

Graduate Catalog

2020-2021



Benedictine
University
Mesa

Mesa Graduate Catalog Table of Contents

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ACCREDITATION

Benedictine University is accredited by the Higher Learning Commission, the Commission of Collegiate Nursing Education, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, the Council on Education for Public Health, Illinois State Board of Education, and the Organizational Development Institute. Benedictine University is a member of the State Authorization Reciprocity Agreements (SARA).

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.

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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;

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- 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.

Semester Credit Hours

The academic year is divided into two semesters from August through December and January through May.

For courses taught in the standard delivery method, one semester 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 semester. A three semester credit-hour lecture course, for example, meets three hours per week for 15 weeks.

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For courses taught in the accelerated delivery, online/blended delivery, or other non-standard format, one semester credit hour consists of no less than 38 hours of instruction, individual learning activities (such as pre-course assignments, course assignments and 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.

Quarter Credit Hours

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

For courses taught in the standard delivery 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 10 weeks.

For courses taught in the accelerated, online/blended delivery, or other non-standard format, one quarter credit hour consists of no less than 25 hours of instruction, individual learning activities (such as pre-course assignments, course assignments and preparation time), and team-based collaborative learning activities. Completion of graded outcomes that measure student achievement of learning objectives is comparable to those achieved via the standard delivery method.

Graduation Requirements

Refer to the Academic Programs section of this catalog for individual graduation requirements.

To fulfill the academic residency requirement a student must complete a minimum of 24 semester credit hours (32 quarter credit hours in the quarter-based programs) of coursework at Benedictine University at the 5000 level or above. For students in dual degree programs, the residency requirement is 48 semester credit hours (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 higher to apply toward graduation/certificate requirements. Under no circumstances is it possible for a student have these requirements waived for graduation. Any appeal requests to waive the minimum GPA, minimum credit, or minimum residency requirements cannot be considered. A student must apply for graduation by the deadlines to be considered for graduation.

Graduation Honors

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

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. Requests for transfer credit

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shall be discussed and reviewed by the faculty, department chair and/or program director. Granting of transfer credit is a programmatic decision. Students must submit transcripts for departmental approval of transfer credit prior to the end of the first term after acceptance. Credit for nontraditional experiences, including military education, will be considered on a case by case basis for each veteran's previous education and training based on the transcripts provided.

Course Substitution

Candidates may request permission to substitute an elective for a required course. Requests for course substitution shall be discussed and reviewed by the department chair and/or program director. Granting of course substitution is a programmatic decision.

The Grading System

The student's final grade is determined by the instructor. The system of grading is as follows (quality points are in parenthesis):

A — Excellent (4.000)
B — Good (3.000)
C — Satisfactory (2.000)
D — Failure (1.000)
F — Failure (0.000)
I — Incomplete*
IE — Incomplete Extension*

W — Withdrawal*
P — Pass*
AUD — Audit*
IP — In Progress*

**Note: These grades are not calculated in academic GPA.*

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

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

Incompletes

An Incomplete ("I") is a temporary grade which may be given by arrangement with the student and with approval of the instructor and chair/program director when illness, necessary absence, or other reason beyond control of the student prevents completion of course requirements by the end of the class. The "I" grade automatically converts to an "F" grade if the work is not completed and submitted to the instructor. For fall Incompletes all work must be completed no later than the end of the spring term or the "I" grade automatically converts to an "F" grade. For winter, spring, and summer Incompletes all work must be completed no later than the end of the fall term or the "I" grade automatically converts to an "F" grade. An "I" grade is not calculated in the student's grade point average and zero hours are credited.

To qualify for the grade, a student must have satisfactory academic standing, be doing at least "C" work in the class, and submit a written request with a plan for completion approved by the instructor stating the reason for

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the delay in completing the work. Instructors or departments may restrict work completion to a timeframe prior to the end of following regular term.

Incomplete Extension

An Incomplete Extension ("IE") is a temporary grade which may be given by arrangement with the student and with approval of the instructor and chair/program director when an extension of time for a previously approved Incomplete is needed. Incomplete Extensions are limited to at most one additional semester. An "IE" grade is not calculated in the student's grade point average and zero hours are credited.

Withdrawal

A grade of "W" is recorded to indicate that a student has withdrawn from a course. This is a non-punitive, permanent grade that maintains an academic transcript record of enrollment in a course. "W" grades cannot be appealed.

In Progress

A grade of "IP" 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 course ends and the permanent 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. An add form with instructor's and department chair's signatures must be presented to the Office of the Registrar for the record to be changed to an audit (AUD).

When an Audit (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.

Quality Point System

Final grades in each course are converted to quality points according to the following schedule: A grade of "A" in a course is converted to four quality points for each credit hour (thus in a 3-credit-hour course, an "A" is worth 12 quality points); a grade of "B" is worth three quality points per credit hour; a grade of "C" is worth two quality points per credit hour; a grade of "D" is worth one quality point per credit hour; other grades receive no quality points. The quality point or GPA is computed by dividing the total number of quality points earned, at Benedictine University, by the total number of credit hours attempted, at Benedictine University.

Independent Study Courses

Requests for an independent study must be approved by the department chair on behalf of the student and

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submitted to the Office of the Registrar by the Dean. Timelines for completion are the same as that of a traditional term. Communications between faculty and the student who has requested the independent study are determined prior to the start of the independent study and are to be followed as indicated in the formal request submitted to the Office of the Registrar. Official copies of the request, along with the syllabus for the course, will be kept in the academic department.

Course by Arrangement

Permission may be granted for arranged courses when irresolvable scheduling conflicts exist, determined and verified by the advisor, which preclude enrollment in a regularly scheduled class.

With the approval of the advisor and the program/department chair a formal request for a course by arrangement is submitted to the Office of the Registrar by the Dean. Official copies of the request, along with the syllabus for the course, will be kept in the academic department. Arranged courses are selected from the courses listed in the current Benedictine University Catalog and cover the same content. Course by Arrangements are not independent studies of unique subjects. The grading basis, as indicated in the course description, is followed. All term course deadlines apply to arranged courses.

Official Transcripts

The transcript is your official record of your academic career and courses taken at Benedictine. See the [Office of the Registrar](#) website at www.ben.edu/registrar for details on ordering official transcripts. Unofficial transcripts can be obtained through MyBenU.

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. Only final course grades may 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

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.

Students must follow these steps in this order when appealing a final grade:

1. First, discuss the final grade with the faculty member; bring forward any facts or circumstances that might be pertinent to the faculty member's evaluation and decision.
2. If there is not a satisfactory resolution the student may seek consultation with the department chair/program director.
3. If there is still no satisfactory resolution the student may appeal to the dean of the college.

If there is still no satisfactory resolution, the student may appeal to the Provost and Vice President for Academic Affairs. The Provost's decision is final.

Grounds for Grade Appeal

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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.

Satisfactory Academic Standing Policy

Graduate students are expected to maintain a 3.000 GPA to remain in good academic standing. Any student whose cumulative GPA falls below a 3.000 will be placed on academic probation. A notice of academic probation will appear on the student's transcript. Students will not graduate unless the cumulative GPA is at least 3.000. This requirement may never be waived. 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.

Academic Status

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

Part-time academic status: 1-8.99 credit hours

Full-time academic status: 9-plus credit hours

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

Academic Dismissal

If a student fails to achieve satisfactory academic standing for two consecutive semesters (or three consecutive quarters), the student is dismissed from the University because of poor scholarship. Any student dismissed for poor scholarship may submit a written 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

Refer to the academic calendar on the Office of the Registrar website at

<http://www.ben.edu/registrar/index.cfm> for specific dates for each term and session of enrollment.

Dropping a class without a grade of "W" on a transcript.

- For full 15-week semester classes, students have until the day prior to the second Monday of term to drop the class. Students who abide by this deadline will not receive a grade of "W" on their transcript.
- For face-to-face and blended format courses, students have until the day prior to the second day of class to drop the class. Students who abide by this deadline will not receive a grade of "W" on their transcript.
- For online classes, students have until the end of the Thursday of the first week of class to drop the class. Students who abide by this deadline will not receive a grade of "W" on their transcript.

Withdrawals from class with a "W" grade on a transcript.

Students may withdraw from a course and receive a grade of "W" by logging into MyBenU and submitting the

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withdrawal request by the published deadline. “W” is a non-punitive, permanent grade that maintains an academic transcript record of enrollment in a course. “W” grades cannot be appealed.

- For full semester courses, students who withdraw after the first Sunday of the term (and prior to the last published day to withdraw) will receive a “W” grade on both the grade report and transcript. A student can withdraw with a grade of “W” from a class up to the end of the 10th week of classes for a 15-week course.
- For face-to-face and blended format courses, students who withdraw on or after the second class (and prior to the last published day to withdraw), will receive a “W” grade on both the grade report and transcript. A student can withdraw with a grade of “W” from a class up through the seventy percent point of the class.
- A student can withdraw with a grade of “W” from a class up to the end of the sixth week of classes for an eight-week course and up to the end of the fourth week for a five-week course.

Approval by a financial aid counselor is highly recommended when a student is receiving financial aid. Students should also inform their instructor of their intention to withdraw from a course. Students may not withdraw from a course after the last day to withdraw (which is 70 percent through the course). After the published deadline, no grade of “W” will be permitted for academic reasons and the student will be graded solely on academic performance at the end of the term. Stopping attendance or notifying an instructor, advisor, or any other staff or faculty member is not considered an official withdrawal. It may result in receiving a failing grade and being responsible for the full tuition payment.

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Petition for a late withdrawal

Students may petition for a late withdrawal for non-academic reasons by accessing and completing a late withdrawal petition form on the registrar's website at <http://www.ben.edu/registrar/> and providing supporting documentation.

Repetition of Courses

For courses taken at Benedictine University, undergraduate students, both degree-seeking and students-at-large, may repeat a course in which they received grades of "W," "D," or "F" no more than two times. Students may not repeat any course in which they receive a grade of "P" or "C" or better. When a course is repeated for credit, the earlier earned grade remains on the student's permanent record and will appear on all transcripts. Only the last enrollment and earned grade will be used in computing the cumulative GPA and awarding of credit. If a student wishes to repeat a course originally taken at Benedictine University and in which an earned grade was received, the repeat must be a course at Benedictine University. A repeat may not be by independent study or by study at another institution. The Academic Standing Committee may provide exceptions to this policy. An earned grade is a grade of "A," "B," "C," "D," "F," or "P."

In an authorized repetition of a course, the student will not receive additional credit hours. Only the most recent grade will be used in computing the GPA. However, for an accurate record of the student's academic history, all attempts in the same course will be shown on the transcript. For courses taken at Benedictine University, graduate students, both degree-seeking and students-at-large, may not repeat a course in which they receive a grade of "B" or better. Students may repeat a course designated as a foundation course in which they receive a grade of "W," "C," "D," or "F" no more than two times. Students may repeat a course that is not designated as a foundation course in which they receive a grade of "W," "D," or "F" no more than two times. If a student wishes to repeat a course originally taken at Benedictine University and in which an earned grade was received, the repeat must be a course at Benedictine University. A repeat may not be by independent study or by study at another institution. The Academic Standing Committee may provide exceptions to this policy. An earned grade is a grade of "A," "B," "C," "D," and "F."

Once a student has graduated their degree GPA is final. Students who have graduated may not repeat a course for credit in which they earned a grade of "A," "B," or "C" previously. A student who has graduated may only audit a course in which they previously earned credit.

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

Spring 2020 COVID-19 Policy Exceptions

Due to the unexpected change to virtual campus for the Spring 2020 as a result of the COVID-19 pandemic, students experienced unexpected challenges. To allow continuity for student's academic goals and provide flexibility for students the University adopted the following grading exception policies:

- Students were given the opportunity to elect to take courses Pass/Fail for credit for Spring 2020. The "P" grade equates to a "C" grade or better. "P" grades are considered passing and meet degree requirements for all courses earning a "P" grade in Spring 2020 term only.
- Students were given an extension of time to withdraw. For traditional students the extension was through the end of week 14.

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Undergraduate Enrollment in Graduate Courses

A senior undergraduate student may register for a graduate course at the 5000 level for either undergraduate or graduate credit with approval from the major advisor and the head of the program/department offering the course. It is highly recommended the student has a minimum cumulative grade point average of 2.800 on all University coursework to enroll in the course. The Registrar will not process the course enrollment unless the senior is in good academic standing and is proceeding toward graduation as directly as possible. A student may earn no more than 9 semester credit hours of coursework at the 5000 level toward their undergraduate degree. Graduate credits earned in graduate programs by reverse transfer under special agreements, such as a 3+3 program leading to a professional degree, are not subject to this limitation.

Work/Life Experience Credit

Work/Life experience credit represents attainment through work, professional training, or other non-academic experience that Benedictine University graduate students obtain in the classroom. This credit must be attained with the same degree of competence in a subject area (grade of “B” or higher). Consideration for Work/Life experience must align with a course specifically described in Benedictine University’s catalog. Work/Life credit can be awarded through prior learning by graduate programs designating this option and criteria for consideration in the academic program. Students may receive credit for prior learning through exams, portfolios, credentials, or from national credit recommendation organizations. Prior Learning Assessment (PLA) credit may be awarded after review by the department and is subject to credit limitations.

Academic Honesty Policy

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine Heritage.

Integrity and honesty are therefore expected of all University students. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community.

To access the complete Academic Honesty Policy, which includes student responsibility, responsibility and authority of faculty, violations, reporting and communicating, responsibilities of the Provost, appeals, composition of the academic appeals board, procedures of the academic appeals board, and records, please select the following link: [Academy Honesty Policy](http://www.ben.edu/degree-programs/academic-honesty-policy.cfm) or go to <http://www.ben.edu/degree-programs/academic-honesty-policy.cfm>.

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.

Graduate Student Board of Appeals

The Graduate Student Board of Appeals (GSBA) will hear appeals related to the academic experience of a

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graduate student when the normal process for settling disputes has been exhausted. Disputes involving administrative offices, sexual harassment by a faculty member, nonpayment of debts, should not be referred to the GSBA, but should go directly to the Provost and Chief Academic Officer. Violation of these procedures that do not prejudice any party will not invalidate the procedure.

Membership in GSBA

When the Associate Provost receives a formal appeal from a student or faculty member, the GSBA will be constituted. The Associate Provost shall appoint three members of the graduate faculty to serve on the board.

Each year, the faculty of each program will identify one of their students for potential service. The Associate Provost will appoint two students (neither from the same program as the student or faculty member involved in the appeal) to serve on the GSBA.

The student and faculty member shall each have the right to ask for replacement of any two members of the original selection. The Associate Provost will appoint substitutes as needed. Only two such challenges may be used by either party.

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.

Appeal Process

If the normal procedure does not resolve the complaint, the appellant may file a written notice of appeal with the Associate Provost within one academic term of the occurrence of the dispute. Upon receipt of the written appeal, the Associate Provost will have 15 working days in which to appoint the GSBA members. The GSBA will meet within 10 working days, select a chair and interview the student, faculty member and any other interested parties.

If an informal agreement cannot be reached at this level within 30 working days of the GSBA's first meeting, the appeal process will continue in a formal manner as follows:

1. Immediate written notification of the appeal by the GSBA to the Provost and Chief Academic Officer.
2. Immediate written notification by the GSBA to any person charged in the appeal.
3. A formal gathering of data and hearing of testimony.

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4. A recommendation by the GSBA by a majority vote within 30 working days of the written notification by the GSBA to the Provost and Chief Academic Officer. This recommendation should include the GSBA's rationale for the decision.
5. Immediate notification of the recommendation to all interested parties.
6. After consideration of the recommendation from the GSBA, the Provost and Chief Academic Officer will make a decision within 15 working days and inform the student, faculty member, program director, dean and chair of the GSBA of his/her action.

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

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 and will require department permission to override a prerequisite.

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. *Doctoral students* may not register at will or withdraw without notice. They must receive approval for and coordinate any break in course and program registration with the appropriate doctoral office.
2. Students who do not register for 3 consecutive semesters or 4 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

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written request for an extension prior to the 6 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

Family Educational Rights and Privacy Act (FERPA) 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 Office of 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, misleading, or otherwise in violation of your privacy rights under FERPA. 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 University 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 University's 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. Benedictine also discloses education records without consent to officials of another school in which a student seeks or intends to enroll such as through partnerships and consortium agreements.
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

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FERPA permits the release of directory information to third parties outside the institution without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure. Benedictine University defines directory information as follows:

- Student's name, address, and phone 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
- Photo
- Height, weight, and GPA of student athletes

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

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

A student may authorize the release of confidential information (including personally identifiable information from education records protected by FERPA, and other types of confidential information as well) to a third party by signing an [Authorization for Release of Confidential Information to a Third Party](#) form.

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.

FERPA permits the disclosure of students' education records, without consent of the student, if the disclosure meets certain conditions of the FERPA regulations. Benedictine University may disclose from the education records without obtaining prior written consent of the student the following:

- To other school officials, including instructors, within Benedictine University who are determined to have legitimate educational interests. 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. Legitimate educational interests include performing a task or engaging in an activity related to one's regular duties or professional responsibilities, a student's education, the discipline of a student, a service to or benefit for a student, measures to support student success, evaluation of academic programs, and the safety

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and security of the University. Individuals at the institution who have an educational interest in the student's educational record may share information internally to school officials that have a legitimate educational interest. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced services or functions.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Illinois Board of Higher Education or other state agencies responsible for supervising Benedictine's education programs. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of student records to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To the general public, the final results of a disciplinary proceeding, if Benedictine University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the Benedictine University rules or policies with respect to the allegation made against him or her.
- 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 on occasion take photographs/videos for the University's use in print and electronic media. 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 Marketing and Communications at (630) 829-1948.

Student Right-To-Know Act

The University provides data on retention and graduation rates through the Office of Institutional Research and at the [General Consumer Information web page](#). Information on financial assistance, including descriptions of application procedures and forms, may be obtained from the Office of Financial Aid on the [Lisle Campus](#) (Lownik Hall). Information concerning athletic program participation may be obtained from the [Athletics Department on the Lisle Campus](#) (Rice Center). Other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund

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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:

Annual Security and Annual Fire Safety Reports:

<http://www.ben.edu/student-life/police/annual-safety-report.cfm>

Printed copies of these reports may be obtained at the Benedictine University Police Department (ground floor of the parking structure located in the southwest part of the Lisle Campus) or by calling the non-emergency telephone number, Lisle (630) 829-6122.

GENERAL ADMISSIONS 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 indicate that his or her presence at the University would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the University's functions. Graduate students denied admission are required to wait one calendar year before reapplying to the program.

Some programs have special admissions standards. If you are considering a particular program, you need to determine the admissions standards for that program by reviewing the descriptions contained later in the catalog or by contacting the faculty responsible for the program. Failure to provide Benedictine University with a correct and complete academic history will result in revoking of acceptance and/or administrative withdrawal.

Student-at-Large Study

Graduate students-at-large (GSAL) are those who enroll for graduate coursework before being accepted or applying for admission to a graduate degree program. All academic policies and institutional regulations apply to the GSAL, except that the student is not identified with any class year. Students must demonstrate proof of a baccalaureate degree conferred from a regionally accredited college or university and submit an application to University Admissions. Applicants will be referred to the department chair or program director for permission to register.

Graduate students-at-large do not qualify for financial aid. Credits earned as a GSAL may or may not apply toward degree requirements. Students may count a maximum of 9 semester credit hours or 16 quarter credit hours earned as graduate students-at-large toward a degree program, however GSAL credits do not guarantee

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program admission. A GSAL may later request admission to degree status through the formal admissions process. Admission and acceptance of credits completed is subject to the discretionary approval of the University.

Courses taken as a GSAL do not count toward the residency requirement if the GSAL is later admitted to degree status. GSAL credit may fulfill other graduation requirements with the approval of the program chair. Regardless of status, all courses taken for credit will become part of the student's official record at Benedictine University. The graduation requirements a student must meet are based on the catalog in effect at the time of admission to degree program, which may be different from those in effect during the GSAL period. GSAL status is not available to students denied regular admission to Benedictine, those who have recently been dropped by the University for poor scholarship, or those who have been dismissed from the last institution of attendance within the previous 12 months.

Certificate Programs

Students seeking a certificate are not considered degree-seeking and therefore are not eligible for financial assistance. Certificate program students are required to submit an application for admission. Students must demonstrate proof of a baccalaureate degree from a regionally accredited college or university. Students will work with the department chair/program director for advising on course selection. Hours earned in a certificate program can be applied toward a graduate degree at the time of acceptance. A minimum GPA of 3.000 in certificate applicable coursework is required to receive a certificate. Students may count a maximum of 9 semester credit hours or 16 quarter credit hours earned toward a degree program. Students completing a certificate during the completion of a degree program must apply for the certificate prior to completion of their degree program.

Students interested in Study at Large, Certificate or Degree-Seeking Programs should send all questions, applications and documents to the Enrollment Center ATTN: Adult and Graduate Admissions:

Email: nationalenrollment@ben.edu

Phone: (630) 829-2277

Fax: (630) 829-6371

Admissions Requirements for U.S. Citizens and U.S. Residents

- Graduate Application for Admission.
- \$40 nonrefundable application fee [the fee is \$50 for the doctoral programs].
- Official transcripts from all colleges and universities previously enrolled.
- Proof of U.S. baccalaureate degree from a regionally accredited college or university or equivalent.
 - Students who have completed any foreign postsecondary education (college, university, etc.) are required to submit an official credit evaluation. Students may submit a detailed course-by-course evaluation from Educational Perspectives (EP) at edperspectives.org/benedictine, Education Credential Evaluators (ECE) at ece.org, or World Educational Services (WES) at wes.org. Official reports must be mailed or submitted electronically directly to Benedictine from EP, ECE, or WES. Please contact an Admissions Counselor for more information.
- Official results of professional entrance exam or Graduate Professional Entrance Exam Waiver form, if applicable.

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- Letters of references from persons who know the applicant from a professional or academic perspective. Quantities of letters required vary by program. Letters of reference must be no more than one year old at the time the application is received.
- Resume, if applicable.
- Essay statement of career and academic goals.
- Autobiographical statement (Master of Science in Clinical Psychology).
- Personal Interview (may be required of some programs).
- At any time, the Office of Admissions reserves the right to test the English writing and speaking skills of any incoming graduate student if circumstances warrant it. If asked, students must complete an in-house English assessment and/or be asked to submit an official TOEFL score. Those students who do not demonstrate English proficiency may be conditionally admitted pending successful completion of ADG (Academic Discourse Graduate) coursework. ADG coursework must be completed within the first two quarters of the student's graduate career. The purpose of ADG coursework is to help the student improve their academic endeavors and language proficiency skills.

International Admissions

All prospective graduate students planning to study on a visa, asylum, or refugee status are considered international applicants. Applications from international students should be received by Benedictine University no later than three months before the term for which the student plans to enroll. Students are encouraged to complete the application process prior to submission deadlines; applications are evaluated after all required documents have 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

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.

1. Benedictine University's International Graduate Application for Admission.
2. A nonrefundable application fee payable by personal check or money order of \$40.
3. International application questionnaire for students interviewing for an F visa for the first time may be required.
4. Official transcripts from all colleges, universities, and language training programs attended along with English translation (if applicable). Students who have submitted academic documents to an approved evaluation company (see 6.) may not be required to submit the same official academic documents directly to Benedictine.
5. Proof of a U.S. baccalaureate degree or equivalent.
6. Official evaluation of all non-U.S. credentials completed by Educational Credential Evaluators (ece.org) or Educational Perspectives (EP) at edperspectives.org/benedictine. Students completing an ECE evaluation should have a course-by-course evaluation completed. Students completing an Educational Perspectives evaluation should have a detailed evaluation completed; or students may request a course-

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by-course evaluation from World Education Services at wes.org. Official reports must be mailed or electronically sent directly to Benedictine from EP, ECE, or WES. Please contact the Enrollment Center for more information.

7. Please contact the Office of Admissions prior to completing your report for additional information. Students applying for the Master of Science in Nursing may have non-U.S. nursing credentials evaluated by the Commission on Graduates of Foreign Nursing Schools (CGFNS). Contact cgfns.org. Students applying for the Master of Science in Nutrition and Wellness program may be required to submit an evaluation from another organization. Please contact the Office of International Programs and Services if you are interested in this program.
8. Official results of standardized test scores – GMAT, GRE, MAT, TOEFL or IELTS (may be required of some applicants) or Graduate Entrance Exam Waiver. Request form if applicable.
9. Letters of reference no more than one year old from persons who know the applicant from a professional or academic perspective.
10. Evidence of English proficiency (please see English Proficiency Policy).
11. Written statement of educational and career goals.
12. Resume, if applicable.
13. Personal interview (may be required of some applicants).
14. 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 International Programs and Services to determine the amount required.
15. International Student Health Form – Students must fully complete the health form that includes evidence of all immunizations and a current TB test.
16. For students requesting an F or J visa: Proof of health insurance.
17. Housing form if requesting on-campus housing.
18. Photocopy of valid Passport ID page

Please note, depending on the type of program you are applying for, additional requirements or prerequisites may apply. Please contact IPS for more information.

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 an Official Transcript Waiver.

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 include all documentation required for the visa application. International Programs and Services will contact the student regarding the next steps in the process if the student is seeking an F or J visa. 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, I-94 and valid immigration status. It is the international student's

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responsibility to be aware of all expiration and program end 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 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 all other requirements to begin their degree program and have received acceptance into the 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 Graduate International Students

International students may be conditionally admitted. Conditional admission may include, but is not limited to, the following:

- Required coursework with minimum GPA
 - Students eligible for a graduate entrance exam waiver form or who otherwise do not meet all of the department requirements for admission may be required to complete prerequisite coursework or classes assigned by the graduate department with a “B” or better before they may be fully admitted to the program.
- Students who do not meet the TOEFL/IELTS requirements for graduate degree programs may be required to complete successfully intensive Academic Discourse classes prior to entering the graduate degree program, dependent on their score and review with the Department of Languages and Literature. Please contact the department for additional details on requirements to complete these courses.
- Proof of degree completion or submission of official academic documents
 - Students admitted pending completion of a degree or official academic documents must submit these documents before beginning their graduate coursework. Students who do not submit documents may be subject to dismissal.

The acceptance letter will clearly state the admissions conditions. Students who do 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 International Programs and Services (IPS) 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 grade period, transfer and enrollment deadlines, and policies regarding I-20 transfer. Upon acceptance to the University, Benedictine 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. Once an I-20 record is transferred to Benedictine, the student must begin full-time coursework the next available term, or within five months, whichever is sooner, per immigration regulations.

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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 the Office of 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. Please contact IPS@ben.edu for more information.

English Proficiency Policy

All international students must demonstrate they have met the English proficiency requirements for the Lisle main campus degree program to which they are applying. Students applying to the Lisle main campus for graduate programs must meet the following requirements:

- TOEFL Paper Based Test: 550
- TOEFL Internet Based Test: 79
- IELTS Exam: 6.5

Test scores must be no more than one year old at the time of application and must be official documents in their original, unopened envelopes or sent directly from the testing service. Electronic verification may be possible, but is not guaranteed.

Under certain circumstances, the English proficiency requirement *may* be met without the official TOEFL or IELTS. These circumstances include:

- Studying at an accredited institution where the official language of instruction is English, consideration given for length of program, cumulative GPA and overall academic performance.
- Completing one year or more of academic coursework at a U.S. institution, pending review of transcripts.
- Completing a formal in-house English assessment with the Department of Languages and Literature per the recommendation of the Office of International Programs and Services.
- Submitting official transcripts from ELS Language Centers with a score of 112; scores below 112 require a formal in-house English Assessment.

A TOEFL/IELTS waiver will not be considered until all other documents required for admission have been received. Students may need to meet additional requirements such as the GPA or testing requirement, or they may be required to submit official confirmation of their language instruction.

At any time, the Office of Admissions, Graduate Department, Office of International Programs and Services, or office completing the English assessment can require further documentation or request the student submit an official TOEFL/IELTS or complete a formal assessment through the Department of Languages and Literature. Once all required documents have been received, the Graduate Department may waive the TOEFL/IELTS if it is determined English proficiency has been met.

Benedictine University reserves the right to test the English writing and speaking skills of all incoming undergraduate and graduate students if circumstances warrant it. Where indicated by in-house testing, students may be placed in additional courses which will help them improve in their academic endeavors.

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Please note, students attending subject to a short-term or exchange program and not earning a degree from Benedictine University may have different requirements.

Overseas Credentials

Academic credentials should include:

- A list of all courses studied each year.
- Grades or examination results received (both passing and failing) in each course.
- Maximum and minimum grades obtainable.
- Certified English translation of all international academic credentials.
- If you have studied at a non-U.S. university, you must have your university educational credentials evaluated by Educational Credential Evaluators, Inc. (ece.org) or Educational Perspectives (edperspective.org/benedictine) or World Education Services (wes.org). Report requirements vary by program. Please contact the Office of Admissions for information on the type of report required. Read the directions on the evaluation form carefully, send all information and payment needed for the evaluation directly to the evaluating organization. Allow four to six weeks for your evaluation to be sent to Benedictine University.

Graduate Entrance Exams

For U.S. standardized tests such as the GMAT, GRE, MAT and TOEFL, contact one of the following in your country:

- U.S. embassies and consulate offices
- Fulbright commissions
- Bi-national centers
- Private organizations, such as the Institute of International Education. Ask for an international application. Take the test at least five months before the intended start of school.

For international applicants living in the United States, contact one of the following:

- 1-800-GRE-Call or ets.org/gre
- 1-800-GMAT-Now or mba.com
- 1-800-622-3231 (MAT) or milleranalogies.com
- 001-847-869-7700 (TOEFL) or ets.org/toefl

International Programs and Services Policies and Procedures

All international students are required to attend an orientation as part of the academic experience. Participation in orientation is mandatory and the course is listed on final transcripts. Failure to attend may jeopardize your visa status. International students who do not show satisfactory academic progress may have their status terminated.

How to Apply to Graduate, Adult and Professional Education Programs

The Adult Accelerated Graduate Programs were created to best serve the needs of adult and returning students who are 22 years of age and older. Admissions requirements vary by program type and generally require at least

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two years of full-time work experience.

Admission is based on a review of each student's total academic and extracurricular record. It is necessary for some applicants to complete additional materials or come to the University for further assessment. The Admissions philosophy is to select students who will perform successfully in our academic programs and become active members of the University community. Requests for admission are considered without regard to the applicant's race, religion, gender, age, national origin or disability.

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 indicate that his or her presence at the University would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the University's functions. Graduate students denied admission are required to wait one calendar year before reapplying to the program.

Some programs have special admissions standards. If you are considering a particular program, you need to determine the admissions standards for that program by reviewing the descriptions contained later in this 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 revoking of acceptance and/or administrative withdrawal.

Endorsement Programs

Students seeking an endorsement are not considered degree-seeking and therefore are not eligible for financial assistance. Endorsement program students are required to submit an application for admission. Students must demonstrate proof of a baccalaureate degree from a regionally accredited college or university. A minimum GPA of 3.000 in endorsement coursework is required.

Adult Accelerated Graduate Application Materials

Send all materials to: Enrollment Center, Benedictine University, 5700 College Rd., Lisle, Illinois 60532. A personal interview with an admissions counselor is generally advisable and occasionally required. Official transcripts bearing the signature of the registrar and the institutional seal may be issued by mail from the institution to Benedictine University or official electronic transcripts can be sent directly from the issuing institution to adultenrollment@ben.edu. Consideration for admission will take place when all the necessary information is received.

Admissions Requirements for U.S. Citizens and U.S. Residents

- Graduate application for admission.
 - Apply or download an application online.
 - Request a hard copy application by contacting us at (877) 353-9622 or adultenrollment@ben.edu.
- \$40 one-time, non-refundable application fee.
- Submit official transcripts directly from all colleges and universities previously enrolled.
- Proof of U.S. baccalaureate degree or equivalent.

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- Official Educational Credential Evaluators (ece.org) evaluation, official Educational Perspectives Evaluation (edperspective.org/benedictine), or official World Education Services Evaluation (wes.org) of any foreign country transcripts, if applicable. Report requirements vary by program, please contact the Enrollment Office for information on the type of report required.
- Letters of references from persons who know the applicant from a professional or academic perspective. Quantities of letters required vary by program. Letters of reference must be no more than one year old at the time the application is received.
- Professional resume meeting work experience requirement (varies by program).
- Essay statement of career and academic goals.
- Personal Interview (may be required of some programs).

How to Apply to Benedictine University Online

The quickest and easiest way to apply to Benedictine University's online degree programs is through our online application. You can apply for all of Benedictine's online programs at online.ben.edu.

If you would prefer to fill out a paper copy, please contact us at (866) 295-3104 to speak to a program manager who can supply you with an application.

You can pay the application fee [online](http://online.ben.edu). **Please note that this fee is non-refundable.** Benedictine has established the Economic Hardship Application Fee Waiver program to assist applicants who are financially burdened by the application fee for an online program. Interested applicants are encouraged to contact their program manager for details.

If you still have questions, please call us at (866) 295-3104 to speak with one of our program managers, or request info at online.ben.edu.

Online Admissions Checklists

Visit online.ben.edu/admissions/checklist for your specific program admissions checklist.

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

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

A "Statement of Account" is generated and available on MyBenU once each month. This statement reflects only

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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. Please contact the Business Office at (630) 829-6503 with any questions regarding your statement.

<http://www.ben.edu/student-accounts/tuition-and-fees.cfm>

Students are responsible for securing required textbooks and other educational resources prior to the start of each course.

Benedictine University reserves the right to change tuition, fees, courses, and sequencing of courses without notice. Please note that fees are nonrefundable.

All tuition remission students and consortium students must pay applicable fees such as student service, graduation, certificate, course, and lab fees. All fees are subject to change without further notice.

Some programs may qualify for partnership tuition eligibility if on-site. Academic partnership approval is required and dual discounts cannot be applied.

Payment Options

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

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

Tuition and fees are incurred at the time of registration. For ALL programs, payment of tuition, fees and housing charges is due seven (7) calendar days after the first day of class unless the balance is covered by financial aid or set up on a payment plan through MyBenU (see below).

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1. Payment in full

Benedictine University accepts cash, personal checks, money orders, Visa, MasterCard, American Express, and Discover. Students may view and pay their accounts online at mybenu.ben.edu. Instructions on how to make an online payment are found at mybenu.ben.edu.

2. Monthly Payment Plans

Benedictine University provides interest-free monthly payment plans through MyBenU (administered by TouchNet). Students may set-up plans to manage their out-of-pocket tuition costs annually or per term, depending on their program. Students may enroll online through MyBenU or make a parent/guardian an authorized user to set up a payment plan.

Please note that you will continue to receive monthly account billing statements from Benedictine University while enrolled in a payment plan until your student account balance is paid in full.

- a. Annual budgets (fall and spring combined tuition) traditional semester students only – For a fee of \$40, students can make monthly payments toward their full-year's tuition balance (June–May). Students must contact the Business Office to enroll in this plan. Enrollment is open until June 30th. The Business Office will determine your annual budget. Please note that your budget may be adjusted throughout the year based on enrollment, fees, financial aid, etc. Tuition for the spring semester must be paid in full with the May 1 payment.
- b. Single term budgets (semester, all campuses) – For a fee of \$25, students can make monthly payments toward their tuition balance for a single term. The payment plan for fall begins August 1 and begins January 1 for spring. Balances must be paid in full prior to the next quarter/semester registration or start date.

3. Employer tuition reimbursement

For a \$25 fee per session, students can enroll in a single tuition payment due at the end of the term/session (plus approximately a month grace period). Documentation of your approval in your employer's tuition assistance plan must be submitted to the Business Office of Benedictine University prior to enrolling in this plan. An updated copy of your eligibility must be submitted annually. Students may fax this documentation to the Business Office at (630) 829-6501 or email it to sar@ben.edu. After submitting the documentation, you will receive notification from the Business Office that you are eligible to enroll in the payment plan. Please note that tuition is due in full according to the deferred due date regardless of when individual employers reimburse their employees.

4. Third Party Payment Authorization/Direct Company Billing

The Business Office 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 University 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.

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****Upon the student's written request, from their BenU email account, The Business Office can prepare an itemized receipt for the student's completed (and paid) courses that he/she may provide to his/her employer for reimbursement.**

*****Failure to meet options by 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. To be eligible for a tuition refund after the commencement of classes, the student must officially drop or withdraw from a course within the timeframes set out in the Tuition Refund Timetable below.
2. Students who are expelled, administratively withdrawn or suspended from the University during the course of an academic term are not eligible for a tuition refund and are responsible for all tuition, fees and other costs incurred.
3. Recipients of federal financial aid who officially drop a course or withdraw from the University are subject to Return of Title IV Funds Regulations. Dropping a course or withdrawing from the University (officially or unofficially, such as by non-attendance) may result in a portion or all of financial aid being returned back to the Department of Education. This may result in a debit balance to the student's account with the University which the student is responsible to pay.
4. The amount of refund, if any, is determined by the date the student successfully completes the drop or withdrawal in MyBenU; or the date the completed Add/Drop or Withdrawal Form is received by the University. See the Tuition Refund Timetable below for timeframes and refund percentages.
 - a) Students who do not officially drop a course in MyBenU or in writing will be financially responsible for the entire cost of the course.
 - b) Notifying the instructor of intent to drop a course and/or non-attendance in a course does not constitute an official withdrawal for purposes of eligibility for refunds by the University to the student.
 - c) Tuition credit for complete withdrawal will be made only after the proper drop or withdrawal notification has been submitted and processed.
 - d) If the drop results in a credit balance on the student's account, refunds will be issued within 30 days of the official drop or withdrawal processing date.
5. To officially withdraw from a course after the commencement of classes, all students should use MyBenU to complete the drop or withdrawal. Students enrolled in adult accelerated learning team programs must complete the LEARNING TEAM CHANGE FORM and return it to the campus offices listed below:
 - a) **Learning Teams** – Your academic advisor.

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Tuition Refund Timetable				
Refund per dropped course	Flexible Programs Fall/Spring Terms	Flexible Programs Summer Term	Graduate, Adult, Professional Education, and Flat Rate Programs	Online Programs
Full Refund	Up to 7 calendar days after first class meeting	Up to 3 calendar days after first class meeting	Up to 7 calendar days after the first class meeting	Up through Thursday of the first week of the session
75% Refund	8-14 calendar days after the first class meeting	N/A	N/A	N/A
50% Refund	15-21 calendar days after the first class meeting	4-6 calendar days after the first class meeting	N/A	Friday through Sunday of the first week of the session
No Refund	22 calendar days or more after the first class meeting	7 calendar days or more after the first class meeting	8 calendar days or more after the first class meeting	After the first week of class
No Refund	After the first class meeting for courses with a condensed meeting schedule	After the first class meeting for courses with a condensed meeting schedule	After the first class meeting for courses with a condensed meeting schedule	N/A

Financial Appeal

This process is designed to address extenuating circumstances that occurred during a given course/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. Financial appeals over a year old will not be accepted by the Committee.

Student submits the appeal 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

Financial Aid

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The fundamental purpose of the financial aid program at Benedictine University 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 6 semester or 8 quarter credit hours and half-time is a minimum of 3 semester or 4 quarter credit hours. Graduate Learning Team students are considered full-time for Financial Aid eligibility purposes when continuously enrolled in the established curriculum program schedule.

Refunds

Refunds are issued to students when excess funds exist on their accounts after crediting Title IV funds. Refunds for student loans and other Title IV funds are processed 10 days after funds are posted to the student's account. Parent PLUS loans are refunded to the borrower (parent) or student based on the selection the borrower makes during the PLUS loan application process. A parent who is due a refund will receive a mailed check. To request a refund of another type of overpayment on your account, you must complete a refund request form and send it to the Business Office. The refund request form can be found online at ben.edu/student-accounts/index.cfm.

When a student receives their refund depends on the refund preference they have selected using BankMobile. For more information about BankMobile, visit this link: <https://bankmobiledisbursements.com/refundchoices/>. If you have started class and have not yet received a Refund Selection Kit, please call the Business Office at (630) 829-6503 to request one. If you receive a refund as the result of an excess of Title IV funds, and the check remains uncashed after 180 days, the funds will be returned to the Department of Education by the Office of Financial Aid.

Application Procedures

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

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

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

Direct 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 Direct 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 on the Federal Direct Unsubsidized Stafford loan begins upon graduation or when the student ceases to be enrolled at least half-time.

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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 Federal Direct Graduate 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 Federal Direct PLUS Stafford loan is due within 60 days after the loan is fully disbursed; however, payments may be postponed while the student is enrolled at least half-time. Students should borrow their full Federal Direct Stafford Loan before borrowing from the Federal Direct PLUS Loan program.

Federal Perkins Loan

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

Satisfactory Academic Progress Policy for Financial Aid Recipients

I. Overview

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

II. Financial Aid Programs Included Under this Policy

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

III. Students Subject to this Policy

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

IV. Satisfactory Academic Progress Policy for Financial Aid Recipients

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; and,
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 Graduate 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

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attempted a cumulative total of 12 credit hours must complete at least 8 credit hours to meet the requirement ($12 \text{ hours} \times .67 = 8 \text{ credit hours}$); and

3. Complete their degree requirements within 150 percent of the required credit hours to complete their degree. For example, a student enrolled in a master's 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 graduate students is reviewed on an annual basis, typically at the end of the spring term. Satisfactory Academic Progress for online graduate students is reviewed twice annually at the end of the fall and spring sessions. Satisfactory Academic Progress for learning team graduate students is reviewed at the end of each payment period. 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 (SAP) 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 SAP; what has changed in the student's situation that would allow the student to demonstrate SAP at the next evaluation; and a realistic educational plan that outlines how the student will meet the SAP 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 SAP 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 SAP standards by a specific point in time.

Probation: If a student fails to meet SAP requirements and submits an approved appeal, he/she can continue to receive Title IV aid for one additional payment period. SAP 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 SAP. It is the student's responsibility to contact the Office of Financial Aid to request a review of his/her SAP for reinstatement of assistance.

VII. Definitions for Financial Aid Purposes

Completion of Courses

For graduate/professional students, credit 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

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counted in the number of credit hours attempted, but not in the number of credit 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 credit hours and developmental course credit hours are counted in the total number of credit hours attempted/completed.

Leave of Absence Policy

An Academic leave of absence (LOA) is a process that allows 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 Financial Aid leave of absence (LOA), for Return of Title IV funds purposes, is a "temporary interruption in a student's program of study" (Federal Student Aid Handbook, vol. 5 p. 10). The University's academic leave of absence and financial aid leave of absence are independent processes from each other.

Length of Approved Leave

The Office of Financial Aid may grant a qualifying student a financial aid leave of absence 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 leave of absence 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 leaves at different times as long as all of the leaves added together do not exceed 180 days in a 12-month period. If students request a leave of absence that exceeds 180 days in a 12-month period, the Office of Financial Aid will contact and advise the student that the request is denied and the student will need to officially withdraw from the program.

Completion of Coursework Upon Return

Title IV regulations indicate that upon the student's return from a leave of absence, the student can begin a new course of study. Therefore, Benedictine University extends to all students the ability to begin a new course of study 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 leave of absence 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 leave of absence 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. For more information, please see the section titled Return of Title IV funds on our financial aid webpage under the Consumer Information tab: ben.edu/financial-aid/consumer.cfm.

Student Requirements

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Traditional Student Requirements

Traditional students should work with their academic advisor in order to lessen any academic ramifications. The University Withdrawal/Leave of Absence form will be completed through the advisor and must indicate the date the student plans to return to the University. Even though the academic department may approve a leave for longer than 180 days, federal regulations dictate that financial aid recipients must return within 180 days or they will be considered withdrawn. See the section beginning with “Failure to Return” for more information.

Non-traditional Student Requirements

Non-traditional students requesting a financial aid leave of absence must complete and sign an official Financial Aid Leave of Absence 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.

If unforeseen emergency circumstances prevent a student from providing a request for a leave of absence on or before the last date of class attendance as outlined above, the academic advisor can request and submit the student’s request to the Financial Aid Appeals Committee for approval. Unforeseen circumstances may include medical and family emergencies, unexpected business travel and natural disasters. If approved, the student will be granted a leave of absence 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.

Return of Title IV Funds Policy

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded. If a student who received Title IV funds withdraws, either officially or unofficially, on or before completing the payment period, the Office of Financial Aid is required to recalculate and review the student’s eligibility for the financial aid.

Students Subject to this Policy

All students currently receiving federal funds are subject to this policy.

Financial Aid Programs Included Under this Policy

All Title IV Federal financial aid programs are subject to this policy. This includes:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Direct Graduate PLUS Loan
6. Federal Pell Grant
7. Federal Supplemental Educational Grant (SEOG)
8. Iraq Afghanistan Service Grant

Consequences of Withdrawing From Courses

Withdrawing from courses may affect a student’s financial aid award eligibility. Prior to withdrawing from courses, students are advised to speak with their financial aid counselor and academic advisor, student success coordinator, or program coordinator.

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Financial Consequences of Withdrawing:

Financial aid is awarded to assist with educational expenses for the length of an entire payment period. If a Title IV recipient withdraws prior to completing 60 percent of the payment period, the Office of Financial Aid must determine how much of the federal funding was “earned” up to the time of withdrawal. This review and recalculation is called a “Return of Title IV Aid” (R2T4).

If the recalculation determines the student did not earn all of the funds that were disbursed, the excess aid received must be returned to the federal government within 45 days of the date of the student’s withdrawal. The Office of Financial Aid will notify the student of the return of funds.

If the student previously received a refund from financial aid, the student may be required to return a portion of those funds to the University.

Title IV funds that must be returned to the government may create a balance due to the University.

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).

Program	Payment Period	60% Completion
Traditional Graduate Semester	16 Weeks	10 Weeks
Traditional Graduate Quarter	10 Weeks	6 Weeks
Online Graduate Semester Session	8 Weeks	5 Weeks
Online Graduate Quarter Session	8 Weeks	5 Weeks
Doctoral Semester	16 Weeks	10 Weeks
Doctoral Quarter	10 Weeks	6 Weeks
Cohort Graduate Semester	15 Weeks	9 Weeks
Cohort Graduate Quarter	15 Weeks	9 Weeks

Determination of Withdrawal Date

Official Withdrawal:

A withdrawal is considered to be an “official” withdrawal when the student completes an official withdrawal form through their academic advisor, student success coordinator, or program coordinator or verbally notifies the Office of Financial Aid. Acceptable official notification includes notification to the designated contacts listed above.

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Unofficial Withdrawal:

- A withdrawal is considered to be an “unofficial” withdrawal when the student stops attending classes, and does not withdraw from those classes or notify the University. In these circumstances, the withdrawal date is based on the student’s last academic activity (i.e. took an exam, submitted a term paper, etc.). If the date is unknown, the withdrawal date will be the midpoint or 50 percent of the payment period.
- If the student could not notify the University of their intent to withdraw because of extenuating circumstances (illness, accident, grievous personal loss or other circumstances beyond student’s control), the withdrawal date used will be based on documentation related to the event once the Office of Financial Aid is notified.
- If a student does not return from an approved leave of absence (LOA) or does not indicate a date of return less than 180 days on the LOA form, the withdrawal date will be the student’s last day of attendance prior to the beginning of the LOA and a Return of Title IV funds will be calculated.

Students with all Failing Grades

Most academic programs at Benedictine do not require monitoring of student attendance. For Title IV recipients, Federal regulations state if a student fails to earn a passing grade in at least one course within the payment period, the institution must assume that the student has unofficially withdrawn unless there is documentation that the student completed the period.

Return of Title IV Funds Policy

If a recipient of Title IV funds withdraws from the University or will be out of attendance for over 45 calendar days, the amount of Title IV 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.

Conversely, if the amount earned is greater, the student may be eligible for a post-withdrawal disbursement. The Office of Financial Aid will notify the student in writing, of their eligibility for a post-withdrawal disbursement.

The percentage of financial aid the student is eligible for is determined by the following:

1. The number of days attended divided by the number of days in the payment period.
2. Institutional breaks of five or more consecutive days, excluding a leave of absence (LOA), are excluded from the calculation.
3. The percentage of unearned aid is calculated by subtracting the earned aid from 100%.
4. Institutional charges include tuition, fees, and school contracted room and board charges.

Any unearned funds that need to be returned to the Federal Government are completed in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Direct Graduate PLUS Loan
6. Federal Pell Grant

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7. Federal Supplemental Educational Grant (SEOG)
8. Iraq Afghanistan Service Grant

Reinstatement/Re-award

A student may have their financial aid reinstated or re-awarded after a Title IV calculation has been processed once the student returns to the University.

Definitions for Financial Aid Purposes

A Leave of Absence (LOA): For all students, a leave of absence is a process designed to allow students to interrupt their academic program for a limited period of time during which the student is considered to have an active status with the University.

Post-Withdrawal Disbursement

Funds that a student is eligible to receive but were never disbursed prior to the last day of attendance.

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ACADEMIC CALENDARS

2020-2021

University Master Academic Calendar

Doctoral and Graduate GSEMester

Traditional [GSEM] and 8 Week Online Delivery Formats

FALL 2020

AUGUST

31 Mon **GSEM FALL and Online Session 1 BEGIN**

SEPTEMBER

3 Thur Opening Liturgy; no GSEM classes between 10:30am and 1:30pm; all University offices open; End of Add/Drop Course Changes and Late Registration for **Online Session 1 classes**

7 Mon Labor Day; **no GSEM classes; all University offices closed**

OCTOBER

11 Sun Last day to withdraw from **Online Session 1 classes**

15 Thur Application Deadline for Graduation for March/June 2021 Degree/Certificate Recipients

25 Sun **Online Session 1 ENDS**

26 Mon **Online Session 2 BEGINS**

29 Thur End of Add/Drop Course Changes and Late Registration for **Online Session 2 classes**

NOVEMBER

9 Mon Spring 2021 Term Registration Begins

25-27 Wed-Fri Thanksgiving Holidays; **no GSEM classes**

26-27 Thur-Fri Thanksgiving Holidays; **all University offices closed**

DECEMBER

6 Sun Last day to withdraw from **Online Session 2 classes**

14-18 Mon-Fri **GSEM FALL Official Final Exam Period**

20 Sun **GSEM FALL and Online Session 2 END**

24-31 Thur-Thur Christmas Holidays; **all University offices closed; no classes**

31 Thur December Degree Conferral

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2020-2021

University Master Academic Calendar

Doctoral and Graduate GSEMester

Traditional [GSEM] and 8 Week Online Delivery Formats

SPRING 2021

JANUARY

1	Fri	New Year's Holiday; all University offices closed; no classes
11	Mon	Online Session 3 BEGINS
14	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 3 classes
18	Mon	Celebration of Martin Luther King Day; no GSEM classes; all University offices open
19	Tues	GSEM SPRING BEGINS

FEBRUARY

15	Mon	Application Deadline for Graduation for August 2021 Degree/Certificate Recipients
21	Sun	Last day to withdraw from Online Session 3 classes

MARCH

1	Mon	Summer 2021 Term Registration Begins
7	Sun	Online Session 3 ENDS
8	Mon	Online Session 4 BEGINS
11	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 4 classes
15	Mon	Application Deadline for Graduation for December 2021 Degree/Certificate Recipients
22-28	Mon-Sun	Spring Break; no GSEM classes; all University offices open

APRIL

2-3	Fri-Sat	Good Friday and Holy Saturday; no GSEM classes; all University offices closed
4	Sun	Easter Sunday; no GSEM classes; all University offices closed
5	Mon	Easter Monday; GSEM classes in session; all University offices closed
6	Tues	Fall 2021 Term Registration Begins
18	Sun	Last day to withdraw from Online Session 4 classes

MAY

2	Sun	Online Session 4 ENDS
10-14	Mon-Fri	GSEM Spring Official Final Exam Period
16	Sun	GSEM SPRING ENDS
31	Mon	May Degree Conferral

JUNE

5	Sat	Commencement Mass and Commencement Ceremony
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2020-2021

University Master Academic Calendar

Doctoral and Graduate GSEMester

Traditional [GSEM] and 8 Week Online Delivery Formats

SUMMER 2021

MAY

3	Mon	Online Session 5 BEGINS
6	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 5 classes
31	Mon	Memorial Day; all University offices closed; no GSEM classes

JUNE

7	Mon	GSEM SUMMER BEGINS
13	Sun	Last day to withdraw from Online Session 5 classes
27	Sun	Online Session 5 ENDS
28	Mon	Online Session 6 BEGINS

JULY

1	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 6 classes
5	Mon	Independence Day Observance; no GSEM classes; all University offices closed

AUGUST

8	Sun	Last day to withdraw from Online Session 6 classes
15	Sun	GSEM SUMMER ENDS
22	Sun	Online Session 6 ENDS
31	Tues	August Degree Conferral

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2020-2021

University Master Academic Calendar

Doctoral and Graduate Quarter

Traditional [QTR] and 8 Week Online Delivery Formats

FALL 2020

AUGUST

31 Mon **Online Session 1 BEGINS**

SEPTEMBER

3 Thur Opening Liturgy; **all University offices open**; End of Add/Drop Course Changes and Late Registration for **Online Session 1 classes**

7 Mon Labor Day; **all University offices closed**

OCTOBER

4 Sun **FALL QTR BEGINS**

11 Sun Last day to withdraw from **Online Session 1 classes**

15 Thur Application Deadline for Graduation for March/June 2021 Degree/Certificate Recipients

25 Sun **Online Session 1 ENDS**

26 Mon **Online Session 2 BEGINS**

29 Thur End of Add/Drop Course Changes and Late Registration for **Online Session 2 classes**

NOVEMBER

9 Mon Winter and Spring 2021 Term Registration Begins

25-27 Wed-Fri Thanksgiving Holidays; **no QTR classes**

26-27 Thur-Fri Thanksgiving Holidays; **all University offices closed**

DECEMBER

6 Sun Last day to withdraw from **Online Session 2 classes**

13 Sun **FALL QTR ENDS**

20 Sun **Online Session 2 ENDS**

24-31 Thur-Thur Christmas Holidays; **all University offices closed; no classes**

31 Thur December Degree Conferral

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2020-2021

University Master Academic Calendar

Doctoral and Graduate Quarter

Traditional [QTR] and 8 Week Online Delivery Formats

WINTER 2021

JANUARY

1	Fri	New Year's Holiday; all University offices closed; no classes
11	Mon	WINTER QTR and Online Session 3 BEGIN
14	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 3 classes
18	Mon	Celebration of Martin Luther King Day; no QTR classes; all University offices open

FEBRUARY

15	Mon	Application Deadline for Graduation for August 2021 Degree/Certificate Recipients
21	Sun	Last day to withdraw from Online Session 3 classes

MARCH

1	Mon	Summer 2021 Term Registration Begins
7	Sun	Online Session 3 ENDS
15	Mon	Application Deadline for Graduation for December 2021 Degree/Certificate Recipients
21	Sun	WINTER QTR ENDS
22-28	Mon-Sun	Spring Break; no QTR classes; all University offices open
31	Wed	March Degree Conferral

SPRING 2021

MARCH

8	Mon	Online Session 4 BEGINS
11	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 4 classes
29	Mon	SPRING QTR BEGINS

APRIL

2-3	Fri-Sat	Good Friday and Holy Saturday; no QTR classes; all University offices closed
4	Sun	Easter Sunday; QTR classes; all University offices closed
5	Mon	Easter Monday; QTR classes in session; all University offices closed
6	Tues	Fall 2021 Term Registration Begins
18	Sun	Last day to withdraw from Online Session 4 classes

MAY

2	Sun	Online Session 4 ENDS
31	Mon	Memorial Day; all University offices closed; no QTR classes

JUNE

5	Sat	Commencement Mass and Commencement Ceremony
6	Sun	SPRING QTR ENDS
30	Wed	June Degree Conferral

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2020-2021

University Master Academic Calendar

Doctoral and Graduate Quarter

Traditional [QTR] and 8 Week Online Delivery Formats

SUMMER 2021

MAY

3	Mon	Online Session 5 BEGINS
6	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 5 classes
31	Mon	Memorial Day; all University offices closed

JUNE

13	Sun	Last day to withdraw from Online Session 5 classes
14	Mon	SUMMER QTR BEGINS
27	Sun	Online Session 5 ENDS
28	Mon	Online Session 6 BEGINS

JULY

1	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 6 classes
5	Mon	Independence Day Observance; no QTR classes; all University offices closed

AUGUST

8	Sun	Last day to withdraw from Online Session 6 classes
22	Sun	SUMMER QTR and Online Session 6 END
31	Tues	August Degree Conferral

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STUDENT SERVICES

Library

The Benedictine University Library directly supports the academic mission of the University through selecting, curating, creating, preserving, and providing anytime access to digital and physical resources and through providing the finest in-person and virtual support and services to all of our regional and global library constituents. The library also seeks to support the General Education Curriculum which is at the heart of our liberal arts-based system of curricular and co-curricular electives in areas representing multiple disciplinary approaches and modes of problem-solving. Benedictine's courses are designed to represent critical skill and knowledge areas for active and responsible citizenship and stewardship of the Earth, lifelong learning, global awareness, integrative knowledge and effective interpersonal communication.

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.

The Information Literacy Curriculum offered by the library covers all coursework and is designed to help students at all levels to find, evaluate, use, analyze and share information and construct knowledge in a clear, compelling and ethical manner. Librarians are available to work with faculty, classes and individual students to achieve these goals.

Collections:

- More than 335,000 books (print and electronic)
- Access to more than 125,000 periodicals (print and electronic)
- More than 86,000 streaming videos
- More than 110 different databases in a variety of subject areas, most accessible from off campus
- Instructional Materials Collection – juvenile books, teacher's kits, curriculum resources
- More than 2,000 pieces in the music score collection
- Copies of theses and dissertations completed at Benedictine University and George Williams College
- Illinois Documents Depository
- Institutional Repository/Constellation
- Archives and Special Collections

Services:

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

Consortium affiliations:

- Consortium of Academic and Research Libraries in Illinois (CARLI)

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- LIBRAS
- Catholic Research Resources Alliance (CRRRA)
- Center for Research Libraries (CRL)
- American Benedictine Academy
- Theological Library Cooperative of Arizona (TLCA)

Academic and Career Enrichment Center

The mission of the Academic and Career Enrichment (ACE) center is to support students' academic, personal and professional development through resources and services that serve to maximize their academic success, enhance their student experience and better prepare them for further study or the workforce. The ACE center engages students by providing support for academic work as well as co-curricular activities and professional goals. The center's services include:

- Academic support and tutoring functions
- Learning specialists
- Peer tutors
- Study skills
- Accommodations services for students with disabilities
- Support for undecided majors and students on probation
- Comprehensive career development services, including career assessments, internship services, career education programs, job search functions and career resources

Academic Support Services:

The ACE center provides a variety of academic support services for all student groups. These services are free of charge to all students.

Learning Specialists:

Students may arrange for individual appointments with one of our learning specialists in the areas of math, science and writing. Appointments can be made by contacting the learning specialists directly or by contacting the main office number at (630) 829-6041. Students who need remote assistance should contact learning specialists directly.

Peer Tutors:

In cooperation with the academic departments, the ACE center offers peer tutoring sessions for a variety of classes that are held each semester. These sessions help students clarify difficult concepts and prepare for quizzes and exams. They are led by instructional assistants who have successfully completed the course and have been identified by faculty members as individuals who possess both content knowledge and the ability to communicate that knowledge to fellow students. Subject areas that are typically supported by these sessions include accounting, biology, chemistry, economics, physics, psychology and the humanities. The availability and times of tutoring sessions vary by semester.

Study Skills:

The ACE center assists students with the development of general study skills to improve performance and reduce stress associated with college study. This can be arranged through an individual appointment, or

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students can take advantage of a series of study skills workshops conducted each semester. Contact the center at (630) 829-6041 to arrange an individual appointment for assistance.

Accommodation Services:

Benedictine University is dedicated to creating an accessible environment through reasonable and appropriate accommodations for students with disabilities. Students with a disability are encouraged to seek assistance with the ACE center. Special accommodation services are available for students with disabilities on a case-by-case basis and if documentation from a properly licensed clinician supports the accommodation. Students eligible under the Americans with Disabilities Act (1990) and/or Section 504 of the Rehabilitation Act (1973), whose disability interferes with a major life activity, are urged to self-identify so that the process for receiving assistance can begin as soon as possible.

Commonly granted accommodations include the following:

- Extended time for testing in a quiet test environment
- Designated note taker in class
- Modified or enlarged classroom/reading materials
- Books in alternate formats
- Preferential classroom seating

Students with questions or in need of special academic or housing accommodations should stop by the ACE center or call (630) 829-6041 to arrange proper documentation for equal access to educational and campus services.

Career Services:

The ACE center also offers comprehensive services to assist students and alumni in developing, implementing and evaluating career and life plans. The Academic and Career Enrichment Center is here for you not only during your journey at Benedictine, but even after you graduate. We will stay connected with you as an ongoing partnership in your journey as an alumnus of Benedictine University.

We know that sometimes life can throw a curve ball and transitions in careers happen either by choice or sometimes not by choice. The ACE center offers a wide range of services to accommodate different needs for transitional career support.

The ACE center offers services from one-on-one career counseling to a wide range of virtual career services ranging from career assessments to resume assistance. We will help you with cover letters, mock interviews, internships, job fairs, workshops, career assessments and more. Email ace@ben.edu or call (630) 829-6041 to schedule an appointment with one of our career advisors today.

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Campus Ministry

Campus Ministry celebrates the Catholic acknowledgement of the rich diversity of faiths at Benedictine University. Through our programs and services, we aim to assist Benedictine students, staff, and administration in their spiritual and personal growth.

You are invited to get involved with the wide variety of opportunities we have to offer. Whether you are in need of spiritual direction, would like to use your musical talents in worship, or are seeking to learn more about your faith or others, our doors are always open.

Dining Services

For more information about dining options on campus please visit http://www.ben.edu/student-life/dining_services.cfm.

Barnes & Noble at Benedictine University

You can purchase new or used textbooks and other required supplies from the University's bookstore, Barnes & Noble at Benedictine University. Show your school spirit with Benedictine University apparel. The bookstore sells a variety of apparel items and offers a number of sales throughout the year. Visit ben.edu/bookstore or stop by the bookstore to see the latest styles and selections. You can contact the bookstore at (630) 829-6010 or visit us on the first floor of the Krasa Student Center.

Campus Recreation

As a Benedictine student, you are invited to take part in campus recreation opportunities. Campus Recreation encompasses a variety of activities including intramurals, group fitness classes, informal sports and adventure activities. All of these activities will give you the opportunity to connect with the University community, meet new people on campus and have fun. For questions, contact Campus Recreation at (630) 829-6144.

Benedictine Fitness Center

The Benedictine Fitness Center provides state-of-the-art facilities for students, athletes, faculty and staff. The center has both early morning and evening hours of operation. For more information, check out the Athletics website at benueagles.com.

University Police

University Police provide a number of services such as jump-starting stalled vehicles, safety escorts (between 6:00 p.m.-6:00 a.m.), and vehicle lockout assistance. For more information, visit the Benedictine University Police office in the lower level of the parking garage.

Alumni Association

Graduating students are 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 Development. These programs include: class reunions; Homecoming; admissions recruitment; regional alumni activities; alumni chapters; and many other

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events both on and off campus. Contact the Alumni Association at: ben.edu/alumni-friends/alumni/alumni-association.cfm or (630) 829-6077.

STUDENT COMPLAINT PROCESS

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

For purposes of this process, a “Complaint” is an expression of dissatisfaction concerning a University employee, department, service or process, or a University administrative action that requires clarification, investigation and/or resolution. Grade appeals and appeals of accommodation denials are not student complaints and are not subject to this policy.

A complaint must occur in writing and within 15 business days from the action or occurrence by using the Student Complaint Process below. The Student Complaint Process assists in defining the relevant information and facts needed to address the resolution process.

A complaint must be made in writing, preferably using the online Complaint Form at <http://www.ben.edu/student-life/student-complaint-form.cfm>

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 Illinois students:

If the complaint cannot be resolved after exhausting the Student Complaint Process, the student may file a complaint with the Illinois Board of Higher Education using their Institutional Complaint System located at <http://complaints.ibhe.org/>

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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/>

Note for online students:

If the complaint cannot be resolved after exhausting the institution's Student Complaint Process, the student may file a complaint by contacting the Illinois Board of Higher Education using their Institutional Complaint System located at <http://complaints.ibhe.org/>

Note for online students residing in California:

If your complaint cannot be resolved after exhausting the institution's Student Complaint Process, the student must file a complaint by contacting:

California Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 263-1897
Website: <http://www.bppe.ca.go>

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ACADEMIC PROGRAMS – GRADUATE

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

College: Daniel L. Goodwin College of Business

Department: Graduate Business Administration

Student Type: Graduate

Faculty:

Ricky Holman, J.D.

Assistant Professor and Department Chair, Graduate Business Administration

B.S., 1977, George Mason University; J.D, 1988, Thomas M. Cooley Law School

Ron Baiman, Ph.D.

Assistant Professor, Graduate Business Administration

B.Sc., 1973, Hebrew University; M.A., 1981, Ph.D., 1992, New School for Social Research

Joseph D. Cursio, M.S.

Instructor of Finance, Graduate Business Administration

B.S., 1988, Illinois Institute of Technology; M.S. Finance, 2011, Illinois Institute of Technology

John Draut, M.B.A.

Instructor, Graduate Business Administration and Program Director, M.S. in Accountancy Program

B.S., 1970, University of Illinois; M.B.A., 1981, DePaul University

Sandra Gill, Ph.D., CCS

Associate Professor, Business Administration

B.A., 1970; M.A., 1974, Michigan State University; M.A., 1995; Ph.D., 1998, Fielding Graduate University

Zhen Liu, Ph.D.

Assistant Professor, Management Information Systems and Business Analytics Programs

B.S., 1996, Nankai University; M.S., 1999, Chinese Academy of Sciences; M.S., 2002, University of Illinois at Chicago; Ph.D., 2007, Northwestern University

Barbara T. Ozog, Ph.D.

Professor and Program Director, M.S. in Management Information Systems Program and

M.S. in Business Analytics Program

B.S., 1977, Loyola University Chicago; M.S., 1979, Ph.D., 1985, Northwestern University

Tom Yu, Ph.D.

Assistant Professor, M.B.A., M.S. in Management Information Systems Program and

M.S. in Accountancy Programs

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B.S., 1971, Montana State University; M.S., 1973, Arizona State University; Ph.D., 1978, Texas A&M University

Lecturers:

Duffy Blackburn, M.A.F.M., M.B.A., CISA, CPA, CFE
George Chakrabarty, M.B.A., MCPM, Senior Lecturer
Tsun Chow, Ph.D.
Ann Fulmer, M.S., Senior Lecturer
Kenneth Hansen, J.D., M.S., Senior Lecturer
James Hill, M.B.A., Senior Lecturer
Patrice Kucia, M.B.A., CPA
Raymond Makowski, J.D.
Edmund Manrique, M.S., M.B.A.
Thomas Scott, M.S.A., CPA, CMA
Joseph Stachnik, J.D., M.B.A.
Martin Terpstra, M.S., CPA
Derrick Walters, Ed.D., M.B.A., PMP, ITIL

The lecturers listed are individuals who have been employed as instructors on an as-needed basis, within the last several years, to teach courses at Benedictine University. Instructors listed may not currently be employed by Benedictine University. The University is fortunate to be able to provide our students with part-time faculty whose experience, credentials and commitment to education add to the high quality of our resident faculty.

Introduction:

For 40 years, Benedictine's M.B.A. programs have 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 the 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. programs 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 Benedictine's 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?

The M.B.A. is widely recognized as a powerful professional credential in business and other

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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. is an essential factor for your career growth and leadership development.

What is available to you?

Choose from Benedictine's six distinctive M.B.A. programs and contemporary certificate programs, each carefully designed and delivered to meet your specific educational and professional needs.

Our M.B.A. programs are:

- Traditional On-Campus M.B.A.
- Online M.B.A.
- 4+1 M.B.A. Program
- International M.B.A. Program
- Hybrid Cohort M.B.A.
- Dual Degrees (M.B.A./M.S. in Management and Organizational Behavior, M.B.A./Master of Public Health, and M.B.A./M.S. in Nursing)

- **The M.B.A. Program:**

The M.B.A. curriculum includes 16 courses, 13 required and three electives, totaling 64 quarter credit hours. M.B.A. students are required to complete the foundation courses at a grade of "B" or better and successfully complete the 13 required courses plus 12 hours in elective coursework, at a 3.000 or higher cumulative GPA. All coursework with a grade below "C" must be repeated for the course to apply toward graduation and/or certificate requirements. Courses designated as foundation courses, as identified in the catalog, require a grade of a "B" or better to apply toward graduation/certificate requirements. Each of the 13 required courses are offered year-round. Traditional On-Campus evening M.B.A. classes typically meet one evening per week, from 6:30-9:30 p.m. Classes are scheduled in quarters that last 10 weeks. Online M.B.A. classes are offered year-round and typically run six sessions a year, with each session lasting eight weeks.

Lisle Main Campus, Traditional M.B.A. Program:

Benedictine University's Traditional M.B.A. program is designed for working adults. The program's classes are ideal for those who seek flexibility in their course schedules and plan to register as either a full- or part-time student. Most classes are conducted one evening per week per class on the main campus in Lisle starting at 6:30 p.m. Select courses may be offered in a weekend format.

The M.B.A. program consists of six foundation courses that provide preparation for the managerial-level core courses. Students with prior undergraduate business coursework may be waived from four foundation courses. To be eligible for course waivers, prior undergraduate coursework must have been taken within the last seven years, pending department chair approval. This means you can complete your degree in less than two years.

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Students in the Traditional On-Campus M.B.A. program are allowed to select between several required course options to best suit their career goals. Students may select from concentrations to fulfill degree requirements. The M.B.A. program may accept up to 16 quarter credit hours in waivers and 32 quarter credit hours in transfer credit toward the master's degree for graduate coursework completed at another accredited institution. The combination of waiver and transfer credit cannot exceed 32 quarter credit hours.

Traditional On-Campus M.B.A. Program Curriculum:

Foundation Courses 24 quarter credit hours:

MBA 5510 Economics
MBA 5541 Analytical Tools for Management Decisions
MSA 6500 Financial Accounting
MBA 6520 Leadership and Business Ethics in the Global Environment
MGMT 6530 Organizational Behavior
MBA 6539 International Business

The Managerial Process 28 quarter credit hours:

MSA 6601 Managerial Accounting
MBA 6611 Managerial Economics
MBA 6630 Operations Management
MBA 6651 Financial Management
MBA 6661 Marketing Management
MBA 6671 Strategic Management
MBA 6683 Project Management

Plus 12 elective quarter credit hours for a total of 64 quarter credit hours. Elective courses should be confirmed with your academic advisor.

Concentrations offered in the Traditional On-Campus M.B.A. program include: Accounting, Business Analytics, Health Administration, and Organizational Leadership.

4+1 M.B.A. Program:

Well-qualified Benedictine University students who complete an undergraduate degree may be eligible to complete the M.B.A. with one additional year (four additional quarters) of full-time graduate study (12 quarter credit hours per quarter). Students are encouraged to discuss curricular options with the program director. The full-time 4+1 Program is developed specifically for recent college graduates. Admission to the program is not automatic and an application must be completed during the student's senior year of undergraduate coursework.

Online M.B.A. Program

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Benedictine University offers a high-quality, fully online M.B.A.. The interactive online format of the Online M.B.A. allows you the flexibility to complete your coursework around busy work and personal schedules; and earn your master's degree from an established, reputable university.

Online M.B.A. Program Curriculum:

Foundation Courses 24 quarter credit hours:

MBA 5510 Economics

MBA 5541 Analytical Tools for Management Decisions

MSA 6500 Financial Accounting

MBA 6520 Leadership and Business Ethics in the Global Environment

MGMT 6530 Organizational Behavior

MBA 6539 International Business

The Managerial Process 28 quarter credit hours:

MSA 6601 Managerial Accounting

MBA 6611 Managerial Economics

MBA 6630 Operations Management

MBA 6651 Financial Management

MBA 6661 Marketing Management

MBA 6671 Strategic Management

MBA 6683 Project Management

Plus 12 elective quarter credit hours for a total of 64 quarter credit hours. Elective courses should be confirmed with your academic advisor.

Hybrid Cohort M.B.A. Program (offered in Northern and Central Illinois and Southwestern Arizona):

Benedictine University's cohort M.B.A. program offers an evening, blended-style program to working adults. The M.B.A. degree is completed in less than two years while attending classes one evening per week, at a location close to home or work. The cohort delivery is a hybrid format, with courses offered in-class and fully online in D2L. Cohorts start regularly throughout the year.

Hybrid Cohort M.B.A. Program Curriculum:

Foundation Courses 24 quarter credit hours:

MBA 5510 Economics

MBA 5541 Analytical Tools for Management Decisions

MSA 6500 Financial Accounting

MBA 6520 Leadership and Business Ethics in the Global Environment

MGMT 6530 Organizational Behavior

MBA 6539 International Business

The Managerial Process 28 quarter credit hours:

MSA 6601 Managerial Accounting

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MBA 6611 Managerial Economics
MBA 6630 Operations Management
MBA 6651 Financial Management
MBA 6661 Marketing Management
MBA 6671 Strategic Management
MBA 6683 Project Management

Elective Courses 12 quarter credit hours:

MBA 5551 Strategic Managerial Communications
MBA 6559 Entrepreneurship
MGMT 6581 Team Building
MBA 6633 Legal Issues in the Workplace

The electives in the Cohort program do not lead to a specific concentration. Concentrations may be added via additional elective coursework upon advisement and availability is dependent on location.

International M.B.A. Program:

Benedictine partners with international universities. Benedictine's International M.B.A. Program prepares students to enter today's dynamic global workplace with the assurance of superior personal and intellectual development, along with the important understanding of today's multicultural environment. Students complete 64 quarter credit hours in 13 core M.B.A. courses, plus three courses focusing on international business. Those students interested in a truly international experience have the opportunity to take their concentration courses at Copenhagen Business School (CBS), an exchange partner institution of Benedictine University. Summer sessions at partner institutions offer coursework in an accelerated 12 to 21 day format.

The Asian M.B.A. program is run in partnership with Shenyang University of Technology. The M.B.A. program is also being offered in partnership with University of Economics and Business and at Dong A University in Da Nang. The M.S. MIS program is offered at Shenyang Jianzhu University (SJZU). The Higher Learning Commission approved Benedictine University to offer M.B.A. and Master of Science (M.S.) in Management Information Systems programs throughout China and Vietnam.

Dual Degree M.B.A. Programs:

Benedictine University offers the following three dual M.B.A. degrees: M.B.A./M.S. in Management and Organizational Behavior, M.B.A./Master of Public Health, and M.B.A./M.S. in Nursing. Dual degree programs prepare students to take leadership roles and pursue a myriad of career opportunities. Dual degree programs generally require 96 quarter credit hours and may be completed in as little as 36 months. Application and admission is required to each graduate program, and students must fulfill all requirements for each program in the selected dual degree. Students admitted to a graduate business administration program may apply to a dual degree program at any time during their initial degree program or up to five years after completion of the initial degree program. Approval of both program directors and the Department of Graduate Business Administration chair is required. Should a returning Benedictine student exceed the five-year time limit required to apply to a dual degree program, the student may petition the department chair to consider their prior academic performance and

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professional development in order to be considered for the dual degree program. These applications will be considered on an individual basis. The residency requirement for a dual degree is 64 quarter credit hours.

Course Waivers, Transfers and Substitutions:

Waivers: M.B.A. course waivers may be granted to one M.B.A. course should the student successfully complete two undergraduate courses in the same field of study from a regionally accredited undergraduate program with a grade of “B” or better within the last seven years of application to the program. The maximum M.B.A. courses allowed to be waived is four. Four Benedictine M.B.A. courses equals 16 quarter hours. A student may also be eligible for an M.B.A. course waiver should the student have a current valid professional certification such as CPA or PMP.

Transfers: M.B.A. course transfers may be granted to one M.B.A. course should the student successfully complete one graduate course in the same field of study from another regionally accredited graduate program with a grade of “B” or better within the last five years of application to the program. The maximum M.B.A. courses allowed to accept a transfer is eight. Eight Benedictine M.B.A. courses equals 32 quarter hours. The student shall provide a copy of the course descriptions and syllabi of courses taken from another regionally accredited university master’s program for confirmation of comparability to the Benedictine M.B.A. courses as part of the application packet.

Substitutions: A Benedictine M.B.A. course may be granted a substitution to accept another Benedictine M.B.A. course in its place from the same Benedictine University M.B.A. program. A request to substitute one M.B.A. course for another M.B.A. course within the Benedictine University program shall be approved by the department chair. All substitutions will be reviewed in order to insure the integrity of the Benedictine degree is not compromised, and all Benedictine degree program objectives are met.

M.B.A. Program Electives:

Students in the M.B.A. program can select 12 quarter credit hours as electives. Electives should be chosen to advance individual professional development and career goals. Academic advisors assist students in making these important decisions. Elective courses are offered at least once a year, and advanced academic planning is recommended to incorporate preferred electives.

M.B.A. Program Concentrations:

A unique feature of the Benedictine M.B.A. program is the option to earn one or more concentrations. A concentration is earned by completing 12 elective quarter credit hours from the specific courses designated for each concentration. Earning a concentration is optional. Students must comply with all course prerequisites when planning a concentration. Those students wishing to earn two or more concentrations must complete a unique set of courses for each concentration. An elective cannot be used to meet the requirements of two different concentrations.

Starting the Program:

Because your M.B.A. requires a significant commitment, your initial advising appointment is very important. Whether you are enrolled in a certificate program or accepted as a degree-seeking M.B.A. student, you are encouraged to schedule an advising appointment before enrolling in the first M.B.A.

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class. An advising appointment provides students with important details about their curriculum sequence, establishes an academic plan for program completion, and makes students aware of essential graduate policies and M.B.A. resources. M.B.A. course prerequisites must be met for enrollment in upper-level courses.

Admission Requirements:

Application for graduate admission

- \$40 non-refundable application fee
- Official transcripts from all universities/colleges attended. Official electronic transcripts can be emailed to e-transcripts@ben.edu
- Official copy of GRE or GMAT test scores or completed test waiver form
- Two letters of reference from individuals familiar with the applicant's professional or academic work, excluding family or personal friends
- A one- to two-page essay addressing educational and career goals
- Current résumé listing chronological work history
- Personal interview may be required prior to an admission decision
- Students who have completed any foreign postsecondary education (college, university, etc.) are required to submit an official credit evaluation. Students may submit a detailed evaluation from Educational Perspectives at edperspectives.org/benedictine, World Education Services (wes.org), or a course-by-course evaluation from Education Credential Evaluators (ECE) at ece.org. Official reports must be mailed directly to Benedictine from Educational Perspectives or ECE or submitted electronically directly to Benedictine from Educational Perspectives or ECE. Please contact the Enrollment Center for more information.

Applicants having a cumulative GPA of 3.200 or better may be waived from the GMAT requirement. Applicants wishing to apply for a GMAT waiver, but who do not have a GPA of 3.200 or better, may be considered pending successful completion of specified quantitative and/or qualitative courses. Many factors are weighed in assessing an applicant. There is no set admission formula and no predetermined cut-off point for test scores.

Applicants who have not completed college algebra within the past five years may be required to demonstrate math proficiency or participate in a math refresher course MBA 5400 Math Review.

M.B.A. Concentrations

Accounting:

This concentration provides the skills and knowledge necessary for accounting positions in a variety of settings. The Accounting option includes courses that will prepare students for the Certified Public Accountant (CPA) or Certified Managerial Accountant (CMA) examinations and for a variety of positions in corporate accounting. Students who successfully complete certificates in Accounting will fulfill this concentration. You may earn this concentration by selecting 12 or more quarter credit hours from the list below:

MSA 5504 Corporate Accounting Theory and Practice I (4)

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MSA 5506 Corporate Accounting Theory and Practice II (4)
MSA 5513 Auditing Theory and Practice (4)
MSA 5515 Advanced Accounting (4)
MSA 6603 Cost Analysis, Profit Planning and Control (4)
MSA 6604 Theory and Practice of Financial Reporting (4)
MSA 6605 Tax Influences on Decision-Making (4)
MSA 6606 Forensic Accounting (4)
MSA 6607 Fraud Examination (4)
MSA 6608 Fraud and the Legal Environment (4)
MSA 6609 Computer Fraud (4)

Business Analytics:

The Business Analytics concentration leverages information technology and business thinking to turn data into actionable intelligence. The concentration is designed for students who have an interest in quantitative methods, exploring and uncovering relationships through data analysis and using data to solve business problems. You may earn this concentration by selecting 12 or more credits from the list below, including the asterisked course:

MSBA 6641 Optimization Techniques for Management Decisions (4)
MSBA 6659 Business Analytics (4)*
MSBA 6663 Machine Learning (4)
MIS 6674 Database Management Systems (4)
MIS 6677 Knowledge-based Systems (4)
MSBA 6685 Data Visualization (4)
MSBA 6686 Analytics for Big Data (4)
MSBA 6687 Data Warehousing (4)
MSBA 6691 Business Analytics Lecture Series (1-4)

**Required*

Health Administration:

The Health Administration concentration examines how financial, legal and marketing activities are transformed when applied in health care organizations. Integration of the systemic view of U.S. health care into the decision-making process prepares students to become mid- and senior-level health executives who are able to combine the analytic tools of business with an understanding and appreciation of the human side of health care. You may earn this concentration by selecting 12 or more quarter credit hours from the list below:

MPH 6002 Public Health System (4)
MPH 6005 Environmental Health (4)
MPH 6064 Marketing in Public Health (4)
MPH 6080 The Business of Health Care (4)

Organizational Leadership:

The practice of leadership has undergone revolutionary change during the last decade. Managing a for-

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profit or not-for-profit organization requires competence in the behavior sciences, which is the basis for this concentration. The courses listed below offer knowledge and skills for students to redesign the organization's work systems and create an effective leadership role for themselves. This concentration is earned by selecting 12 or more quarter credit hours from the list below, including the asterisked course:

MGMT 6532 Organizational Development (4)
MGMT 6553 Organization Design (2)
MGMT 6557 Organizational Culture (2)
MGMT 6580 Group Dynamics (4)
MGMT 6581 Team Building (2)
MGMT 6582 Conflict Management (2)
MGMT 6585 High Performance Work Systems/Large Group Interventions (2)
MBA 6626 Strategic Business Communications (4)
MGMT 6634 Strategy, Structure and Decision-Making (4)*

**Required*

Certificate in Internet Marketing (16 quarter credit hours, available through Online M.B.A. program only):

Students may not declare this program after the Fall 2018 term.

Refer to original catalog of entry for appropriate academic requirements.

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COURSE DESCRIPTIONS - GRADUATE

Accountancy

MSA 5504 Corporate Accounting Theory and Practice I. (Formerly 504) Focuses on the theory and practice behind the preparation and use of financial statements, including the balance sheet, income statement, and the statement of cash flows. Provides an understanding of the significance and limitations of financial statements. Useful to those pursuing careers in professional accounting and a necessary course for those planning to sit for the CPA exam. Also a useful course for those managers requiring a sophisticated knowledge of financial statements as it relates to bottom-line responsibility, particularly those managers required to provide attestation of the accuracy of the financial statements and internal controls. Prerequisite: MSA 6500. 4 quarter credit hours.

MSA 5506 Corporate Accounting Theory and Practice II. (Formerly 506) A continuation of MSA 5504 providing an in-depth study of the conceptual framework of corporate accounting and generally accepted accounting practices with particular reference to the problem areas of financial reporting, such as accounting for pensions, accounting for income taxes, segment reporting, and earnings per share. Intended for those who are pursuing a career in accounting or finance, especially those who are seeking professional certification. Prerequisite: MSA 5504. 4 quarter credit hours.

MSA 5513 Auditing Theory and Practice. (Formerly 513) An intensive study of generally accepted auditing standards and procedures as prescribed by the Public Company Accounting Standards Oversight Board. Emphasis is placed on planning of an audit engagement, evaluation of internal controls, documentation required under the Sarbanes-Oxley Act of 2002, audit sampling techniques and auditing in a computerized environment. A necessary course for those planning to sit for the CPA exam. Prerequisite: MSA 5506. 4 quarter credit hours.

MSA 5515 Advanced Accounting. (Formerly 515) A study of the accounting methods for mergers, consolidations, foreign subsidiaries, not-for-profit and governmental entities, and partnerships. A necessary course for those planning to sit for the CPA exam. Prerequisite: MSA 5506. 4 quarter credit hours.

MSA 6500 Financial Accounting. (Formerly 500) Concentrates on the preparation, interpretation, and analysis of the balance sheet, income statement, and statement of cash flows. Emphasizes the rationale for and implications of important accounting concepts, the selection of alternatively acceptable accounting methods and their varying affects of valuation and net income determination and reporting. Provides student with an opportunity to understand the complex accounting data they will receive as operational managers. 4 quarter credit hours.

MSA 6601 Managerial Accounting. (Formerly 601) 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. Prerequisite: MSA 6500. 4 quarter credit hours.

MSA 6603 Cost Analysis, Profit Planning and Control. (Formerly 603) Builds on the material mastered in MSA 6601. 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

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knowledge of financial statements as a result of bottom-line responsibility. Prerequisite: MSA 6601. 4 quarter credit hours.

MSA 6604 Theory and Practice of Financial Reporting. (Formerly 604) 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: MSA 6601. 4 quarter credit hours.

MSA 6605 Tax Influences on Decision Making. (Formerly 605) 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, timing of income, depreciation, investments, and employee benefits. Required Prerequisite: MBA 6601. 4 quarter credit hours.

MSA 6606 Forensic Accounting. (Formerly 606) A comprehensive study of forensic accounting topics. This course provides students with a background in the field of forensic accounting-fundamentals, tools and accounting applications. 4 quarter credit hours.

MSA 6607 Fraud Examination. (Formerly 607) The course is an examination of schemes used to executives, managers, and employees to commit fraud against their organizations. The course material focuses on the prevention, detection, and investigation strategies used to combat accounting fraud. Required Prerequisite: MSA 6500 and MSA 6601. Elective. 4 quarter credit hours.

MSA 6608 Fraud and the Legal Environment. (Formerly 608) This course examines criminal theory relating to fraud, existing legislation governing fraud, and preparation and presentation of fraud cases in the court system. Prerequisite: MSA 6606. 4 quarter credit hours.

MSA 6609 Computer Fraud. (Formerly 609) This course provides an understanding of how fraud is accomplished by the use of computers and the Internet. It discusses the types of computer fraud that can occur in organizations and how computer fraud can be prevented. 4 quarter credit hours.

MSA 6611 Managerial Economics. (Formerly 611) 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 6611. 4 quarter credit hours.

MSA 6614 Auditing and Assurance I. (Formerly 614) A study of the processes conducted by independent, internal and governmental accountants to audit, attest and provide assurance services on information provided by management. Theoretical concepts of materiality, audit risk, and evidential matter are explored, along with the auditor's understanding of controls in a sophisticated technological environment. The application of these concepts in a way that develops critical thinking and communications skills is emphasized. Prerequisite: MSA 5513. 4 quarter credit hours.

MSA 6615 Auditing and Assurance II. (Formerly 615) A continuation of MSA 6614. Concepts of internal controls, testing methodologies, auditing strategies and potential exposure of misstatement and/or fraud and

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potential liability of the auditor will be explored more in depth. Prerequisite: MSA 6614. 4 quarter credit hours.

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MSA 6616 Information System Auditing. (Formerly 616) Since the introduction of the Sarbanes-Oxley Act of 2002, there has been an increasing focus on the strengths and weaknesses of a company's information system infrastructure. This course will introduce those students interested in auditing to the fundamentals of Information Systems (IS) auditing with an emphasis on understanding IS controls, the types of IS audits, and the concepts and techniques used in IS audits. 4 quarter credit hours.

MSA 6617 Internal Auditing. (Formerly 617) This course will cover internal audit's critical role in Sarbanes-Oxley, Section 404 compliance efforts as well as focusing on the central role that internal auditors play in the management of risk. Internal auditing is presented as an integral part of effective corporate governance. Students are introduced to internal control theory, test design concepts including audit sampling, and best practices. Students will work on selected case studies, explore best practices from organizations such as DuPont, Fannie Mae, Central Maine Power, and Pacific Telesis, and use statistical methods to form audit judgment. Required Prerequisite: MSA 5513. 4 quarter credit hours.

Business Administration

MBA 5400 Math Review. (Formerly 400) Intended for students needing a review of mathematical concepts and tools at a college algebra level. Strongly recommended for students who have not used such techniques or have not had a math based course in several years. This course may be required as a condition of admission if the student has not taken College Algebra in the last 7 years. Not counted as an MBA elective. 1 quarter credit hour.

MBA 5510 Economics. (Formerly 510) Fundamental concepts of macroeconomics, including supply and demand, measurements of 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 5541 Analytical Tools for Management Decisions. (Formerly 541) 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 5551 Strategic Managerial Communications. (Formerly 551) Focuses on effective design and delivery of speeches and virtual presentations for business. Uses multi-media to assess and develop student's presentation skills in business and related public presentations, through student's actual presentation with multi-media aids. Elective. Learning Team M.B.A. Program only. 2 quarter credit hours.

MBA 5592 Conversion Optimization. (Formerly 592) Students in Conversion Optimization will become practitioners in conversion planning and structure, building momentum, engaging in dialogue, as well as analysis and measurement. Students will learn how to focus on the customer and identify opportunities to create a positive online user experience that will motivate them to take action. 4 quarter credit hours.

MBA 5593 Web Analytics. (Formerly 593) This course will instruct and guide students in the Internet marketing discipline of web analytics. The curriculum covers KPI's, segmentation, reports, internal search analytics, surveys, experimentation and testing, and multichannel analytics. Defining useful metrics are critical to successful

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analytics and students will leave this course with a solid foundation of advanced analytic strategies. 4 quarter credit hours.

MBA 5594 Search Engine Optimization. (Formerly 594) This course will educate and train students wishing to develop expertise in the Internet marketing discipline of search engine optimization. The curriculum revolves around the core areas of search engine optimization, including fundamentals and best practices, design and architecture, keyword research, copyrighting, and SEO project management. 4 quarter credit hours.

MBA 5595 Social Media. (Formerly 595) This course will educate and train students in the rapidly expanding field of social media. The Curriculum covers social media overviews, strategies for advertising campaigns, and using the necessary tools and tactics to attract attention websites. Additional topics include social news networks, viral marketing, online press releases, online reputation management, and popular social media sites. 4 quarter credit hours.

MBA 6520 Leadership & Business Ethics in the Global Environment. (Formerly 520) 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 6539 International Business. (Formerly 539) 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 6543 Domestic and International Alternative Dispute Resolution. (Formerly 543) This course will cover all forms of Alternative Dispute Resolution with an emphasis on mediation and arbitration. The course will cover how to identify which cases are best for Alternative Dispute Resolution, evaluate the qualifications of arbitrators and mediators, conduct effective discovery in Alternative Dispute Resolution, develop effective negotiation strategy, develop effective arbitration techniques, and respond to obstacles that opposing parties often create. 4 quarter credit hours.

MBA 6545 Business Law. (Formerly 545) This course presents a comprehensive study of the major areas of business law. Specific topics include: contracts, sales, negotiable instruments, secured transactions and internet law. The students will acquire an overview of the law, and have a basic understanding of how law impacts certain business transactions. Prerequisite: MBA 6520. 4 quarter credit hours.

MBA 6546 Intellectual Property. (Formerly 546) This course presents a comprehensive study of intellectual property law. Areas to be discussed will include: patents, trademarks, trade secrets, and copyrights as applied through Federal & Illinois law. 4 quarter credit hours.

MBA 6550 Business Negotiations. (Formerly 550) The purpose of this course is to study and practice effective negotiation strategies and techniques. The objective of this course is to improve students' understanding of negotiations and their effectiveness as negotiators. Readings and class discussions will provide students with a theoretical framework to prepare, conduct, and review negotiations and several strategies to enhance their abilities as negotiators. Through participation in a series of negotiation simulations and critical reflection, students will increase awareness of their negotiation behavior and their ability to negotiate more skillfully. 4 quarter credit hours.

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MBA 6559 Entrepreneurship. (Formerly 559) Deals with new venture management, examining entrepreneurial personalities, managing creativity and establishing a successful enterprise. The major project is a new business plan. Prerequisite: MGMT/MSA 6500. Cross-listed as MBA/MGMT 6559A. 4 quarter credit hours.

MBA 6600 Independent Study. (Formerly 600) 1-4 quarter credit hours. *Department Consent Required.*

MBA 6611 Managerial Economics. (Formerly 611) 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 6611. 4 quarter credit hours.

MBA 6613 Business and Economic Forecasting. (Formerly 613) Acquaints students with business statistical forecasting methodologies, placing special emphasis on the underlying assumptions. Emphasizes time series methods used for planning and includes techniques such as decomposition, smoothing, regression and ARIMA modeling. Prerequisite: MBA 6611. 4 quarter credit hours.

MBA 6619 International Economics and Finance. (Formerly 619) 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 6651. 4 quarter credit hours. Typically offered: Winter Term.

MBA 6622 Creativity and Innovation in Business. (Formerly 622) Discusses both individual and group methods to enhance innovation in the organization. Theories of creativity are reviewed, but the emphasis is on using technologies to develop new products and processes. 4 quarter credit hours.

MBA 6626 Strategic Business Communications. (Formerly 626) Focuses on effective design and delivery of speeches and virtual presentations for business. Uses multi-media to assess and develop student's presentation skills in business and related public presentations through student's actual presentation with multi-media aids. The course will expand to: (1) Understand the principles of effective managerial communications, (2) Appreciate the role that communication plays in crisis management, business strategy implementation and managing the workplace and (3) help students understand the basics of negotiation, including analysis of other party and mutually acceptable outcomes. 4 quarter credit hours.

MBA 6630 Operations Management. (Formerly 630) This course focuses on the strategic role of operations, developing an appreciation for operations activities, and how to improve them. Issues include continuous quality improvement, the critical importance of the customer and consideration of selected quantitative techniques. Prerequisite: MGMT 6530, MBA 5541. 4 quarter credit hours.

MBA 6632 Supply Chain Management. (Formerly 632) This course provides an overview of the strategic nature of supply chain management, including basic supply chain definitions, concepts and principles and real world applications of supply chain techniques to transportation, inventory, supplier integration, electronic data interface, environmental resource planning, material resource planning, warehousing and electronic commerce. The course will focus on the value-added impact of supply chain management to marketing, quality and manufacturing and will provide students with an appreciation for the time, money and human resources required for a supply chain management transformation. Prerequisite: MBA 6630. 4 quarter credit hours.

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MBA 6633 Legal Issues in the Workplace (Formerly 633) 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. 4 quarter credit hours.

MBA 6634 Strategy, Structure, and Decision Making. (Formerly 634) The focus is on the role of management in the development of organization strategy and the development of appropriate organization structures. Case analysis is used to aid in understanding and applying behavioral concepts to the resolution of managerial and organizational problems. Prerequisite: MGMT 6530. Cross-listed as MBA/MGMT 6634. 4 quarter credit hours.

MBA 6641 Information Technology Management. (Formerly 641) This course equips managers to assess strategic opportunities utilizing and investing in information technology. Topics include the nature and use of computers and other information technologies as business tools, new technologies, effective communication with members of the information systems community and IT organization leadership. Prerequisite: MSA 6500, MBA 6520. 4 quarter credit hours.

MBA 6650 Financial Risk Management. (Formerly 650) This course provides an overview of risk management in the finance industry. The course is designed for students interested in understanding how large-scale, complex risk management is actually performed in financial institutions. Topics include regulatory standards, computation, back-testing, stress-testing, simulation, and reporting of market, credit, and operational risk. Prerequisite: MBA 6651. Cross-listed as MBA/MSF 6650. 4 quarter credit hours.

MBA 6651 Financial Management. (Formerly 651) 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: MSA 6601, MBA 6611. 4 quarter credit hours.

MBA 6653 Investment Theory and Portfolio Management. (Formerly 653) 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. Cross-listed as MBA/MSF 6653. 4 quarter credit hours.

MBA 6655 Financing New Ventures. (Formerly 655) In this course students will discuss and analyze funding sources for new ventures, the venture capital markets, effective financial strategies and management for the new and growing enterprise. Elective. Prerequisite: MBA 6651. 4 quarter credit hours.

MBA 6661 Marketing Management. (Formerly 661) 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: MGMT 6530 and MBA 5541. Cross-listed as MBA 6661/MGMT 5561. 4 quarter credit hours.

MBA 6662 Brand Management. (Formerly 662) Learning how to guide and motivate a sales force is the central topic of this course. Students will explore the roles of sales representatives in the marketing mix and review and

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practice successful sales presentations. Managerial considerations related to the training, compensation, and evaluation of sales personnel will be stressed. Prerequisite: MBA 6661. 4 quarter credit hours.

MBA 6663 Marketing Communications. (Formerly 663) Integrated marketing communication is the central theme in this class. Students learn to evaluate and integrate print, radio and television advertising, direct response marketing, Web site design, and databases into coherent communications programs. Prerequisite: MBA 6661. 4 quarter credit hours.

MBA 6666 Advanced Topics in Consumer Behavior. (Formerly 666) Understanding why consumers do the things they do is essential for all marketing. In this course, students will explore the many influences that affect individual purchase and consumption behavior. The approach taken will be wide-ranging and will draw on current theory in psychology, sociology and anthropology. Applied consumer behavior theory to the student's work and product experiences as well as to their own consumer behavior. Prerequisite: MBA 6661. 4 quarter credit hours.

MBA 6671 Strategic Management. (Formerly 671) 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 6651, MBA 6661. Cross-listed as MBA/MGMT 6671. 4 quarter credit hours.

MBA 6676 Marketing Strategies in the Digital Age. (Formerly 676) This class focuses on the marketing efforts that companies, both large and small, are utilizing to create effective Internet strategies. Students will also investigate what new technologies are dominating the marketplace today, and what we can expect as the Internet and other technologies evolve. The student will become fluent in the language of e-marketing, and will gain the ability to position his or her self as a major asset in the execution of their organization's Digital marketing plan. 4 quarter credit hours.

MBA 6683 Project Management. (Formerly 683) 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. 4 quarter credit hours.

MBA 6686 International Marketing. (Formerly 686) 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 6661 or MGMT 5561. 4 quarter credit hours.

MBA 6687 Multi-Cultural Management. (Formerly 687) 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.

MBA 6690 Internship. (Formerly 690) Focuses on professional career development through on-site internship developed by student with faculty mentor, including oral presentation. 4-12 quarter credit hours. *Department Consent Required. Course Repeatable. Maximum number of units allowed 12.*

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Management and Organizational Behavior - Graduate

MGMT 5500 Accounting for Managers. (Formerly 500) Surveys a broad range of financial techniques applied to business and organizational problems. Emphasizes understanding rather than mathematical rigor. Stresses interpretation and analysis of problems. Credit will not be given if MSA 6500 is also taken. 4 quarter credit hours.

MGMT 5561 Marketing Concepts and Planning. (Formerly 561) Discusses and analyzes the major components of a well-integrated marketing plan. Emphasizes products and services in both the for-profit and not-for-profit sectors. Students will be expected to write a marketing plan for a specific product or service. 4 quarter credit hours. Typically offered: Fall, Winter, Spring & Summer.

MGMT 6521 Career & Human Resource Planning. (Formerly 521) Covers current theory and research in career and manpower planning, including techniques of career planning and individual organization, problems such as women in the career cycle, affirmative action and career planning, career choice and change, age-30 crisis, mid-career crisis, dual career couples, and retirement. 2 quarter credit hours.

MGMT 6522 Ethics and Social Responsibility in Management. (Formerly 522) Examines important ethical theories and considers the need for social responsibility in business and other organizations. Studies the ethical dilemmas faced by managers in such areas as marketing, product safety, the environment, job discrimination, and dealing with people in an organization. Credit will not be given if MBA 6520 is also taken. 2 quarter credit hours.

MGMT 6530 Organizational Behavior. (Formerly 530) 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. 4 quarter credit hours. Typically offered: Winter and Summer Terms.

MGMT 6532 Organization Development. (Formerly 532) Considers the theory and practice of organizational change and organization development (O.D.). Discusses analysis, planning, implementation and evaluation of change programs. Covers the learning process, O.D. interventions, consultant skills, employee participation, monitoring success, reinforcement and ethical issues. Prerequisite: MGMT 6530. 4 quarter credit hours. Typically offered: Fall and Spring Terms.

MGMT 6540 Business Intelligence, Analytics and Management. (Formerly 540) This course explores how data and information systems can be utilized to drive effective operations, improved decision-making and create strategic advantages in organizations. Students will review the information lifecycle components of data collection, analysis, and interpretation as well as the development of measurement systems that align with strategic goals. It includes an introduction to common analysis techniques as well as technology tools that can be utilized for both analysis and presentation. Focus will be placed on collecting and transforming quality data in order to draw appropriate conclusions. 4 quarter credit hours. Typically offered: Winter Term.

MGMT 6546 Statistics for Organizational Analysis. (Formerly 546/546a) This class introduces students to basic statistics and their application within organizational research. The students will learn the core concepts with descriptive and inferential statistics – measures of central tendency, measures of dispersion, correlations, t-tests, ANOVA and select multivariate techniques (regression). These techniques will be explored with a computer statistical package, SPSS. Also covered are basic techniques of data tabulation. 4 quarter credit hours. Typically

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offered: Summer Term.

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MGMT 6552 Leadership. (Formerly 552) Reviews alternative models of leadership and their effects on employee and organizational performance. Focuses on leadership skills and strategies for effective performance. 2 quarter credit hours.

MGMT 6553 Organization Design. (Formerly 553) Focuses on the design of organizations to perform optimally for various environments and purposes. Reviews ways to move organizations toward a desired structure. 2 quarter credit hours.

MGMT 6555 Power Strategies. (Formerly 555) Surveys contemporary perspectives and measures of power, influence, and control as they relate to motivation, interpersonal relations and organizational climate. 2 quarter credit hours.

MGMT 6557 Organizational Culture. (Formerly 557) Covers the understanding and analysis of corporate culture and its relationship to behavior and organizational performance. Examines management techniques to use culture more effectively. Explores the concept of culture as it applies to international values and norms in management. 2 quarter credit hours.

MGMT 6558 Service Management. (Formerly 558) Focuses on the management and delivery of effective service. Covers service strategy, development of service systems, human resource strategy, and implementation of the service management concept. Prerequisite: MCP Degree seeking student. 2 quarter credit hours.

MGMT 6559 Entrepreneurship. (Formerly 559) Deals with new venture management, examining entrepreneurial personalities, managing creativity and establishing a successful enterprise. The major project is a new business plan. Prerequisite MGMT/MSA 6500. Cross-listed as MBA/MGMT 6559A. 4 quarter credit hours.

MGMT 6570 Human Resource Management Overview. (Formerly 570) Introduces students to strategic human resource management. Covers the relationship of business and human resource planning, and the changing character of the workforce. Provides systemic overview of recruiting, training, compensation, affirmative action, and employee relations. For those students presently in Human Resource Management positions, contact your program advisor; MGMT 6633 (4 credits) may be a better option. 2 quarter credit hours. 2 quarter credit hours.

MGMT 6571 Labor Relations. (Formerly 571) Covers the basic concepts relevant to laws governing labor relations. Focuses on contracts, including recognition of the union, negotiation and administration, patterns of contracts currently in existence and their negotiation process, and issues that arise during contract administration. 2 quarter credit hours.

MGMT 6572 Compensation and Benefits. (Formerly 572) Examines the importance of benefits and compensation to the U.S. employer. Focuses on the elements of total compensation, including welfare and qualified retirement benefits, salary administration, performance management, executive compensation and incentive pay plans. 2 semester credit hours.

MGMT 6573 Performance Management Systems. (Formerly 573) Examines motivation and performance theory relevant to performance appraisal. Students will examine issues relating to existing practices, policies and forms of performance appraisal, conduct performance review interviews, and develop an appraisal system. 2 quarter credit hours.

MGMT 6578 Recruitment and Selection. (Formerly 578) Examines the steps in the recruitment and selection

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process from the perspectives of the human resource manager, line manager and job applicant. Focuses on skill

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building and understanding of issues, including cost/benefit analysis and integration of the process with strategic human resource planning and career management. 2 quarter credit hours.

MGMT 6579 Training and Development Overview. (Formerly 579) Covers the steps in the training/management development process from needs assessment to training design to training evaluation. Examines the role of training in strategic human resource planning and organizational career management. 2 quarter credit hours.

MGMT 6580 Group Dynamics. (Formerly 580) Deals with dynamics of group and interpersonal relationships. Uses unstructured group experience to help students become more aware of how their actions affect and are affected by others, more capable of giving and receiving personal feedback, and more cognizant of the dynamic process by which groups are created, maintained and transformed. Studies major concepts in group and interpersonal relations, including communication patterns influence in power dynamics, conflict management, interpersonal perception, trust formation, leadership and task group dynamics. 4 quarter credit hours.

MGMT 6581 Team Building. (Formerly 581) Develops a working knowledge of team building, its theoretical basis, and its strengths and weaknesses as an organization development intervention. 2 quarter credit hours.

MGMT 6582 Conflict Management. (Formerly 582) Explores interpersonal and intragroup conflict and conflict management. Examines underlying causes, participant strategies and outcomes, and effective management strategies. 2 quarter credit hours.

MGMT 6583 Organizational Assessment. (Formerly 583) Explores a variety of theories, models, tools and best practices for assessing organizational performance. Consideration is given to assessment as a diagnostic organization development intervention. Practical applications provide students with frameworks for analyzing and applying the course material. 2 quarter credit hours.

MGMT 6584 Strategies for Change. (Formerly 584) Reviews the development and implementation of successful change. Focuses on the development of diagnostic skills and the selection of appropriate change methods. Includes exploration of the role of the change agent, employee involvement and political issues. 2 quarter credit hours.

MGMT 6585 High Performance Work Systems/Large Group Interventions. (Formerly 585) Covers the development of appropriate levels of employee participation, increasing the psychological rewards of the employee and the quality and productivity of the organization. Emphasizes the design of high-performance work systems utilizing large group interventions. 2 quarter credit hours.

MGMT 6586 International Organization Development. (Formerly 586) Examines and analyzes OD values and their relationship with national and cultural values in countries around the world. Consists of an overview and case studies involving application and adaptation of management and OD practices to local situations differing by organizational and national culture. 2 quarter credit hours.

MGMT 6591 Contemporary Trends in Change Management. (Formerly 591) A one-day workshop with nationally known professionals and practitioners in the field of organization development. 1 quarter credit hour. *Course Repeatable. Maximum number of units allowed 12.*

MGMT 6592 Managing Diversity. (Formerly 592) Focuses on the cultural shift required in organizations to

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move from Equal Employment Opportunities, Affirmative Action and understanding diversity to truly managing

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diversity in the workplace. Examines the issues from personal, interpersonal and organizational perspectives. Case material and exercises provide experience in acting as a change agent in an organization. 2 quarter credit hours.

MGMT 6593 Process Consultation. (Formerly 593) Covers the concepts, methods and philosophy of process consultation and its role in organization development. Emphasizes the application of this key activity in consulting to organizations, groups and individuals. Presented in a context useful to consultants and managers alike. 2 quarter credit hours.

MGMT 6600 Independent Study. (Formerly 600) Provides students with a variable option for exploring a topic in depth under faculty supervision. Generally, faculty request a two to three page proposal which outlines the project objectives, expected learning outcomes and assessment criteria. 2-4 quarter credit hours. *Department Consent Required. Course Repeatable. Maximum number of units allowed 99.*

MGMT 6612 Methods of Organizational Research. (Formerly 612) Covers alternative methods of research design for organizational studies. Emphasizes academic and practitioner research issues and skill-building in the logic and practice of organizational research. Includes ethics, qualitative and quantitative research design, data collection, analysis and report writing. 4 quarter credit hours.

MGMT 6633 Legal Issues in the Workplace. (Formerly 633) 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. 4 quarter credit hours.

MGMT 6634 Strategy, Structure, and Decision Making. (Formerly 634) The focus is on the role of management in the development of organization strategy and the development of appropriate organization structures. Case analysis is used to aid in understanding and applying behavioral concepts to the resolution of managerial and organizational problems. Prerequisite: MGMT 6530. Cross-listed as MBA/MGMT 6634. 4 quarter credit hours.

MGMT 6671 Strategic Management. (Formerly 671) This course requires management students to use the disciplines and techniques learned during their degree programs. Strategy formulation and implementation concepts are discussed using cases and readings. This course is to be taken as the last core class or with permission from the program director. 4 quarter credit hours.

MGMT 6690 Management Internship. (Formerly 690) Consists of experience in a field setting in collaboration with a trained professional. 4-8 quarter credit hours. *Course Repeatable. Maximum number of units allowed 16.*

MGMT 6691 Advanced Topics in Organization Development. (Formerly 691) Designed to provide Organization Development students and practitioners with access to leading edge interventions, research and professionals. This workshop will introduce theory and practice of innovative work in Organization Development. 1-2 quarter credit hours. *Course Repeatable. Maximum number of units allowed 12.*

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I certify this is true in content:



School Official



Date

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.

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