant, project management professional, and other accepted professional certifications within the same field of expertise) may be eligible for a course substitution/waiver. Students with extensive undergraduate equivalent coursework completed at a 3.000 or higher GPA taken within seven (7) years from the date of application to the M.B.A. program may be eligible for a course substitution/waiver. Course substitutions/waivers cannot be awarded for professional work/life experience.

Transfer Credit: In order to qualify for transfer credit, the course must be an appropriate graduate-level course, must have been taken within the last five (5) years and must have resulted in a grade of "B" or better. Students must submit transcripts for departmental approval prior to the end of the first term after acceptance.

General Equipment: Wireless access throughout the building, public area visual displays, student study areas, carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC, white boards, potential smart boards.

Graduate Employment Opportunities: Bureau of Labor Statistics predictions indicate that occupations that require post-secondary education should grow faster than those that require a high school education or less.

Job Opportunities: Accounting, Advertising Executive, Banker, Commodity Broker, Management Consultant, Marketing Executive, Human Resource Manager, Systems Analyst

Potential Employers: CNNMoney lists the Top 15 employers of M.B.A. graduates in 2015 as Google, McKinsey and Company, Amazon, Bain and Company, Apple, Boston Consulting Company, Deloitte, Goldman Sachs, JP Morgan, Nike, Disney, IDEO, Microsoft, Starbucks and Facebook.

Salaries*: Average - \$65,000.

*All salary information was collected from Indeed.com on 06/24/16.

COURSE DESCRIPTIONS – GRADUATE

Business Administration

MBA 500 Financial Accounting. Concentrates on the preparation, interpretation and analysis of the balance sheet, income statement and statement of cash flows. Emphasizes the rationale for and implications of important accounting concepts, the selection of alternatively acceptable accounting methods and their varying affects of valuation and net income determination and reporting. Provides student with an opportunity to understand the complex accounting data they will receive as operational managers. Cross-listed as MBA/MGMT/MSA 500. 4 quarter credit hours.

MBA 510 Economics. Fundamental concepts of macroeconomics, including supply and demand, measurements and determination of economic performance, such as GDP, inflation and unemployment are studied. Other topics include the causes of instability in the economy and corrective measures, such as fiscal and monetary policy, money and banking, and the Federal Reserve System. 4 quarter credit hours.

MBA 520 Leadership and Business Ethics in the Global Environment. Reviews paradigms of leadership in a global environment. Introduces and applies principles for ethical decision-making in business situations. Assesses student's leadership capacities and responsibilities in challenging situations. 4 quarter credit hours.

MBA 530 Organizational Behavior. A course focusing on the effects of organizational variables on individual and group behavior. This course addresses the theory and practice of organization behavior as it relates to the individual, effective team building and conflict management. The course also takes a look at the broader aspect of organizational culture and its impact on today's manager. Cross-listed with MGMT 530. 4 quarter credit hours.

MBA 539 International Business. Selected readings in international business will be covered. Topics include culture, geography, politics, foreign direct investment, supply chain management, monetary systems, foreign exchange markets and political risk management. Current topics in international business will be covered. 4 quarter credit hours.

MBA 541 Analytical Tools for Management Decisions. The goal for this course is to prepare students to be more effective users of quantitative information as well as to avoid the many potential pitfalls from the misuse of statistical methods. The emphasis is on understanding what a previously obtained data set implies and, if appropriate, to develop meaningful forecasts with a reasonable sense of confidence. Specific topics include data analysis and statistical description, sampling and statistical inference, time series and regression analysis. 4 quarter credit hours.

MBA 551 Strategic Managerial Communications. Focuses on effective design and delivery of speeches and virtual presentations for business. Uses multimedia to assess and develop student's presentation skills in business and related public presentations, through student's actual presentation with multimedia aids. Elective. Prerequisite: MBA 520. 2 quarter credit hours.

MBA 559 Entrepreneurship. Deals with new venture management, examining entrepreneurial personalities, managing creativity and establishing a successful enterprise. The major project is a new business plan. Prerequisite MGMT/MBA 500. Cross-listed as MBA/MGMT 559A. 4 quarter credit hours.

MBA 601 Managerial Accounting. This course introduces the measurement, communication and interpretation of cost data for management decision-making, planning, control and evaluation of results. Students are shown how to use accounting information as an effective management tool for coordinating managerial activities. Course material is explored in the context of the extensive changes being implemented

in the area of manufacturing, service delivery technologies and control systems. This course uses case studies to emphasize the application of concepts. Cross-listed as MBA/MSA 601. Prerequisite: MBA 500. 4 quarter credit hours.

MBA 611 Managerial Economics. Applies microeconomic tools to business decision making. Topics include optimization, consumer behavior, elasticity of demand, the use of regression analysis to estimate demand (revenues) and costs, marginal analysis and market structure. Cross-listed as MBA/MSA 611. 4 quarter credit hours.

MBA 630 Operations Management. This course focuses on the strategic role of operations, developing an appreciation for operations activities and how to improve them. Issues include continuous quality improvement, the critical importance of the customer and consideration of selected quantitative techniques. Prerequisite: MBA 530, MBA 541. 4 quarter credit hours.

MBA 633 Legal Issues in the Workplace. This course provides an overview of laws and regulations that must be considered in human resource decision-making. Topics include the Fair Labor Standards Act, Equal Employment Opportunity and Affirmative Action, sexual harassment, family leave, the Americans with Disabilities Act, Illinois Freedom of Information Act, Equal Pay Act and various aspects of employer/employee relations. Cross-listed as MBA/MGMT 633A. 4 quarter credit hours.

MBA 651 Financial Management. Develops an understanding of financial theory and its application through case analysis. Topics include capital management, operating and financial leverage, costs of capital, investment and financing decisions. Techniques for the evaluation of investment alternatives using net present value and internal rate of return concepts are covered including the identification of cash flows relevant for capital budgeting. Emphasis is placed on the application of these concepts to the valuation of a going concern. Extensive use of pro-forma modeling of financial statements is made throughout the course. Prerequisites: MBA 601, MBA 611. 4 quarter credit hours.

MBA 661 Marketing Management. Introduces students to both the theory and practice of marketing. Students explore consumer behavior, market research, new product development, pricing, distribution and promotional considerations. Prerequisites: MBA 530 and MBA 541. Cross-listed as MBA 661/MGMT 561. 4 quarter credit hours.

MBA 671 Strategic Management. This course requires students to use and integrate the disciplines and techniques learned in previous required courses. Strategy formulation and implementation concepts are discussed using theory and cases. This course should be taken within two courses of completion of the required courses. Prerequisites: MBA 651, MBA 661. Cross-listed as MBA/MGMT/MIS 671. 4 quarter credit hours.

MBA 683 Project Management. The art and science of project management as applied to a variety of business and technology settings. Discusses how to initiate, plan, execute and control, and close projects within budget and on schedule. Advanced topics may include critical chains, adaptive and agile project management, the project office, and portfolio management. A project planning software tool is utilized, usually MS Project. This course is appropriate for technology and non-technology managers alike. Cross-listed as MIS/MBA 683. 4 quarter credit hours.

Management and Organizational Behavior

MGMT 581 Team Building. Develops a working knowledge of team building, its theoretical basis, and its strengths and weaknesses as an organization development intervention. 2 quarter credit hours.

FACULTY DIRECTORY

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B.S., Nutrition, 1976, University of Minnesota

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M.A., Hispanic Literature, 2007, Middlebury College

Ph.D., Hispanic Literature, 2014, University of Virginia

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M.A.R., Ethics and Systematic Theology, 1994, Yale Divinity School

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B.A., Independent Theatre Studies, 1993, Boston University

M.F.A., Creative Writing/Playwriting, 2003, Arizona State University

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M.S., (Research) Applied-Experimental Psychology, 2001, Saint Louis University

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Benedictine University is located in Lisle, Illinois, just 25 miles west of Chicago, and has branch campuses in Springfield, Illinois, and Mesa, Arizona. Founded as a Catholic university in 1887, Benedictine enrolls nearly 10,000 students in 56 undergraduate and 19 graduate programs. *Forbes* magazine named Benedictine among “America’s Top Colleges” for the sixth consecutive year in 2016. A 2016 PayScale Inc. report ranked BenU one of the top 10 colleges in Illinois for return on investment and in the top 20 percent nationally. The Annual Security Report and Annual Fire Safety Report are available at ben.edu/police.

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