

Policies and Procedures

Advising

A faculty member 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.

Graduation Requirements

A student must earn 64 quarter credit hours (33 semester credit hours in School of Education programs) for graduation and must maintain a 'B' average (3.00) in all Benedictine coursework.

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

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

Transfer Credit and Course Substitutions

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

Transfer Credit

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

Course Substitution

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

The Grading System

Final grades for courses are as follows: 'A,' 'B,' 'C,' 'D' (lowest passing grade) and 'F' (failure). Grade point averages are calculated on an A = 4.0 system and are based on all graduate coursework at Benedictine University.

Incompletes

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

Deferred Grades

In certain courses, because of the structure or timing of the course, a deferred grade of 'X' will be assigned.

Audit

A grade of Audit (AU) indicates that a student has registered for a course and was eligible to attend class sessions. It does not necessarily reflect participation, nor does it indicate anything regarding completion of assignments. Registration on an Audit basis or change to Audit status requires the approval of the instructor. Once a grade of Audit is received, it cannot be changed to a letter grade.

Satisfactory Academic Progress Policy

Graduate students are expected to maintain a 3.0 grade point average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 will be placed on probation. A notice of academic probation will appear on the student's transcript. Students will not graduate unless the cumulative grade point average is at least 3.0. Students participating in a dual degree program must maintain an overall grade point average that meets the requirements of both programs. Grade point averages will not be computed for each program separately. Students concerned about their academic standing are encouraged to talk to their academic advisor.

Academic Dismissal

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

Any student dismissed for poor scholarship may submit an appeal to the Committee on Academic Standing for a one-term reinstatement. Criteria that the Committee on Academic Standing will consider include the student's current term grade point average (G.P.A.), cumulative G.P.A., the student's explanation for the prior G.P.A. and plans to remedy the situation.

Withdrawal from Class

Students wishing to withdraw from a class must notify Benedictine Central prior to the date identified in the master academic calendar. Students who withdraw after the first week of class will receive a 'W' on both the grade report and transcript. Simply failing to attend class or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of 'F.'

Repeated Courses

In an authorized repetition of a course, the student will not receive additional credit hours. Only the most recent grade will be used in computing the grade point average. However, for an accurate record of the student's academic history, all attempts in the same course will be shown on the transcript. Only courses repeated at Benedictine University are authorized repetitions.

Graduate Student Board of Appeals

The Graduate Student Board of Appeals (GSBA) will hear appeals related to the academic experience of a 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, etc., should not be referred to the GSBA, but should go directly to the Vice President for Academic Affairs. De minimus violation of these procedures that do not prejudice any party will not invalidate the procedure.

Membership in GSBA

When the Associate Academic Dean receives a formal appeal from a student or faculty member, the GSBA will be constituted. The Associate Academic Dean 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 Academic Dean 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 Academic Dean 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. (If the faculty member in question is the department chair, the student must first meet with the department chair to try to resolve the issue.) The department chair should hear from both the student and the faculty member and try to resolve the issue in a professional manner. The department chair shall keep a record of the outcome.

If after meeting with the department chair the issue is unresolved, the appellant should contact the College/School dean. The College/School dean should hear from both the student and the faculty member and try to resolve the issue in a professional manner. The College/School dean shall keep a record of the outcome. If an agreement is not reached after meeting with the faculty member, department chair and College/School 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 Academic Dean within one academic quarter of the occurrence of the dispute. Upon receipt of the written appeal, the Associate Academic Dean 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 Vice President for Academic Affairs.
2. Immediate written notification by the GSBA to any person charged in the appeal.
3. A formal gathering of data and hearing of testimony.
4. A recommendation by the GSBA by a majority vote within 30 working days of the written notification by the GSBA to the Vice President for Academic Affairs. 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 Vice President for Academic Affairs will make a decision within 15 working days and inform the student, faculty member, program director, division chair and chair of the GSBA of his/her action.

Graduate Assistantships

Several graduate assistantships are available to graduate students. Generally, graduate assistants work under the direction of a department chair, department chair or faculty member. Students may obtain more information regarding details and current availability of assistantships from the Office of Employee Services.

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 their advisor.

Mathematical Skills

The graduate programs at Benedictine University are not designed to be highly mathematical. However, many programs require statistics and other courses that rely on a basic knowledge of college algebra. Students who are deficient in these areas may be encouraged or required to do additional coursework to resolve the deficiency. Students should consult their advisor 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 advisor before registering for courses out of sequence.

Program Continuity/Time Limit

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

1. Students may choose not to register for a given term and will continue to receive registration materials.
2. Students who do not register for several consecutive terms may be required to reapply for admission.
3. Students are required to complete all coursework within six years.

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. Students generally hold an accredited baccalaureate degree and must have permission from the program director to register. To become a degree candidate, the graduate student-at-large must submit a formal application and meet all admission requirements. Generally, only students who have achieved at least a 'B' average as graduate students-at-large will be accepted as degree candidates.

Students may enroll in selected courses as graduate students-at-large, and departmental advising is available to them. Students may count a maximum of 16 quarter-hour or nine semester-hour credits earned as graduate students-at-large toward a degree program.

Certificate Programs

Students seeking a certificate are not required to submit an application for degree-seeking status. Hours earned in a certificate program can be applied toward a degree at the time of acceptance. The application for certificate programs can be found in the course schedule. A minimum grade point average of 3.0 in certificate applicable coursework is required to receive a certificate.

International Graduate Student Applicants

Cross your bridge to the world when you apply for a graduate program at Benedictine University. Our graduate programs, while providing excellent academic preparation for a future career, also offer international students opportunities for cultural and social exchange within the Benedictine community.

International students (non-citizens of the United States) should send all inquiries and applications directly to University College:

E-mail: univc@ben.edu

Phone: (630) 829-6200

Fax: (630) 829-6584

Immigrants and other non-citizen applicants must provide documentation of INS status. Attach a clear photocopy of the front and back of your Alien Registration Card or other appropriate INS documentation.

Tuition and fees are charged at the same rate to international students as American students. Applicants' admission files should be complete at least 10 weeks prior to the intended start of classes.

All academic credentials — transcripts, standardized test results and TOEFL scores — must be original and sent directly from your university or the testing company to Benedictine University.

Admission requirements:

- Benedictine University Application for Admission
- Official transcripts from all universities attended
- Official ECE evaluation of your transcripts — See Required Academic Credentials
- Official results of Standardized Tests — See Required Academic Credentials
- Letters of reference (two for M.B.A., M.I.S., M.O.B. and M.P.H.; three for M.Ed.; four for M.C.P.)
- Evidence of a high level of English proficiency demonstrated by a TOEFL score of 213/550 or above — See Required Academic Credentials
- Certificate of Finances — You must provide an original or certified copy of a bank statement, on bank letterhead, showing sufficient funds in U.S. dollars (checking accounts are not acceptable) to cover at least one year's tuition and fees. If your graduate education is being paid for by a sponsor, we will need a letter from the sponsor stating that they will be responsible for your educational debts while you are attending Benedictine. The cost of attending Benedictine University's graduate school for one academic year, including tuition, fees, allowance for room and board and books is approximately \$23,000. (Graduate students cannot reside in a residence hall. Alternative housing information will be provided by the International Center.)
- International Student Health Form
- Proof of Medical Insurance — The cost of medical insurance (information can be obtained through the International Center) is approximately \$400 for six months. A waiver may be possible if the student can prove that he/she has sufficient insurance coverage in the U.S. through another insurance company.

Required Academic Credentials

English Competency

International applicants must present evidence of English competency in one of the following ways:

- Official score from the Test of English as a Foreign Language (TOEFL).
 - a. Benedictine University's reporting number is 1707.
 - b. Allow two to four weeks for the official results to be received.
- Recent completion of full-time study at the university level in a country where English is the native language as well as the language of instruction. A minimum of two years is required before Benedictine will consider waiving the TOEFL requirement.

Educational Credential Evaluation

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 a U.S. evaluating company. Benedictine University recommends ECE (Educational Credential Evaluators, Inc.) and will provide a form at your request. ECE information and forms also are available at: www.ece.org; choose the “Course by Course” evaluation. Read the directions on the evaluation form carefully and send all information needed and payment for the evaluation directly to ECE. Allow four to six weeks for your evaluation to be sent to Benedictine University.

Standardized Tests

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 U.S., contact one of the following:

- 1-800-GRE-Call
- 1-800-GMAT-Now
- 1-800-622-3231 (MAT)
- 001-847-869-7700 (TOEFL)

Once all requirements are met and the applicant’s file is complete, the department chair of your graduate program will process your application for acceptance. Upon acceptance by the Graduate Programs Office, your file will be forwarded to the International Center:

E-mail sloy@ben.edu.

Phone: (630) 829-6353

Fax: (630) 829-6244

If all requirements for international students have been met, the International Student Advisor will issue letters of acceptance from the Graduate Program and Benedictine University and an I-20 for a full-time student visa application, along with pertinent arrival and orientation information.

All I-20 graduate students are required by law to be enrolled full time (eight or more graduate credit hours each quarter) during the academic year. It is the international student’s responsibility to keep the I-20, visa, passport and I-94 current. Be aware of all expiration dates and allow ample time for renewal or extension. Failure to do so can result in deportation or difficulty returning to the United States.

Benedictine University and the International Center look forward to serving your needs. It is a goal of the University to foster an international, global perspective throughout all we do, and we encourage your active participation and welcome your insights as we promote the value of diversity.

Expenses

Tuition and Fees

Tuition and fees are incurred at the time of registration.

Tuition is due in full five days after the start of the term, or the date of registration if registering after the term's start date.

Benedictine University has partnered with Tuition Management Systems (TMS) to provide payment plans for those students seeking arrangements to pay their tuition over an extended period of time. Students interested in establishing a payment plan to extend or defer their tuition payments for budgetary reasons should contact the Student Accounts Team at (630) 829-6503 or sar@ben.edu.

A Statement of Accounts is generated the first week of each month. This statement reflects only that activity which has taken place on your student account in the last billing cycle (similar to your checking/savings/credit card statements of account).

2002-03 Academic Year

Application fee	\$30
Tuition (per quarter-hour credit)	\$390
Tuition (per semester-hour credit)	\$540
Graduation fee	\$70
Late payment fee	\$100

Withdrawal and Refund Policy

Students are considered financially responsible for all institutional charges. Students who withdraw after the first week of class will receive a 'W' on both their grade report and their transcript. Simply notifying the instructor or failing to attend does not constitute an authorized withdrawal and will result in a grade of 'F.'

Institution policy for all students

Tuition for partial withdrawals (i.e., dropped classes) will be adjusted according to the class meeting percentage:

- From 0 to 6.250 percent – 100 percent refund
- From 6.251 to 10.000 percent – 75 percent refund
- From 10.001 to 20.000 percent – 50 percent refund
- From 20.001 to 25.000 percent – 25 percent refund
- More than 25.001 percent – no refund

Course-related charges (i.e., lab fees) are non-refundable after the first week of the term.

Students involved in non-term based cohort programs may follow a modified refund policy. Your cohort director can provide you with a copy of such policy.

Federal pro-rata policy (first-time financial aid recipients only)

This refund policy applies only to all first-time financial aid recipients who withdraw completely on or before the 60 percent of the term (through the ninth week of the semester). According to the pro-rata refund, Benedictine University "must refund an amount proportional to the portion of the enrollment period for which the student has been charged that was not completed by the student." (The Federal Student Financial Aid Handbook 1998-99, Section 3, pg. 94.) The portion that remains is calculated by dividing the weeks remaining from the date of withdrawal by the total weeks in the term, then rounded down to the nearest 10 percent.

Federal policy (returning students)

Returning or continuing students will be refunded in accordance with the federal refund policy and charges based on withdrawal according to the following schedule:

- First day of class – 100 percent refund
- Approximately 10 percent enrollment period – 90 percent refund
- From 10.001 to 25.000 percent enrollment period – 50 percent refund
- From 25.001 to 50.000 percent enrollment period – 25 percent refund
- More than 50.001 percent enrollment period – no refund

Refund checks are issued to students when excess funds exist on their accounts after crediting Title IV funds. Refunds for non-term based cohort programs may differ from those above, provided the refund is as great as calculated under the pro-rata policy for first-time financial aid recipients of the federal policy for returning students. Additional information and literature is available in the Financial Aid office. All drops or withdrawals are dated as of the end of the week in which the last class was scheduled. No tuition charge will be assessed during the first week of the term. Whether or not you attend classes, the period of attendance will be computed as the number of weeks.

Satisfactory Academic Progress Policy for Financial Aid Recipients

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.

Financial aid programs included under this policy

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

Students subject to this policy

All students currently receiving federal, state and/or Benedictine University financial aid funds are subject to this policy.

Benedictine University students who have not previously received financial aid are required to meet the cumulative grade point average requirement of this policy prior to receipt of financial aid.

Satisfactory academic progress policy for financial aid recipients

Satisfactory academic progress includes three criteria:

1. Academic standing based on the student's cumulative grade point average;
2. The student's progress towards successful degree completion; and
3. Degree completion within a maximum timeframe.

In order to maintain satisfactory academic progress, students must:

- Remain in good academic standing or on academic probation as defined in the University catalog;
- Maintain a completion rate of coursework equal to at least 67 percent of the total number of credit-hours attempted; and
- Complete their degree requirements within 150 percent of the required hours to complete their degree.

Satisfactory academic progress review process

Satisfactory academic progress is reviewed at specified times during the award year. Academic standing (cumulative grade point average) is reviewed at the end of each term. Successful progression towards degree completion and maximum timeframe criteria are reviewed at the end of each academic year.

Probation: If a student fails to meet the requirements of satisfactory academic progress, the student will be placed on financial aid probation for one academic year.

Cancellation: If a student on financial aid probation fails to meet the minimum requirements of satisfactory academic progress, the student will be ineligible for continued assistance.

Reinstatement: A student may regain eligibility for financial aid once the student has met the minimum requirements of satisfactory academic progress.

If a student fails to make satisfactory academic progress at the end of an academic year and the student enrolls in summer school, the summer school credit hours completed will be considered in the student's eligibility for continued financial aid.

It is the student's responsibility to contact the Financial Aid office to request a review of his/her satisfactory academic progress for reinstatement of assistance.

Appeal procedure

Cancellation of financial aid because of a student's failure to meet satisfactory academic progress may be appealed if extenuating circumstances (illness, family problems, death of a family member, etc.) led to academic difficulties. The student's appeal must be in writing and submitted to the Financial Aid office.

Definitions

Completion of courses

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

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

Full-time/part-time enrollment

For financial aid purposes, full-time is defined as enrollment for a minimum of nine credit-hours. Part-time students must enroll for a minimum of six credit-hours.

Facilities and Services

Academic Resource Center (ARC)

Kindlon Hall, Rooms 224, 249

Jon Miller, Director

(630) 829-6340

jmiller@ben.edu

Hours

8:00 a.m. to 7:00 p.m. Monday through Thursday

8:00 a.m. to 5:00 p.m. Friday

Individual and small-group consultations

- Writing techniques and audiences
- Reading strategies
- Test anxiety
- Time management
- Math tutoring

Class consultation

- Writing styles
- Test preparation
- Strategies for leading discussions
- Other needs? Just ask us.

Study Zone — open tutoring

7:00 to 9:00 p.m. Sunday through Thursday

Second floor of the Krasa Center

- Other consultations available by appointment.
- Office hours with sign-up option are posted on each professional's office door. Appointments are recommended.

Alumni Relations

Benedictine Hall, Room 104

Julie Nelligan, Director

(630) 829-6077

jnelligan@ben.edu

The Office of Alumni Relations exists to nurture a lifelong relationship between Benedictine University and its alumni and former students by encouraging:

- Communication between Benedictine and its alumni
- Communication among Benedictine alumni
- Continuing participation by alumni in the intellectual, creative and spiritual life of the University
- Services to meet alumni needs
- Services and support by alumni to assist Benedictine and its students

Getting your degree is only the beginning. The opportunities to continue the lifelong growth begun during your education at Benedictine are unlimited. With more than 12,000 Benedictine alumni around the world, a network of common interests and support makes both old friendships and new relationships a lifelong resource for alumni.

To keep in touch, you can reach the Alumni office at (630) 829-6080 or e-mail us at alumni@ben.edu. We're also available via the Benedictine University Web site at www.ben.edu.

Benedictine Central

Benedictine Hall, Room 070

Diane Battistella, Director

(630) 829-6415

dbattistella@ben.edu

Maria Lee, Financial Aid Coordinator

(630) 829-6105

mlee@ben.edu

Fax: (630) 829-6456

Hours

8:00 a.m. to 6:30 p.m. Monday through Friday

9:00 a.m. to noon Saturday

This student services center, located on the lower level of Benedictine Hall, assists students with transcripts, academic records, financial accounts and financial aid/loan processing. Payments may be made by mail or in person. Checks, cash, VISA, Mastercard and Discover payments are accepted.

Bookstore

Krasa Center, first floor

(630) 829-6010

Hours

8:30 a.m. to 6:30 p.m. Monday through Friday

8:00 a.m. to 1:00 p.m. Saturday

The bookstore stocks all required course textbooks; it also stocks a large number of used textbooks. The bookstore also sells school supplies, emblematic clothing and giftware.

Campus Facilities

Benedictine University's 108-acre campus is located in a suburban, residential locale. It features a comprehensive science facility, three undergraduate residence halls, an apartment complex, a modern athletic center with athletic fields, a student center, a main administration building, a chapel, a new library and music and art studios.

Career Services

Benedictine Hall, Room 118

Julie Cosimo, Director

(630) 829-6037

jcosimo@ben.edu

Melissa Mouhelis, Assistant Director

(630) 829-6036

mmouhelis@ben.edu

The Career Services office helps students and alumni develop, implement and evaluate career plans. Day and evening hours are provided by appointment. Experienced career counselors can help students with self-assessment, career information, resume and cover letter writing, job search strategy and interviewing. Students may use our resume referral service, pick up the weekly job postings and call the Alumni office for AlumNet contacts.

Copy Machines

Machines are located in the library, on the first, second and third floors of Benedictine Hall and on the first floors of the Krasa Center and Birck Hall.

Dining

Main Dining Room

Krasa Student Center, second floor

Hours

Monday through Thursday:

Breakfast — 7:30 to 10:00 a.m.

Lunch — 10:30 a.m. to 4:00 p.m.

Dinner — 4:30 to 7:00 p.m.

Friday:

Breakfast — 7:30 to 10:00 a.m.

Lunch — 10:30 a.m. to 4:00 p.m.

Dinner — 4:30 to 6:30 p.m.

Saturday:

Breakfast — 8:00 to 9:00 a.m.

Lunch — 11:30 a.m. to 12:45 p.m.

Dinner — 5:00 to 6:00 p.m.

Sunday:

Brunch — 11:30 a.m. to 12:45 p.m.

Dinner — 5:00 to 6:00 p.m.

Eagle's Nest

Krasa Student Center, second floor

A la carte sandwiches, pizza, beverages, etc., are available.

Hours

10:00 a.m. to 10:00 p.m. Monday through Thursday

10:00 a.m. to 3:00 p.m. Friday

6:00 to 10:00 p.m. Saturday

Library

Kindlon Hall, second floor

Circulation: (630) 829-6050

Reference: (630) 829-6057

Hours

7:45 a.m. to 11:00 p.m. Monday through Thursday

7:45 a.m. to 6:30 p.m. Friday

9:00 a.m. to 5:00 p.m. Saturday

Noon to 11:00 p.m. Sunday

Check the library Web page for hours during holidays, breaks and summer.

Reserve material

Instructors may place books, articles or other materials on reserve in the library. A Benedictine University ID is required for borrowing privileges, and the loan period is determined by the instructor.

Library collection

The collection includes approximately 170,000 print volumes, audiovisual materials, government documents and numerous online resources. The library subscribes to 560 journals in print format and provides access to online services with full text articles for more than 4,200 additional journal titles.

The instructional materials collection (IMC) includes curriculum materials for education students, compact discs, videos and other audiovisual materials. Equipment is available for on-site use of these audiovisual materials and to access several interactive computer programs.

Accessing library resources from off-campus

Many online resources, including the catalog of library holdings, periodical indexing/abstracting services and full text journals, can be accessed off-campus through the library's Web page. Benedictine University students should contact the Reference Desk at (630) 829-6057 for information about the available services and the passwords required to access them.

Interlibrary loans

Given sufficient time, the library can obtain most books and journal articles. The average response time is 10 to 15 days. There is no charge for this service.

ILCSO and LIBRAS Libraries

The library is a member of the ILCSO (Illinois Library Computer System Organization) consortium. Benedictine University students who are registered in the library patron database may initiate their own interlibrary loan requests from these 45 academic libraries on the Illinet Online catalog system or they may go directly to another library and check out books. Students going directly to another library must both be registered in the library database and have a Benedictine University ID card. These are requirements of the cooperative agreement. Forms to register in the database are available at the Circulation Desk.

The library also belongs to LIBRAS, a consortium of liberal arts college libraries in the Chicago area. A Benedictine University ID card is required to borrow books from these libraries. For lists of the ILCSO and LIBRAS libraries, consult the library Web page or contact the Reference Desk at (630) 829-6057.

Parking

Adequate free parking is available on campus. It is important to be familiar with all the parking lots in the event the lot nearest your class is full. Lots are located adjacent to Benedictine Hall, the

Kindlon Hall of Learning, Krasa Center and the Dan and Ada Rice Center.

Registration cards for parking permits may be completed in Benedictine Central and exchanged for free parking permits, which must be displayed when parking on campus. Tickets will be issued to vehicles parked illegally.

Public Safety

Krasa Information Desk, first floor
Non-emergency: (630) 829-6122
Emergency: (630) 829-6666

On-campus services provided

- Personal safety escorts
- Access to locked vehicles
- Jump-starting vehicles
- Lost and found
- Crime prevention programs
- Engraving items for identification
- Parking permits
- Student IDs

Public Safety staff can be located 24 hours a day at the Krasa Center Information Desk. Contact Public Safety for any security concerns.

Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination against individuals with disabilities by mandating provision of reasonable accommodations to make programs and activities accessible to qualified individuals with disabilities. Through the Academic Resource Center, Benedictine University provides support services to help ensure equal opportunity for students with special needs. Although the Academic Resource Center is able to respond to most requests, there are natural and legal limitations to what services can be provided. It is the University's goal to assist students in developing their potential in light of what is feasible and reasonable under the law. For more information about these services, contact the Academic Resource Center.

Study Areas

Students may meet in small groups in the Krasa Center. Meeting rooms in the Krasa Center can be reserved by contacting the Director of Conference Services at (630) 829-6007 or a space reservation form can be obtained at the information desk on the first floor of Krasa Center.

Krasa Center building hours

Lower-level classrooms:

6:00 a.m. to 10:00 p.m. Monday to Friday

7:30 a.m. to 5:00 p.m. Saturday and Sunday

Main floor:

24 hours a day, seven days a week

Note that hours may be reduced during holidays, breaks and summer.

University College

Benedictine Hall, Rooms 167, 170

Donna DeSpain, Dean

(630) 829-6345

ddeSpain@ben.edu

Kathryn Baxa, Graduate Program Manager

(630) 829-6202

kbaxa@ben.edu

The Dean of University College works with the deans of the College of Arts and Sciences, the College of Business, Technology and Professional Programs and the School of Education to serve, develop and expand innovative programs for adult undergraduate and graduate students enrolled both in on-campus and off-campus programs.

University College employees counsel students on the University's myriad programs and assist them with application information, registration and pre-class assignments.

Hours

8:00 a.m. to 7:00 p.m. Monday through Friday

9:00 a.m. to 1:00 p.m. Saturday

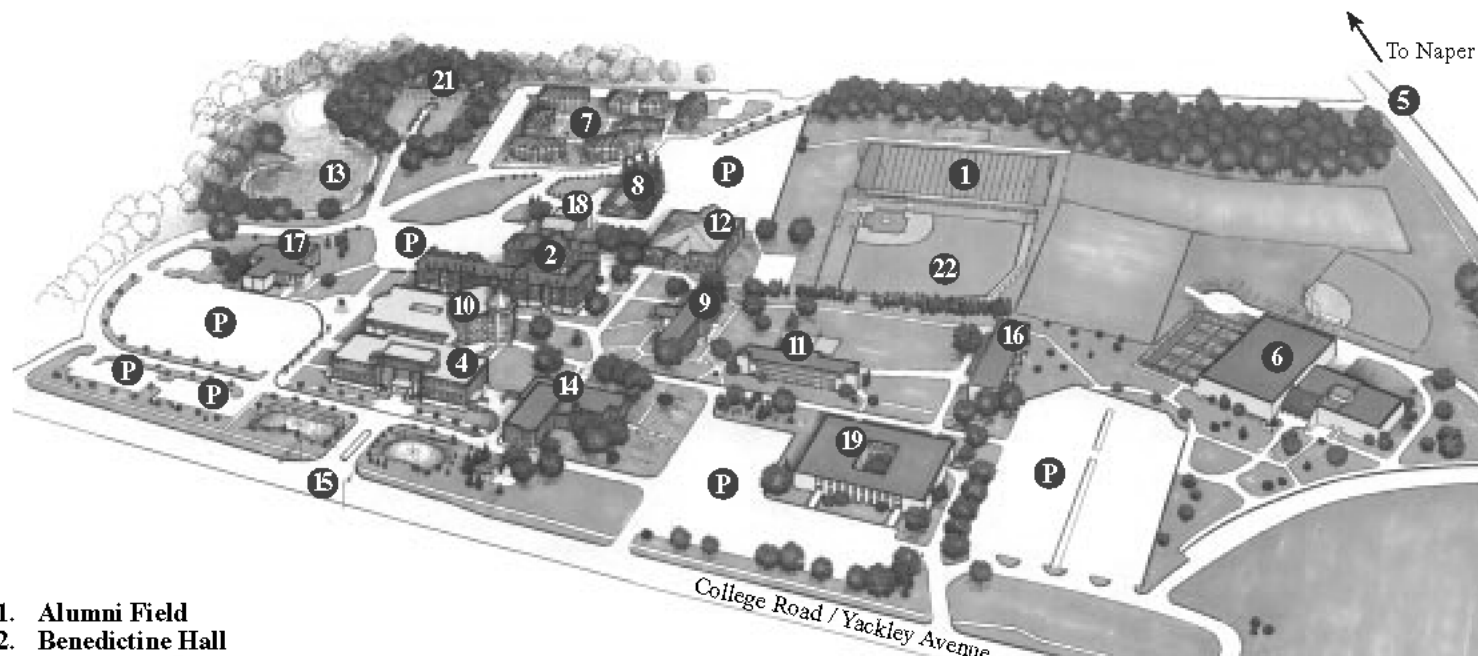
University Ministry

Krasa Center, first floor

(630) 829-6030

University Ministry coordinates and directs worship, fellowship, social service outreach and peer ministry activities. Staff members help develop programs that may be of interest to graduate students, especially in the areas of theology, ministry and service.

Aerial view of the campus



1. Alumni Field

2. Benedictine Hall

Benedictine Central (registration/financial aid/student accounts), Business and Finance, Campus Services, Career Services, Classrooms, Computer Labs, Conference Services, Employee Services, Faculty Offices, Fine and Performing Arts, Health Services/Counseling, Ph.D. Program in Organization Development, Provost and Vice President of Academic Affairs, Pub, Public Relations, Public Safety, Theater, University College: Adult and Graduate Admissions, Vice President of Advancement

3. Benet Academy

4. Birck Hall of Science

First Floor: Tellabs Lecture Hall,
Departments: Math, Nursing, Physical Science, Office of Healthcare
Laboratories: Botany and Greenhouse, Environmental Science, General Biology, General Chemistry, Instrumental Analysis, Natural Sciences, Nursing, Physics, Research Labs A and B
Second Floor: Classrooms, Jurica Nature Museum, Student Lounge/Government Room
Laboratories: Computer, General Physics and Electronics, General Science, Nutrition
Third Floor: Cold Room
Departments: Biological Science, Chemistry and Biochemistry, Exercise Physiology, Nutrition
Laboratories: Anatomy, Biochemistry, Cell Biology, Genetics, Instrumental Analysis, Microbiology, Neuroscience, Organic Chemistry, Physical Chemistry, Physiology, Research Labs C-I, Research Techniques

5. Campus Delivery Entrance

6. Dan and Ada Rice Center

Basketball Arena, Classrooms, Coaches Office, Indoor Track, Racquetball/Tennis Courts, Swimming Pool, Trophy Room, Volleyball Arena

7. Founders' Woods Apartments

8. Grounds Shop Garage

9. Jaeger Residence Hall

10. Kindlon Hall of Learning

First Floor: The Atrium, Classrooms, Coffee Shop, Commuter Lockers, Dean of Arts and Sciences, Eye of the Eagle Studio, Information Technology, Technology Help Desk
Departments: History, Philosophy, Religious Studies

Second Floor: Academic Resource Center, Benedictine Library Entrance, Classrooms, Computer Classrooms, Registrar's Office
Departments: Communications, English Language and Literature, Foreign Language, School of Education

11. Kohlbeck Hall

12. Krasa Center

Art Gallery, Bookstore, Classrooms, Dean of Students, Dining Hall, Eagles Nest, Executive Vice President, Mail Room, Meeting and Seminar Rooms, Moser Fireside Lounge, Presentation Room, Residence Life, President's Office, St. Benedict Chapel, Student Activities, University Ministry

13. Lake St. B

14. Lownik H

Enrollment C

15. Main Entr

16. Neuzil Res

17. Ondrak R

P Parking

18. Powerhou

19. Scholl Hal

20. St. Procop

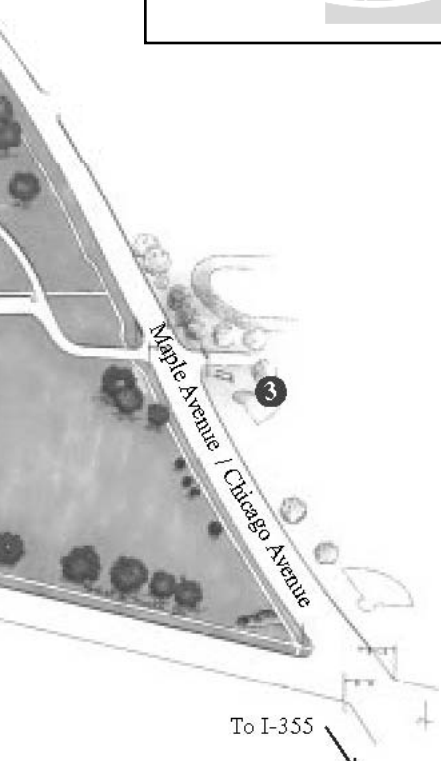
21. St. Procop

22. Vesely Fiel

Location of the



Boulevard



Benedict
Hall
Center, Undergraduate Admissions
Dance
Residence Hall
Residence Hall
se
I
ius Abbey
ius Abbey Cemetery
d

Information

Persons seeking information about Benedictine University's programs, services and activities may be directed to the appropriate office by calling the campus operator at (630) 829-6000.

Campus location

Benedictine University is located at the corner of Maple Avenue (55th Street East-West) and College Road, which is called Yackley Avenue north of Maple and Wehrli south of 75th Street. The campus is about two miles west of I-355 and one mile south of IL 34 (Ogden Avenue).

Directions to campus

From Chicago:

Take I-294 or I-290 to I-88. Go west on I-88 to I-355 south. Go to the Maple Avenue exit and go west (turn right) on Maple Avenue for about two miles. The Campus will be on the left side.

From the north or south suburbs:

Take the I-355 North-South Tollway to the Maple Avenue exit. The University is about two miles west of the tollway.

From the south:

Take I-55 to the I-355 exit. Take the Maple Avenue exit west to the University.

By train:

Metra, the Chicago area commuter rail system, runs from Lisle to downtown Chicago and back seven days a week. For train schedules, call (630) 968-3916 or visit www.metrarail.com. Cab service is available for the two-mile trip from the station to campus.

By airplane:

Benedictine University is about 40 miles southwest of O'Hare International Airport. Take I-294 south to I-88 and then follow the above directions from Chicago.

Benedictine University is 30 minutes northwest of Midway Airport. Take I-55 south to the I-355 north exit and then follow the above directions from the south.

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Addresses:*Home address*

Telephone number

Address line 1

Address line 2

City

State

Zip code (9 digit)

County

Country

Are you currently employed? Yes

Full time

Part time

No

Work address

Telephone number

Company name

Address line 1

Address line 2

City

State

Zip code (9 digit)

Educational background:

Include all undergraduate institutions. Official transcripts bearing the signature of the registrar and the institutional seal must be issued by each institution or delivered in a sealed envelope.

Name and location of institution	Dates of attendance	Degree and date conferred	Major/minor	G.P.A.

Have you previously applied to any graduate program at Benedictine University? Yes No

If so, when? _____

Names and positions of persons who will complete your letters of reference:

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____

The number of references required varies by program: four for the Clinical Psychology program; three for the Education programs; and two for all other programs.

Check the appropriate test for your degree program:

	Date taken	Score
<input type="checkbox"/> Graduate Management Admission Test (GMAT) Business Administration (M.B.A.) Management Information Systems (M.S.) Management and Organizational Behavior (M.S.) Public Health (M.P.H.)	_____	_____
<input type="checkbox"/> Graduate Record Examination (GRE) Education (M.A. Ed.) Public Health (M.P.H.)	_____	_____
<input type="checkbox"/> Miller Analogies Test (MAT) Clinical Psychology (M.S.) Education (M.A.Ed.) Public Health (M.P.H.)	_____	_____
<input type="checkbox"/> Test of English as a Foreign Language (TOEFL)	_____	_____

(Request that an official score report be sent to University College, Benedictine University, Lisle, IL 60532)

If you have not taken the appropriate test, when will it be taken? _____

Other items:

Professional certificates held: _____

Honors or other evidence of outstanding scholarship: _____

School, civic, business or professional organizations in which you have been active: _____

Benedictine University

Letter of Reference

To be completed by applicant

Name of applicant _____

Address _____

Degrees sought _____ Date requested _____

I understand that all letters of reference must be kept confidential by Benedictine University.

Signature of applicant

University College appreciates your willingness to complete this recommendation on behalf of this applicant, who has filed for admission to Benedictine University.

Please type or print

Name of person completing form _____

Address _____

City _____ State _____ Zip code _____

Phone (_____) _____
area code

Position/title _____

Employer _____

How long have you known the applicant? _____ years _____ months

Under what circumstances have you known the applicant?

Part 1

Summary evaluation: Using the chart below, please rate the applicant relative to others you have known in a similar capacity.

	Outstanding	Above average	Average	Fair	Poor	Not observed
Academic potential						
Ability to work independently						
Ability to work with others						
Leadership potential						
Maturity						
Communication skills: oral						
Communication skills: written						
Ability to analyze problems and formulate solutions						
Social awareness and concern						
Motivation for proposed program of study						

Part 2

1. What do you consider the applicant’s most outstanding talents or characteristics?

2. In your opinion, what are the applicant’s chief weaknesses?

3. Additional comments

Signature of Evaluator

Date

Please return directly to:
University College • Benedictine University
5700 College Road • Lisle, IL 60532

