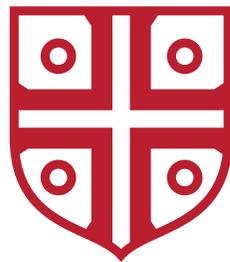


**2018-2019**  
**GRADUATE****CATALOG**



**Benedictine**  
University

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Mesa



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## ACCREDITATION

Benedictine University is accredited by The Higher Learning Commission.

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.

### **Application for Graduation**

Students must apply to the Office of the Registrar for graduation by the following dates: by January for August graduation; by March for December graduation; and by December for March, May and June graduations. See the current academic calendar for specific deadline dates.

### **Participation in Graduation**

Students are allowed to participate in only one graduation ceremony. Benedictine University at Mesa holds only one ceremony per year in May. Participation in the ceremony is determined by the student’s conferral date on the formal application for graduation. Students who are receiving degrees in December of the previous year through August of the following year participate in the May graduation within that academic year. See below for a table of conferral dates and the corresponding graduation ceremony a student may participate in.

Ceremony Month Year	Degree Conferral Date
May 2019	December 31, 2018
	May 31, 2019
	June 30, 2019
	August 31, 2019
May 2020	December 31, 2019

### **Graduation Honors**

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



## **Transfer Credit and Course Waivers**

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

Credit for nontraditional experiences, including military education, will be considered on a case-by-case basis for each veteran's previous education and training. Transcripts will be requested from all prior institutions and training.

## **Transfer Credit**

In order to qualify for transfer credit, the course must be an appropriate graduate-level course, have been taken within the last five years and 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.

### **Credits Transferred from Other Institutions**

Credit for nontraditional experiences, including military education, will be considered based upon American Council on Education recommendations for each veteran's previous education and training. Military education credit is considered an external credit program. Transcripts will be requested from all prior institutions and training.

## **Electives**

Please note that electives are ineligible for course waivers, but are eligible for graduate transfer credit.

### **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.

Academic grade reports for all students are available upon completion of each course through MyBenU. The final grade is recorded on the permanent record.

## **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. If a student on academic probation raises his/her cumulative GPA to a 3.000 or higher in the next term of enrollment, he/she will no longer be on academic probation. If a student fails to achieve satisfactory academic standing for three consecutive quarters (or two consecutive semesters), 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. 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 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 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.



## **Official Transcripts**

A student may order official transcripts through Parchment.com. Official transcripts will contain information regarding final official grades for courses and are always posted three days after the end of a term.

## **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.

## **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.

## **Student's Responsibility**

Though there is no formal honor code at Benedictine University, students are expected to exhibit academic honesty at all times. Violations against academic honesty are always serious and may result in sanctions that could have profound long-term effects. The final responsibility for understanding the Academic Honesty Policy of the institution, as well as the specific policies for individual courses normally found in syllabi, rests with students. If any doubt exists about what constitutes academic dishonesty, students have the responsibility to talk to the faculty member. Students should expect the members of their class to be academically honest. If students believe one or more members of the class have been deceitful to gain academic advantage in the class, students should feel comfortable to approach the faculty member of the course without prejudice. A student has the right to appeal a sanction. In all instances, the appeal process begins with the faculty member of the course. Details concerning the appeals process are given below. Written documentation must accompany an appeal explaining why the student finds the decisions made by the faculty member unsatisfactory.

### **Responsibility and Authority of the Faculty**

In the classroom, faculty members are responsible for establishing an environment that promotes honest and ethical behavior. Faculty members will utilize the course syllabus as a vehicle for informing students about the Academic Honesty Policy. Faculty members should also explain course-specific rules and consequences, which will be included in the syllabus. Emphasis should be placed on educating students on proper academic techniques for work, study, authorship, and test taking.

### **Violations**

The following actions are viewed as violations of the Academic Honesty Policy. Beyond these specific violations, any action expressly forbidden in a course syllabus will be treated as a violation of this policy. The syllabus for a course will detail specific actions encouraged, permitted, and forbidden in that course. Discussions between faculty members and students on this topic are healthy and encouraged.

- Cheating - using or providing unauthorized materials, information, study aids in an academic exercise, or copying from other students
- Plagiarism - in an academic exercise, adopting, reproducing, or representing the ideas or statements of another as one's own, without proper acknowledgment
- Collusion - working together with another on an academic exercise when that is not permitted
- Fabrication - using made-up information or sources in an academic exercise
- Forgery - knowingly using another person's signature in an academic exercise, or on any academic document
- Falsification - altering or misrepresenting information related to academic research or assignments, internships, clinical experiences, portfolios and other academic records
- Destruction - knowingly removing, destroying, or concealing academic materials belonging to the University, faculty, staff or student
- Multiple submission - using previously completed work to meet a requirement of a course, or using the same paper or project in more than one course, without permission from the faculty member(s) teaching the course(s)
- Solicitation - asking another to assist in an act of cheating, plagiarism, fabrication, falsification, forgery or destruction related to an academic exercise, document or record, or offering to do so for another
- Misrepresentation - knowingly altering or misstating facts for the purpose of gaining an extension of time or deadline related to an academic assignment or to influence an appeal related to a grade, course withdrawal, waiver or academic standing

1. If a faculty member believes that academic dishonesty has occurred, he/she will first document the actions or behaviors constituting the violation (see item 3 of Reporting and Communicating). The faculty member will discuss the incident with the student as soon as possible after the incident has been discovered. The faculty member will inform the student of any penalty (see item 2 of Reporting and Communicating) that will be assessed at this time. In the absence of an appeal by the student, the faculty member will report the incident to the Provost.

If a student wishes to appeal (see First Appeal below), the student will have seven business days after being informed of a sanction to provide a written explanation to the faculty member supporting the student's case as to why a penalty should not be assessed. In addition, the student will contact the Department Chair/Program Director/Associate Dean\* and request that he/she mediate the conflict. If the sanction is not removed, the incident will be reported (along with any comments of the Department Chair/Program Director/Associate Dean\*) by the faculty member to the Provost's office. The student can appeal (see Final Appeal below). The student may request guidance in the appeals process from the Department Chair/Program Director/Associate Dean\*.



2. The faculty member will assign one or more of the following sanctions:
  - A private verbal and/or written warning may be given to the student, with no other penalty imposed. These actions need not be reported to the Provost.
  - The student may be asked to complete a new assignment or test, and the incident will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
  - A reduction in the grade or score (partial or complete) will be given for the assignment or test that the faculty member deemed to be indicative of a violation and the incident will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
  - A grade of "F" may be assigned for the course. Such an action will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
  - Beyond the course sanctions listed above, a recommendation may be made to the Provost requesting further action (see items 2 and 6 of Responsibilities of the Provost).

3. The faculty member will record, in writing, the following:
  - The violation, including time, date, place and circumstances,
  - Why the faculty member believes the action was dishonest,
  - The names and statements of any supporting witnesses,
  - All original documents (course syllabus, tests, reports, diskettes, etc.), and
  - Any other notes, supporting documentation, and other relevant materials.

This record, signed and dated by the faculty member, will be prepared within three business days of the faculty member's final discussion with the student. The record of the incident will be forwarded to the Provost. The faculty member should not keep copies of any forwarded records for his/her own files.

4. Other Benedictine University students, who are not part of the faculty member's particular class, but who are detected helping someone commit academic dishonesty in that class will be subject to the same standards and, to the extent possible, the same sanctions, and the incident will also be reported to the Provost.

**Responsibilities of the Department Chair/Program Director/Associate Dean\***

1. The Department Chair/Program Director/Associate Dean\* will be informed of academic honesty violations by department faculty though the identities of the students involved shall not be revealed. Of course, a student may voluntarily reveal him or herself to the Department Chair/Program Director/Associate Dean\* as part of the appeals process (See item 1 of Reporting and Communicating).
2. The Department Chair/Program Director/Associate Dean\* will act as a mediator when a student disagrees with a sanction imposed by a faculty member for an academic honesty violation:
  - The Department Chair/Program Director/Associate Dean\* will advise faculty regarding the fair treatment of students who are accused of an academic honesty violation. The Department Chair/Program Director/Associate Dean\* can agree with a faculty member's sanction or he/she can recommend that a faculty alter a sanction given to a student. Though a Department Chair/Program Director/Associate Dean\* cannot overrule or otherwise change a faculty sanction, he/she may add his/her comments to any report sent to the Provost.
  - The Department Chair/Program Director/Associate Dean\* will work with the accused student to ensure that he/she understands the Academic Honesty Policy of the University and the appeals process contained therein.



- At all times the Department Chair/Program Director/Associate Dean\* should ensure that both the student and the faculty member are treated respectfully and fairly.

### Responsibilities of the Provost

1. The Provost is responsible for maintaining confidential records concerning academic dishonesty of students enrolled in the University. All letters reporting faculty-imposed academic penalties for academic misconduct will be included in these files (see Records).
2. The Provost will be responsible for identifying all incidents which represent repeated offenses by a student and may impose a University sanction because of repeat offenses.
3. Upon the creation of a student record, the Provost will inform, in writing, the student, his/her academic advisor(s), and the faculty member who reported the incident, of the existence of the record established pursuant to the terms of this Policy. It is expected the advisor will counsel the student as to the seriousness of this matter and potential consequences.
4. The Provost may impose University sanctions. Sanctions imposed by the Provost are final unless the student requests a hearing within seven business days of notification.
5. The Provost is required to notify the student of the appeal process and to provide the student a copy of this policy or explicitly refer the student to it.
6. The Provost may also assign further University sanctions as follows:
  - The student may be denied honorary recognitions granted by the University.
  - The student may be denied institutional financial aid and/or scholarships from Benedictine University.
  - The student may be ruled immediately ineligible for NCAA athletic competition or other extra curricular activities.
  - The student may be suspended from the University.
  - The student may be expelled from the University.
7. In those situations where a University sanction is imposed and the student requests a hearing in writing, the Provost will arrange a meeting of the Academic Appeals Board.
8. If a student requests a hearing in writing, the Provost will convene the Academic Appeals Board and notify the student by certified mail of the Board's final decision.

### Appeals

**First Appeal:** When a student accused of academic dishonesty wishes to contest an action by a faculty member, the student, within a seven business day period after learning the faculty member sanctions, may send a written explanation to the faculty member describing why sanctions should not be imposed. In addition, the student will contact the Department Chair/Program Director/Associate Dean\* who oversees the program in which the academic dishonesty has been reported. The Department Chair/Program Director/Associate Dean\* shall work with both the faculty member and the student to attempt to facilitate a resolution. The mediation process will be carried out in a timely manner, normally seven business days. If a sanction remains in place at the end of the mediation process, the faculty member will formally inform the student by e-mail (or registered mail). A report of the incident will be sent to the Provost. The Department Chair/Program Director/Associate Dean\* may add his/her comments to the report. In addition, the Department Chair/Program Director/Associate Dean\* will notify the student of the appeal process and provide the student a copy of this Policy or explicitly refer the student to it. (**\* If the accusing faculty member is the Department Chair/Program Director/Associate Dean, then the Dean of the College will act as mediator.**)



**Final Appeal:** Upon receipt of a report of an academic honesty violation, the Provost will review the case and decide whether or not to impose University sanctions (see items 2, 4, and 6 of Responsibilities of the Provost). The Provost will contact the student as described in item 3 of Responsibilities of the Provost. If a student wishes to appeal the decision of a faculty member or appeal a University sanction imposed by the Provost, the student will have seven business days (after receiving notice from the Provost by certified mail) to write a letter to the Provost requesting a hearing before the Academic Appeals Board. In addition, the Provost will notify the student of the appeal process (see item 5, Responsibilities of the Provost). Within seven business days of the receipt of the request for appeal, the Provost will convene the Academic Appeals Board to hear from all concerned parties in an appropriate setting.

### **Composition of the Academic Appeals Board**

The Academic Appeals Board will consist of three regular, elected faculty (with one alternate) and two student representatives appointed by the Provost (with one alternate). The five members will have the right to vote, with the Provost in the role as a non-voting convenor. If the student requesting the appeal is in an adult program, at least one member of the faculty will be affiliated with an adult program and at least one student representative will be enrolled in an adult program. If the student requesting the appeal is in a graduate program, at least one member of the faculty will be affiliated with a graduate program and one student will be enrolled in a graduate program.

### **Procedures of the Academic Appeals Board**

The chairperson will be elected by the membership of the board. The chairperson will gather all of the relevant material available pertaining to the case at hand and distribute it to the members. In addition, the chair will contact all of the parties involved in the case and arrange for a date and time for them to meet (in person or by teleconference) with the Academic Appeals Board. All voting members of the Academic Appeals Board will ordinarily attend the hearing(s). Participants called before the committee will testify one at a time and alone. No one outside of the members of the Appeals Board shall view the proceedings. The student requesting the appeal shall testify first followed by the instructor involved. Finally, any witnesses to the incident shall testify. Once testimony is taken from the involved parties, the Appeals Board may recall any or all of the participants in order to clarify or resolve conflicting testimony. The committee may also call new witnesses after considering the accumulated testimony. Every effort will be made by all parties to keep the proceedings confidential. The Academic Appeals Board has the authority to confirm the original sanction, reduce the sanction, or increase the sanction. Within seven business days of the decision by the Academic Appeals Board, the student who requested the appeal will be notified in writing by certified mail of the decision of the Board by the Provost. In addition, the faculty member who imposed the original sanction will be notified. The decision of the Academic Appeals Board is final. See Appendix 1 for a summary of the timeline of the appeals process.

### **Records**

Any violation of the Academic Honesty Policy that is reported to the Provost initiates the creation of a student record related to the violation. This record is considered a confidential educational record subject to provisions of applicable state and federal laws, and is available only to authorized personnel.

The student record comprises the following: the initial reporting document (see Reporting and Communicating), any correspondence with the student initiated either by the student accused of a violation or by the Provost related to the incident, and any decisions by the Academic Appeals Board. If the student is involved in multiple instances of academic dishonesty, the record shall contain all relevant information pertaining to each violation as stated above.

## **Procedures Pertaining to Access and Use of Student Records**

All requests to view a student record will be channeled directly to the Provost. The following are considered the only valid requests to view a student record:

- Student: A student has the right to view his/her own documentation related to a violation of the Academic Honesty Policy under reasonable conditions identified by the Provost. The student may not remove the record from the Provost's office.
- Institutional boards: A Benedictine University body vested with the duty of generating student recommendations for professional or graduate education on behalf of the University as a whole, for academic honors, scholarships, or for a department thereof, may ask the student to complete the Academic Honesty File Access form (appendix 2) to allow full access to the student's records.
- Academic Appeals Board: The Academic Appeals Board may view a student's record as a part of its role in the appellate process as defined in this policy.
- Faculty/Academic Staff: Benedictine University faculty and academic staff may view a student record in the Provost's Office if the student provides written consent. Under these circumstances, the student will be given the opportunity to complete the Academic Honesty File Access form in appendix 2.

## **Maintenance of Records**

The student record will be handled in a confidential manner and kept in a secure place in the Provost's Office for a period of six years from the student's last term of enrollment, after which time it will be destroyed pursuant to the University's procedure related to students' permanent files.

## **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**

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 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 University Planning and Research and at General Consumer Information. Information on financial assistance, including descriptions of application procedures and forms, may be obtained on Pages 20-25 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](http://ben.edu/police) or <http://ben.edu/police/upload/Mesa-Annual-Security-and-Fire-Safety-Report-2016-2.pdf>

Printed copies of these reports may be obtained at the Benedictine University at Mesa Public Safety department or by calling (602) 888-5516.

## 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 re-applying 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 complete when the following items have been received:

1. A completed Graduate Application for Admission.
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 (SGAPE).



4. Official Educational Credential Evaluators (ECE) ([ece.org](http://ece.org)) evaluation, official Educational Perspectives (EP) evaluation ([edperspective.org/benedictine](http://edperspective.org/benedictine)) or World Education Services (WES) ([wes.org](http://wes.org)) of any foreign transcripts, if applicable. Report requirements vary by program, please contact SGAPE for information on the type of report required.
5. Minimum cumulative GPA of 2.750. 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 from persons who know the applicant from a professional or academic perspective. Forms can be obtained from SGAPE.
7. A one-page statement of educational and career goals.
8. Resume which includes chronological work history if applicable.

## 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 start of the first course in each term. Benedictine University has interest-free monthly payment plans through MyBenU for those students seeking arrangements to balance their tuition payments over an extended period of time. Benedictine University sends bills electronically. Each month, a new statement of account is generated and posted to MyBenU. You will receive an email notifying you that a new statement is available. 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 cannot view your 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.

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.



## INTERNATIONAL ADMISSION

All prospective undergraduate students planning to study on a visa, asylum or refugee status are considered international applicants. Students are encouraged to complete the application process prior to submission deadlines; applications are evaluated after all required documentation has been received.

Applications from international students should be received by Benedictine University no later than June 1 for the fall term or by October 1 for the spring term of the year in which the student plans to enroll. Students are encouraged to complete the application process prior to submission deadlines; applications are evaluated only after all required documentation has been received.

Recognizing the academic and cultural benefits of having international students in classes and on campus, Benedictine University is pleased to accept applications from this student group. International student applications are evaluated by the same admissions standards as those established for American students. Requests for admission are considered without regard to the applicant's race, religion, gender, age, national origin or disability.

### International Application Materials

1. Benedictine University's International Application for Admission.
2. A non-refundable application fee payable by personal check or money order of \$40 USD.
3. Official transcripts from all colleges, universities and language training programs attended in the U.S. Transcripts must be submitted with English translation (if applicable). Students with foreign academic credentials are required to submit an acceptable evaluation (see 5). Students who have submitted academic documents to an approved evaluation company may not be required to submit the same official academic documents directly to Benedictine.
4. Official evaluation of all non-U.S. credentials completed by Educational Credential Evaluators (ECE) ([ece.org/](http://ece.org/)) or Educational Perspectives ([edperspective.org/benedictine/](http://edperspective.org/benedictine/)) or World Education Systems ([wes.org/](http://wes.org/)). Please contact the Office of Admissions to determine the type of evaluation required.
5. Official results of any of the following Standardized Tests: ACT, SAT, TOEFL or IELTS. Electronic verification of IELTS scores may be accepted; applicant must submit IELTS TRF number.
6. Evidence of English proficiency (please see English Proficiency Policy).
7. High School Guidance Recommendation form (available online) or letter of recommendation (may be required of some candidates).
8. Written personal statement (may be required of some candidates).
9. For students requesting an F or J visa: Official bank document, statement or letter of sponsorship showing sufficient funds to cover one year of tuition, room and board, and personal expenses. Contact the Office of Admissions to determine the amount required.
10. International Student Health Form – Students must fully complete the health form that includes evidence of all immunizations and a current TB test.
11. For students requesting an F or J visa: Proof of health insurance or additional forms may be required depending on student visa.
12. Housing form if requesting on-campus housing.

13. Photocopy of passport ID page showing expiration date. If passport is expired, please submit renewal page.

14. Students requesting I-20s or DS-2019s to include dependents are required to submit additional information per U.S. Citizenship and Immigration Services regulations. Please contact [ips@ben.edu](mailto:ips@ben.edu) for more information.

Undergraduate freshmen and transfer admissions applications, document instructions, and general University information can be obtained from the Office of Admissions by calling (630) 829-6300 or emailing [admissions@ben.edu](mailto:admissions@ben.edu).

Documents required to be official should be mailed directly to Benedictine University from the applicable institution, evaluation company, testing service or financial agency. Documents not mailed directly to Benedictine University should be in their original, unopened envelopes. Benedictine University understands that students who attended academic institutions in countries experiencing or recovering from conflict may have difficulty obtaining official documents as defined above. Additionally, some institutions may require students or their families to request documents in person. Under these and other extenuating circumstances, students may work with the Office of Admissions to request a waiver of required documents.

### **International Admissions Procedures**

Once all requirements are met and the applicant's file is complete, the file will be reviewed for admission. The applicant will be informed of the admissions decision in writing. If admitted, the applicant's file will be for documents required for the visa application. International Programs and Services will contact the student regarding the next steps in the process.

All F-1 students are required by law to be enrolled in a full-time course load. It is the international student's responsibility to maintain the validity of the I-20, passport, visa and I-94. It is the international student's responsibility to be aware of all expiration dates and allow ample time for renewal/extensions. International students are responsible for understanding the consequences of not abiding by their student visa regulations.

Students eligible for a conditional admission, pending successful completion of the Intensive English Program, will be issued an I-20 for language training. The education level on the I-20 will not be changed until the student has successfully completed the Intensive English Program and met all other requirements to begin their degree program. It may be possible that students who are issued an I-20 for language training who provide a higher IELTS or TOEFL upon arrival may not have courses available to meet visa regulations.

### **Conditional Admission for Undergraduate International Students**

International students may be conditionally admitted to Benedictine University under a variety of possible conditions, including, but not limited to:

- Successful completion of Benedictine's Intensive English Program.
- Successful completion of Academic Discourse classes. (Please contact academic department for complete information on requirements to complete program.)
- Proof of degree completion or submission of official academic documents. (Please contact academic department for complete information on requirements to complete program).
  - o Students admitted pending completion of a degree or official academic documents must submit these documents before beginning their coursework. Students who do not submit documents may be subject to dismissal.
- Restricted hours.
- Restricted major.



- Interview with Office of Student Life or Academic and Career Enrichment Center representative.
- Completion of Bridge program.
- Meeting with Academic and Career Enrichment Center.
- Completion of required coursework (Critical Reasoning) WRIT 101-SLA.
- Additional conditions may apply, please contact the Office of Admissions for information. The acceptance letter will clearly state the admissions conditions. A student who does not meet the conditions of their admission may be dismissed from Benedictine University. Once a student is dismissed, they are no longer enrolled in classes and will have their I-20 terminated. It is the responsibility of the student to contact the Office of Admissions for questions or concerns regarding the conditions of their acceptance.

## **I-20 Transfer Policy**

International students already in the United States may plan to transfer their I-20 to Benedictine University after they are accepted. It is the international student's responsibility to be aware of their current institution's grace period, transfer and enrollment deadlines, and policies regarding I-20 transfer. Benedictine University will provide students an official acceptance letter in order to transfer their I-20, and will require students to work with their current institution to complete the I-20 Transfer Form. International students transferring in their I-20 must attend class full time during the term for which they have been accepted and the required subsequent terms.

## **Intensive English Program**

Admission Materials:

1. Intensive English Program application
2. Valid passport photocopy
3. Personal statement or interview with Benedictine faculty or staff
4. IELTS/TOEFL of 61 TOEFL iBT, 6.0 IELTS, or 500 paper-based TOEFL
5. Housing form if living on campus
6. Unofficial transcripts Students who have been admitted to a degree-seeking program, pending successful completion of the Intensive English Program, do not need to submit a separate application, unless a designated school official requests this information as confirmation of the student's intended program before issuing the I-20 or DS-2019.

## **Short-Term Study and Exchange Program**

Benedictine University has several agreements with institutions around the globe. Students interested in studying under terms stated in a formal agreement between Benedictine University and their home institution should work with International Programs and Services to determine the application requirements per the formal agreement. Students studying as short-term students are those students who are not intending to get a degree from Benedictine but would like to study for a short period of time. It is the responsibility of the student to work with their home institution to confirm their financial obligations to both their home institution and Benedictine University. Please contact [IPS@ben.edu](mailto:IPS@ben.edu) for additional information or visit [ben.edu/IPS](http://ben.edu/IPS).



## COURSES

### International Student Orientation Undergraduate

**ISOU 100 International Student Orientation Undergraduate.** ISO provides an introduction to student life, resources, and immigration rules and regulations to all incoming international students/scholars with F-1 and J-1 visas. This course is designed to help new international students/scholars learn about the Student and Exchange Visitor Program (SEVIS), to understand how to maintain status and the required government reporting process, and help new students to adjust at BENU. Visa regulation orientation is required for visa holders. Typically offered: Fall, Spring, and Summer Terms.



## **Mesa Branch Campus 2018-2019**

### **Tuition and Fees**

Adult Accelerated Graduate  
Master of Business Administration (M.B.A.) Tuition: \$290/credit hour  
M.B.A. Concentration Courses: \$600/credit hour  
Student Service Fee: \$100/term

Administrative Service Charges  
Administrative fee: \$250  
Advanced placement credit posting fee \$30  
Application fee: \$40  
BenCard (ID card) replacement: \$25  
Certification fee: \$30  
CLEP posting fee (per examination credited) \$30  
Diploma red cover: \$10  
Duplicate diploma fee: \$25  
Electronic transcript fee: \$5  
Enrollment deposit: \$125  
Express transcript mailing (per address): \$30  
Graduation fee: \$145  
Insufficient funds (NSF) fee: \$25  
Late payment fee: \$100  
New student orientation fee \$100  
Paper transcript fee: \$10  
Parking tag replacement: \$5  
Placement test posting fee: \$10  
Special examination: \$5  
Work/life experience fee: \$100 (pre credit hour granted)

### **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 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 calendar days after the first class meeting. Students may view and pay their accounts online at [ben.edu/MyBenU](http://ben.edu/MyBenU) from any on-campus computer or access MyBenU via BenU Connect from off campus. Instructions on how to make an online payment are found at [ben.edu/MyBenU](http://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](http://tuitionpaymentplan.com/ben) or call (800) 635-0120 to speak with a Tuition Payment 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](http://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 on the student's account, a refund will be issued within 30 days of the official drop or withdrawal date.

### **Fees**

All drops or withdrawals are dated as of the date in which they were processed on MyBenU. The tuition refund policies are listed above. The summer terms have a separate tuition refund policy. Whether or not you attend classes, the period of attendance will be computed as the number of days from the scheduled date of opening class in each term to the date shown on the drop or withdrawal slip. See the "Financial Aid" section for information regarding the use of financial aid in the case of a withdrawal.

### **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 Appeals 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](http://ben.edu/student-accounts/index.cfm)**.



## **Financial Aid**

The fundamental purpose of 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](http://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.

## **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 a "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 the Office of 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.

**Number of Weeks a Student Must Complete to Earn Financial Aid for Each Payment**

**Period:** The following chart represents the approximate number of weeks for each program type students need to complete to retain all aid that was disbursed for the payment period (minimum of 60 percent of the payment period).

<b>Program</b>	<b>Payment Period</b>	<b>60% Completion</b>
Traditional Graduate Semester	16 weeks	16 weeks
Traditional Graduate Quarter	10 weeks	10 weeks
Online Graduate Semester Session	8 weeks	8 weeks
Online Graduate Quarter Session	8 weeks	8 weeks
Doctoral Semester	16 weeks	16 weeks
Doctoral Quarter	10 weeks	10 weeks
Cohort Graduate Semester	15 weeks	15 weeks
Cohort Graduate Quarter	15 weeks	15 weeks

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



# 2018-2019 Master Academic Calendar Graduate Quarter

## FALL 2018

### AUGUST

27 Mon Online Session 1 BEGINS  
 30 Thur End of Add/Drop Course Changes and Late Registration for Online Session 1

### SEPTEMBER

3 Mon Labor Day; all University offices closed

### OCTOBER

1 Mon FALL QTR BEGINS  
 14 Sun Last day to withdraw from Online Session 1 classes  
 15 Mon Preferred Application Deadline for Graduation for March and June 2019 Degree/Certificate Recipients  
 21 Sun Online Session 1 ENDS  
 22 Mon Online Session 2 BEGINS  
 25 Thur End of Add/Drop Course Changes and Late Registration for Online Session 2

### NOVEMBER

5 Mon Winter and Spring 2019 Term Registration Begins  
 21-23 Wed-Fri Thanksgiving Holidays; no QTR classes  
 22-23 Thur-Fri Thanksgiving Holidays; all University offices closed

### DECEMBER

9 Sun FALL QTR ENDS; Last day to withdraw from Online Session 2 classes  
 15 Sat Application Deadline for Graduation for December 2018 Degree/Certificate Recipients  
 16 Sun Online Session 2 ENDS  
 24-31 Mon-Mon Christmas Holidays; all University offices closed; no classes  
 31 Mon December Degree Conferral

# 2018-2019 Master Academic Calendar Graduate Quarter

## WINTER 2019

### JANUARY

1	Tues	New Year's Holiday; all University offices closed
7	Mon	WINTER QTR and Online Session 3 BEGIN
10	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 3
15	Tues	Preferred Application Deadline for Graduation for August 2019 Degree/Certificate Recipients
21	Mon	Celebration of Martin Luther King Day; no QTR classes; all University offices open

### FEBRUARY

24	Sun	Last day to withdraw from Online Session 3 classes
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### MARCH

1	Fri	Summer 2019 Term and Late Summer 2019 Interim Registration Begins
3	Sun	Online Session 3 ENDS
15	Fri	Application Deadline for Graduation for March 2019 Degree/Certificate Recipients; Preferred Application Deadline for Graduation for August 2019 Degree/Certificate Recipients
17	Sun	WINTER QTR ENDS
18-24	Mon Sun	Spring Break; no QTR classes; all University offices
31	Sun	March Degree Conferral



# 2018-2019 Master Academic Calendar Graduate Quarter

## SPRING 2019

### MARCH

- 4 Mon Online Session 4 BEGINS
- 7 Thur End of Add/Drop Course Changes and Late Registration for Online Session 4
- 25 Mon SPRING QTR BEGINS

### APRIL

- 1 Mon Fall 2019 Term Registration Begins
- 19-20 Fri-Sat Good Friday and Holy Saturday; no QTR classes; all University offices closed
- 21 Sun Easter Sunday; no QTR classes; all University offices closed;  
Last day to withdraw from Online Session 4 classes
- 22 Mon Easter Monday; QTR classes in session; all University offices closed
- 28 Sun Online Session 4 END
- 29 Mon Online Session 5 BEGINS

### MAY

- 2 Thur End of Add/Drop Course Changes and Late Registration for Online Session 5
- 27 Mon Memorial Day; all University offices closed; no QTR classes

### JUNE

- 2 Sun SPRING QTR ENDS
- 15 Sat Application Deadline for Graduation for June 2019 Degree/Certificate Recipients
- 16 Sun Last day to withdraw from Online Session 5 classes
- 23 Sun Online Session 5 ENDS
- 30 Sun June Degree Conferral

# 2018-2019 Master Academic Calendar Graduate Quarter

## SUMMER 2019

### JUNE

10	Mon	SUMMER QTR BEGINS
24	Mon	Online Session 6 BEGINS
27	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 6

### JULY

4	Thur	Independence Day; no QTR classes; all University offices closed
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### AUGUST

11	Sun	Last day to withdraw from Online Session 6 classes
15	Thur	Application Deadline for Graduation for August 2019 Degree/Certificate Recipients
18	Sun	SUMMER QTR and Online Session 6 END
31	Sat	August Degree Conferral

## LATE SUMMER INTERIM 2019

### AUGUST

26	Mon	LATE SUMMER INTERIM BEGINS
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### SEPTEMBER

29	Sun	LATE SUMMER INTERIM ENDS
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### NOTE:

Spring Commencement Mass and Spring Commencement Convocation are to be determined.

**DESCRIPTION OF FACILITIES**



**Benedictine University**  
Mesa

CAMPUS MAP



BenU Mesa Campus Locations

1. Mesa Higher Education Center  
245 W 2nd St.
2. Alhambra Residence Hall  
43 S. Macdonald Rd.
3. Gillett Hall (Main Campus)  
225 E. Main St.
4. Mesa Family YMCA  
207 N. Mesa Dr.

Metro Light Rail

Light Rail stops along Main Street (West to East):  
Sycamore Station, Alma School Road, Country Club Drive, Center Street, Mesa Drive

Mesa City Highlights

- A. Georges Gyros
- B. Worth Takeaway
- C. Jarrod's Coffee, Tea, & Gallery
- D. Slickables
- E. Queen's Pizzeria
- F. The Organic Bean Cafe
- G. Arizona Museum of Natural History
- H. Mango's Mexican Cafe
- I. Margaritas Grill
- J. Lost Duchman Coffee Roasters
- K. Nunthaporn's Thai Cuisine
- L. Mesa Arts Center
- M. Mesa Family Health Center
- N. Republica Empanada
- O. Pete's Fish & Chips
- P. Mesa Convention Center

500 FT

For more information, go to [ben.edu/mesa/about/location.cfm](http://ben.edu/mesa/about/location.cfm)



## 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, and more than 300,000 books, e-books, 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 (CRRRA)
- 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 a variety of situations which require 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](http://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 with a Benedictine University policy or procedure or have any other dispute with the University that you cannot resolve informally, you may file a complaint in writing.

**For the purpose 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.

A complaint must occur in writing and within 15 business days from the action or occurrence by using the Student Complaint Process located at:

**<http://www.ben.edu/student-life/student-complaint-form.cfm>**

The Student Complaint Process assists in defining the relevant information and facts needed to address the resolution process.

#### Student Complaint Process Overview:

- The Office of Student Life confirms receipt of the student complaint through an email response.
- The Office of Student Life reviews the complaint to determine appropriate actions.
- Within 10 business days, the Office of Student Life notifies the student in writing of the complaint’s status describing steps to be taken.
- The Office of Student Life notifies the student in writing of the complaint’s resolution within 20 business days. If more time is needed for the investigation, the Office of Student Life may extend that timeline and notify the student in writing of that extension.
- The Office of Student Life documents the complaint’s resolution.
- If the complaint cannot be resolved after completing the Student Complaint Process, the student may file a complaint with their appropriate state agency as noted below.

#### Note for students residing in Arizona:

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. Contact:

Arizona State Board for Private Postsecondary Education

1740 West Adams Street, Suite 3008

Phoenix, AZ 85007

**Phone:** 602-542-5709

**Website:** <http://azppse.state.az.us/>

Within 10 days from the date Benedictine University revises a catalog, or publishes a new catalog, Benedictine University shall submit a written or electronic copy of the catalog to the Arizona State Board. This catalog is available to students and prospective students in a written or electronic format.

#### Acknowledgements:

Within 10 days from the date Benedictine University revises a catalog, or publishes a new catalog, Benedictine University shall submit a written or electronic copy of the catalog to the Arizona State Board. This catalog is available to students and prospective students in a written or electronic format.



## 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. The electives in the Mesa M.B.A. program do not lead to a specific concentration. Mesa students may add concentrations via additional advisement and specified coursework (not within the cohort schedule) for an additional fee. See page 16 for concentration course tuition.**

#### **Accounting Concentration:**

MSA 603 Cost Analysis, Profit Planning and Control (4 quarter credits)  
MSA 604 Theory and Practice of Financial Report (4 quarter credits)  
MSA 605 Tax Influences on Decision Making (4 quarter credits)

#### **Financial Management Concentration:**

MSA 603 Cost Analysis, Profit Planning and Control (4 quarter credits)  
MSA 604 Theory and Practice of Financial Report (4 quarter credits)  
MBA 619 International Economics and Finance (4 quarter credits)  
MBA 653 Investment Theory and Portfolio Management (4 quarter credits)

#### **\*Required Course**

#### **Health Administration Concentration:**

MPH 602 Public Health System (4 quarter credits)  
MPH 605 Environmental Health (4 quarter credits)  
MPH 664 Marketing of Health Care Services (4 quarter credits)  
MPH 680 The Business of Healthcare (4 quarter credits)

#### **International Business Concentration:**

MBA 619 International Economics and Finance (4 quarter credits) **\*Required Course**  
MBA 686 International Marketing (4 quarter credits)  
MBA 687 Multi-Cultural Management (4 quarter credits)

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 "B" or better to apply toward graduation/certificate requirements. Learning team and online courses require individual academic work and team projects.

**Course Waivers:** Course 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 waiver. Students with extensive undergraduate equivalent coursework completed at a 3.000 or higher GPA taken within seven years from the date of application to the M.B.A. program may be eligible for a course waiver. Course 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 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 PCs, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern with a PC, white boards and potential smartboards.

**Graduate Employment Opportunities:** U.S. 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 or 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

### Accountancy

**MSA 603 Cost Analysis, Profit Planning and Control.** Builds on the material mastered in MBA 601. Emphasis is placed on profit planning, strategy, and the behavioral aspects of accounting information. Useful for those pursuing careers in professional accounting or finance, and managers requiring a sophisticated knowledge of financial statements as a result of bottom-line responsibility. Prerequisite: MBA 601. 4 quarter credit hours.

**MSA 604 Theory and Practice of Financial Report.** Focuses on the theory and practice behind the preparation and use of financial statements, including the balance sheet, income statement, and statement of cash flows. The objective of the course is to provide an understanding of the significance and limitations of financial statements. The impact of decisions made by corporate executives with regard to the financial statements and their presentation will be discussed. Useful for those pursuing careers in professional accounting and managers requiring a sophisticated knowledge of financial statements as a result of bottom-line responsibility. Prerequisite: MBA 601. 4 quarter credit hours.

**MSA 605 Tax Influences on Decision Making.** This course presents the impact of federal income taxation on various business decisions. Emphasis is placed on areas such as choice of business organization, capital gains, and timing of income, depreciation, investments, and employee benefits. Required prerequisite: MBA 601. 4 quarter credit hours.

### 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 students 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 a student's presentation skills in business and related public presentations through a 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. Prerequisites: 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 619 International Economics and Finance.** Modern theories of international trade and current issues in selected areas of international finance are the subject of this course. Topics include the theory of comparative advantage, balance of payments, international monetary systems, foreign exchange markets, international parity conditions, hedging tools and techniques and foreign investment. Prerequisite: MBA 651. 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. Prerequisites: 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 653 Investment Theory and Portfolio Management.** This course applies modern capital market theory to investment analysis and portfolio management. Topics include risk and return measurement, evaluation of portfolio performance, efficient market theory, pricing of call options, corporate bonds, and equity. Prerequisite: MBA 651. Cross-listed as MBA/MSF 653. \*Required Course. 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.

**MBA 686 International Marketing.** Applies marketing principles and concepts across national borders by examining several key variables of the international environment, such as competition, politics, laws, and consumer behavior. Prerequisite: MBA 661 or MGMT 561. 4 quarter credit hours.

**MBA 687 Multi-Cultural Management.** The complex global business arena of the 21st century mandates that managers develop the skills necessary to design and implement global strategies and conduct effective cross-national interactions. This course will focus on the international manager's cultural skills and sensitivity as well as the ability to carry out the company's strategy within the context of the host country's business practices and environment. 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.

## Public Health

**MPH 602 Public Health System.** Explores the history, basic structures and operations of public health and health care delivery systems based on Essential Public Health Services. 4 quarter credit hours.

**MPH 605 Environmental Health.** Studies environmental factors including biological, physical, and chemical factors that affect the health of the community. 4 quarter credit hours.

**MPH 664 Marketing of Health Care Services.** Explores concepts of marketing theory, planning, strategy, research and implementation of marketing plans including social media plans. 4 quarter credit hours.



**MPH 680 The Business of Healthcare.** Explores current topics in the business of delivering health services including insurance, privacy of information, accountable care organizations, and financing structures and implications of the U.S. Affordable Care Act of 2010. 4 quarter credit hours.

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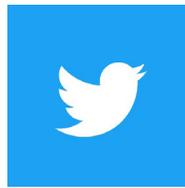
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Benedictine University is located in Lisle, Illinois, just 25 miles west of Chicago, and has branch campuses in Springfield, Illinois, and Mesa, Arizona. Founded as a Catholic university in 1887, Benedictine enrolls nearly 10,000 students in 56 undergraduate and 19 graduate programs. Forbes magazine named Benedictine among "America's Top Colleges" for the fifth consecutive year in 2017.

The Annual Security Report and Annual Fire Safety Report are available at [ben.edu/police](http://ben.edu/police).

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