

Benedictine College

Graduate Studies Committee Policies and Procedures Manual

*Updated by Graduate Studies Committee
June 28, 2022*

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General Policies

Academic Misconduct

The policy and procedures in effect are the same as for the undergraduate program as stated in the College Catalog, except for graduate Education programs, which follow a different procedure. Refer to the Education section of this manual.

Policy Statement on Academic Honesty

Please see the Benedictine College Catalog.

Due Process Procedures in Cases of Academic Dishonesty

Please see the Benedictine College Catalog.

Academic Freedom

The policy in effect is the same as that in the Faculty Handbook.

Appointment of Faculty

Faculty teaching in graduate degree programs at the College should have an earned doctorate or have exceptional expertise in their field to qualify them for their assignments. The appointment of an adjunct faculty member is recommended by the respective department and made by the Dean of the College on the recommendation of the Graduate Studies Committee.

Auditing a Course

An auditor has all the privileges of a student taking a course for credit except that he/she does not receive credit for the course. An auditor who decides to receive credit for a course may switch from audit to credit before the completion of the first half of the course if the course instructor gives permission and the auditor pays the additional tuition at the Business Office. A student may switch from credit to audit within the same time period if the student is passing the course at the time the change is requested and the course instructor approves. No refund of tuition will be made.

Credit Hours

Please see the Benedictine College Catalog.

Curriculum Changes

To introduce a graduate course, the faculty member proposing the course needs to submit the completed course proposal form to the Graduate Studies Committee for approval. Course proposal forms can be obtained from the Chair of the Graduate Studies Committee. The proposer meets with the committee to clarify the proposal before a decision is made by the committee.

In the case of a graduate degree program the proposers confer with the department in which the program is to be housed and solicit feedback from a broader group of faculty before presenting the program to the Graduate Studies Committee. Final approval for degree programs rests with the Graduate Studies Committee.

Decision Making

Ordinarily committee decisions will be arrived at by consensus. Approval of new courses and programs will be approved by a majority of voting members of the GSC and will be recorded in its minutes.

Dual Credit Courses

Please see the Benedictine College Catalog.

Evaluation of Courses

Each course is to be evaluated by the students. These evaluations are completed toward the end of the course. Information from these evaluations is made available to the instructor only after course grades have been submitted in RavenZone. Completed evaluations are housed in the office of the director of the specific program.

Evaluation of Degree Programs

Immediately after completing the program, students will be asked to complete an evaluation of the program by the appropriate degree program director.

Evaluation of Faculty

Program directors will evaluate each faculty member in their respective programs annually as a means of ensuring quality performance in the various programs. Copies of the faculty evaluations will be shared with the relevant department chair or unit head and may be made available to the Graduate Studies Committee from time to time and/or on request.

Grade Appeal

A student who has evidence that he or she has been assigned an inaccurate or unjust grade must first consult with the instructor who assigned the grade and then the appropriate director. If a satisfactory resolution does not result from these consultations, the student has the right of formal appeal initiated through the office of the Associate Dean of the College. The appeal must be made within three months of the date the grade was officially recorded.

Incompletes

Please see the Benedictine College Catalog.

Independent Study

Students are limited to taking two courses through independent study during the course of their graduate program, unless otherwise approved by the Graduate Studies Committee.

Meetings of the Graduate Studies Committee

Meetings of the Graduate Studies Committee will be scheduled on a regular basis, generally monthly, during the academic school year.

Orientation of New Faculty

The appropriate program director orients new faculty.

Program Assessment

The Graduate Studies Committee is responsible for reviewing the Program Assessment for the graduate programs. Their annual program reviews are due by July 1 each year. This is at the same time and in the same format as the undergraduate programs.

The 4-year Periodic Comprehensive Reviews of the graduate programs will be on the schedule as set by the Assessment Committee, but they will be due the following January 1 rather than July 1 as are the undergraduates. These Reviews are also reviewed by the Graduate Study Committee or a subset of the Committee.

Refund Policy

See policy applicable to the graduate degree sought.

Repeating a Course for Graduate Credit

A student may repeat a graduate course at Benedictine College for which a grade of B– or lower is received. The last grade earned will be used in calculating the grade point average. Both the original grade and the repeat grade are recorded on the official transcript. **This policy does not apply to the Graduate Education Courses.**

Services

The graduate student has the same College services available as applicable to the undergraduate student, such as access to library and computer facilities.

Syllabi

The syllabus for each course will be prepared by the instructor and submitted prior to the first session of the course to the appropriate director and the Dean of the College. These syllabi will be on file in the office of the appropriate director and the Registrar.

Tuition Remission

Tuition remission for employees of Kansas Catholic Elementary and Secondary Schools is not applicable to graduate courses or programs.

Withdrawal

A student may withdraw from a course before the completion of the first half of the course and the course will not appear on the official transcript. Withdrawal after that time will be recorded as a W on the student's permanent record. In either case the withdrawal is processed through a written notification to the Registrar and to the appropriate program office.

Policies Specific to the Master of Business Administration (MBA) Program

Admission Process

Applications are accepted at any time. Every effort is made to ensure that qualified students are admitted for classes in the term of their choice. Admission requirements are summarized here and explained in the following section.

- Official copies of transcripts of all undergraduate and graduate work;
- A completed application form including application essay;
- Official GMAT test scores (if required); and
- TOEFL or PTE-A test scores (if required).

Admission to the MBA Program

To be considered for admission to the MBA program, applicants must meet the following requirements:

1. A bachelor's degree in any major from an accredited institution.
2. An indication of the capability to perform graduate course work based the following criteria:
 - A. No GMAT is required of applicants who meet any one of the following:
 - a) those who earned an undergraduate GPA of 3.25 or higher,
 - b) those who have already earned a post-graduate degree in another discipline,
 - c) those who scored 480 or higher on the GRE, or
 - d) those who have at least three years of professional work experience that demonstrates either advancement within a particular competency or management responsibilities for budgets, projects, or personnel.
 - B. If the GMAT is required, the applicant must achieve a minimum score of 440 to earn regular admission status.
3. A demonstration of ability to communicate effectively in writing, evidenced by an essay in which the applicant communicates his/her motivation for pursuing the MBA.
4. A meeting or phone interview with the Director or Assistant Director of Graduate Business Programs.
5. Successful completion of undergraduate courses (or their equivalent) in the following subjects:
 - A. Financial Accounting
 - B. Economics
 - C. Finance

Applicants who have not successfully completed the above courses will be required to do so prior to full admission to the program. The Director of Graduate Business Programs and the Assistant Director of Graduate Business Programs will advise applicants as to the courses needed and the opportunity to complete them either within the timeframe desired by the student or within the maximum timeframe required by the program. (See Degree Completion below.)

6. Applicants classified as permanent residents of the United States holding a resident alien card must submit a completed copy (both sides) of the card with the completed application form.
7. International applicants, or applicants whose first language is not English, must submit official scores for the Test of English as a Foreign Language (TOEFL) exam or the Pearson Test of English Academic (PTE-A), unless the bachelor's degree was earned in residence at an accredited US institution of higher education. Minimum scores of 550/80 for TOEFL or 53 for PTE-A are acceptable.

Non-degree seeking students may be allowed to enroll in MBA courses with permission from the Director of Graduate Business Programs. These students are subject to the same policies that apply to degree-seeking students.

Provisional Admission in Lieu of Regular Admission

Applicants with scores of less than 440 on the GMAT or 480 on the GRE may be admitted on a provisional basis. The status of provisional students will be assessed after the student has completed four courses in the program. Those provisional students who achieve a minimum overall GPA of 3.0 in the first four courses will be granted regular admission. Those provisional students who do not achieve a minimum GPA of 3.0 in the first four courses will receive notice from the Director of Graduate Business Programs that they have been dismissed from the program.

Provisional Admission for Benedictine College Undergraduate Students — Fifth-Year MBA

Students who are currently enrolled at Benedictine College and have successfully completed at least 92 credits and whose major GPA is 3.0 or higher may apply and be provisionally admitted to the program prior to their graduation, based upon a review of their academic progress to date. The Director of Graduate Business Programs and the Assistant Director of Graduate Business Programs will advise applicants as to the graduate courses available for enrollment prior to their graduation from Benedictine College and as to the procedures involved in the application process. Upon provisional admission to the MBA program:

- A. Undergraduates may take up to three graduate courses (for a total of 9 credits) as dual credit and substitute them for undergraduate courses in the student's degree program. The dual credit courses are to be determined and approved by the chair of the student's major department.
- B. An undergraduate student will be allowed to take no more than two graduate courses per semester solely for graduate credit.
- C. The maximum number of graduate credits taken by undergraduates will be set by the Graduate Studies Committee. Please consult the graduate business program for current policies.
- D. An undergraduate student who has enrolled in any graduate course must complete his/her undergraduate degree within nine months of starting graduate classes.

Students must complete the GMAT test with a score that will permit admission to the MBA program, as outlined above, during the first semester of provisional admission in order to attain full admission to the program.

Students who are interested in the Fifth-Year MBA should discuss their interest with their advisor, major department chair, and the MBA Academic Committee for Graduate Business Programs as early as possible to determine whether appropriate dual-credit courses are available and to develop a course plan for completing both degrees.

Degree Requirements

1. Completion of all required course work within six (6) years from the date of initial enrollment;
2. A cumulative GPA of 3.0 or greater must be attained in all graduate work;
3. A maximum of six (6) semester hours of C will be accepted. If a student receives C grades in more than six hours, he or she will not be allowed to take any additional MBA class(es) until after he or she has repeated one or more of the C courses and has successfully raised one or more of the C grades.
4. Any grade below C will not be accepted. If a student receives a grade below C in any course, he or she will not be allowed to take any additional MBA class(es) until after he or she has repeated the course for which the grade below C was earned and has successfully raised that grade.
5. Transfer credits must meet the requirements of the program and of the Registrar of the college.
6. Candidates must demonstrate work experience within the first academic year of the Traditional MBA degree. The work experience requirement can be achieved via prior work experience, current work experience, undergraduate internship, graduate internship or at the discretion of the Director of Graduate Business Programs.
7. Students are required to successfully complete 33 credits of graduate course work, as approved by the Graduate Studies Committee, in order to receive their MBA degree.
8. Students whose undergraduate degree requirements have been completed but their degree has not yet been conferred, may be provisionally admitted to the MBA program upon receipt of a letter, verifying all degree requirements have been successfully completed, from an appropriate official of the college from which the degree will be conferred. The letter will become part of the application file. Students will not be allowed to register for subsequent semesters until the undergraduate degree is conferred and verified with official transcript.

Probation

A student who receives more than three hours of 'C' and/or whose cumulative GPA falls below 3.0 is placed on probation. The director of the program will notify the student of the probationary status. Benedictine College strives to assist in dealing with academic problems and student concerns. The student should make every effort to determine the circumstances that led to inadequate performance and consult the program director and any faculty for advice and feedback. The student will be removed from probationary status after raising his or her cumulative grade point average to a 3.0 or above. All previously acquired grades, including 'Cs' or lower, remain on the student's academic record and may contribute to dismissal status.

Dismissal From the Program

A student who has been excluded from further study because of grades will be dismissed from the program if no action is taken within one year by the student to repeat courses with low grades as provided in the graduate policies.

Reinstatement Following Dismissal

A student who has been dismissed may send a written appeal for reinstatement to the Director of Graduate Business Programs. This appeal must be made within one year following the dismissal. In the appeal letter, the student should indicate any extenuating circumstances that affected his or her performance relevant to all course grades that led to the dismissal. The director will review the appeal with the faculty involved and rule on the appeal. If the appeal is denied, the student can submit an appeal to the Committee on Graduate Studies through the Director of Graduate Business Programs. If denied reinstatement by the Graduate Studies Committee, the student may submit a final appeal to the Dean of the College whose decision is final.

Appointment of Faculty

Faculty teaching in the MBA program at the College should have an earned doctorate in their field to qualify them for their assignments; or have exceptional expertise. Exceptional expertise is defined as (1) at least a master's degree (or equivalent professional certification such as CPA) in a discipline or field related to the area of teaching responsibility; and (2) professional experience at time of hiring that is both consistent with the area of teaching responsibility, and significant in duration and level of responsibility; and (3) continuous development activities/lifelong learning to maintain intellectual capital (or currency in the teaching field) consistent with teaching responsibility.

The appointment of an adjunct faculty member is recommended by the School of Business and made by the Dean of the College on the recommendation of the Graduate Studies Committee.

Distance education

The MBA program is offered to students at the Atchison campus and via synchronous, interactive distance education to students at a distance. Both campus and distance education students are enrolled in the same class sections, with the same instructors, doing the same assignments, using the same materials, and participating in the same discussions and other educational experiences. Distance education students participate via video-link. Because of this, distance education for MBA students is characterized by (1) identical hours with distance and non-distance courses, and (2) identical expectations for distance and non-distance students and coursework. This includes the definition of credit hours relating to class time and out-of-class work. MBA syllabi include a statement confirming the identity of distance and non-distance delivery.

Course content *and* expectations for student performance are identical whether students participate physically in the classroom or electronically from a remote location.

Transfer of Credit

A maximum of nine credit hours taken at another institution may be applied to degree requirements. (This number is reduced by the number of dual credit hours earned at Benedictine College, (e.g., if a student has earned 6 hours of dual credit at Benedictine College, that student may only transfer in another 3 credit hours from another institution).) Transfer hours, with a grade of 'B' or better from a regionally accredited institution, may be accepted. Only courses comparable to those required for the MBA will be accepted for transfer. Students seeking approval of transfer credit shall contact the Academic Committee for Graduate Business Programs. To be considered, requests for transfer of credit must be made in writing with appropriate documentation. Official transcripts are necessary for final approval of transfer credits.

Approved transfer of credits will be recorded officially after the student is fully accepted into the degree program. If the approved courses to be transferred have not been completed at the time of full acceptance, the student may request the transfer of credit at a later time. This transfer of credit should be requested before the student has completed eighteen semester hours with Benedictine College.

Policies Specific to the Master of Arts in School Leadership (MASL) Program

Admission

The admissions policy for the graduate program in education at Benedictine College is designed to select students who have demonstrated the ability to be successful in academic and teaching vocations.

The Department of Education considers each application during department meetings and makes one of the following decisions: a) regular admission, b) probational admission, or c) denial of admission. The decisions of the department with regards to admission of applicants are subsequently brought to the Graduate Studies Committee for confirmation. Cases in which the decisions of the Department of Education and the Graduate Studies Committee fail to agree shall be resolved by a joint meeting of these two bodies. Such decisions will be determined by consensus.

The Director of the degree program will notify the applicant of the admission decision in writing. The student may appeal any adverse decision by submitting a written petition to the Director of the degree program. Upon receipt of such a petition, the procedure described above shall be repeated. Unless formal approval is received from the Director of the program, only two courses taken by a student classified *graduate special* may be applied to degree requirements.

The requirements for *regular admission* to the MASL program are as follows:

1. Applicants must have a minimum G.P.A of 3.0 in their last 60 hours of college course work from accredited institutions.
2. Applicants must attain a score of 480 or above on any two of the three General Tests of the GRE or a score of 400 or above on the Miller Analogies Test. **In cases where the applicant already has a master's degree in education with at least a 3.0 cumulative grade point average, the graduate entrance test is waived.**

In addition, applicants must submit:

3. Official transcripts of all applicable college-level work completed and indication of a bachelor's degree from an accredited college or university;
4. Evidence of certification for a role in the public/private schools and at least one year of accredited experience; (note: this may be waived in special circumstances)
5. At least three letters of recommendation from supervisors and/or professional peers of which at least one must be from a supervisor that attests to the applicant's potential as a building administrator;
6. A resume or curriculum vitae of educational and professional experience;
7. A completed application form including a written statement of professional goals related to completion of the master's degree and certification as a public/private school administrator.
8. A written essay on the applicant's K-12 school experiences related to the graduate program outcomes.

Note: For teachers/administrators in Catholic Schools who are not licensed, a letter from the candidate's current school administrator indicating support and a statement of the benefit to the

candidate and the educational setting (these students would be notified verbally and in writing that the MASL degree would not lead to licensure, unless they could meet all other KSDE criteria).

Applicants with less than the required G.P.A. or with less than the required score on nationally recognized GRE or MAT examinations may be admitted on a probationary status. The status of students who receive *probational admission* will be reevaluated after the completion of the first six hours of graduate work at Benedictine College. Students who achieve a minimum G.P.A. of 3.0 in the first six hours of the prescribed curricula will be granted regular admission status. Those students who do not achieve a minimum G.P.A. of 3.0 in the first six hours of the prescribed curricula will be dismissed from the program.

Graduate assistants who are eligible for a stipend and/or a tuition waiver for graduate programs must meet the admission criteria for all program applicants for acceptance into the program and must meet all degree requirements.

The requirements for *dual credit admission* are as follows:

1. Candidates must be in the process of completing a program to acquire teacher licensure.
2. Standard application materials (see above)
3. Candidates would also have to present
 - Documentation that they have declared a major in education
 - Documentation of progress toward licensure requirements (transcripts demonstrating a cumulative GPA above 3.0)
4. Approval from the graduate program's director

Advisory Committee

The Educational Advisory Committee is composed of: 1) adjunct faculty, 2) graduates of the program, 3) practicing educational administrators, 4) practicing teachers, and 5) graduate student members representing each active cohort. Members of the committee are appointed by the Education Department and the Director of the program. The purpose of the committee is to participate in the on-going process of improvement and to provide advice relative to all aspects of the program, including curricular design and the program's conceptual framework. The Educational Administration Advisory Committee will meet each semester.

Certification Only Option for Building Leadership

Candidates already holding a masters degree in education containing specific required coursework, may pursue a 24 credit program that will add a Building Leadership endorsement to their teaching license. This option does not lead to another masters degree.

Cohort

The cohort design of the programs embodies the program's conceptual framework, "Educators as Builders of Community." Students committed to staying as a group for the entire program form a "cohort." This group of students, with their instructors, becomes the community (within the larger community of the College) through which learning occurs during the time the students are engaged in the program.

Comprehensive Examination

All graduate students must successfully complete a comprehensive examination over the course of study for the degree. Students register with the Director of the program to take the comprehensive examination that is administered by the Director (or designee) of the program no sooner than their practicum semester.

The format of the comprehensive exam is an oral presentation of four (4) research projects completed in each of the practicum experiences in the program. Each project will identify the context of the aspiring leader's work; a needs assessment; a state of the problem of practice; a literature review outline; and administrative recommendations. The four presentations can be around a common theme or stand-alone topics. The presentation will be made to a committee of two members of the MASL faculty and one member at the preference of the candidate.

In the event that a graduate student's performance on any question in the comprehensive exam is not satisfactory, the following procedure will be followed. The student may apply to retake the comprehensive examination. This option may be exercised only once, thus providing the student with two (2) attempts to successfully complete the comprehensive examination. Should the student not pass the exam after the second attempt, he/she will be disqualified from further study and will no longer be eligible to receive the Master of Arts degree.

Degree Requirements

1. All course work must be completed within six (6) calendar years from the date of initial enrollment;
2. A cumulative G.P.A. of 3.0 must be attained in all graduate work;
3. A maximum of six semester hours of "C" credit will be accepted. If a student receives a grade of "C" in more than six (6) semester hours, he/she will be excluded from further study;
4. Any grade below "C" will not be accepted and will result in exclusion from further study;
5. Degree candidates must pass a comprehensive examination;
6. Degree candidates must complete the "intent to graduate" form for the Office of the Registrar.

Distance and Synchronous Courses

The MASL graduate courses in education is offered on-site on the main Benedictine campus and the satellite classroom in the Kansas City area. Coursework may also utilize technology and be offered as hybrid or synchronous. Regardless of delivery format, expectations are identical. Candidates are enrolled in the same class with the same instructors, doing the same assignments, and participating in the same learning activities.

Content and expectations for this course are the same whether this course is taken on-site or as a hybrid or other digital format.

Endorsement as Building Administrator

To receive institutional recommendation for an initial building level school leadership licensure, the student must:

1. Have completed a master's degree;
2. Have completed the 33 hour state-approved building administrator program with a minimum of 24 hours taken with Benedictine College.
3. Maintain a cumulative G.P.A. of 3.25 in all graduate work;
4. Have five years of full-time experience as a professionally licensed teacher in a school accredited or approved by the state board or a comparable agency in another state.
5. Completion of the School Leadership Licensure Assessment (SLLA) with a minimum passing score, established by the state of Kansas.

Endorsement as a Teacher Leader

To receive institutional recommendation for a teacher leader endorsement, the student must:

1. Have completed a master's degree;
2. Have completed the 32 hour state-approved teacher leader program with a minimum of 24 hours taken with Benedictine College.
3. Maintain a cumulative G.P.A. of 3.25 in all graduate work;
4. Have five years of full-time experience as a professionally licensed teacher in a school accredited or approved by the state board.
5. Completion of the Kansas Teacher Leader Assessment (KTLA) with a minimum passing score, established by the state of Kansas.

Evaluation of Courses

Each course is to be evaluated by students using the college faculty evaluation system. Data from evaluations is maintained in the education department assessment system and is systematically incorporated in the on-going process of improving faculty instruction and the program's larger curricular design/conceptual framework.

Evaluation of Degree Program

Within two years of graduation from the program, graduates shall be asked to complete a written evaluation of the program which they will receive and return by mail. Compiled results of these evaluations shall be provided to: 1) members of the Department of Education, 2) members of the Graduate Studies Committee, and 3) members of the Educational Advisory Committee. Information derived from evaluations of the degree program will be systematically incorporated in the on-going process of program improvement.

Exceptional Expertise Policy for Adjunct Instructors

The Education department is responsible for establishing minimum qualifications for adjunct faculty including, application/screening procedures and appropriate staff development and expectations for adjunct faculty as well as for providing appropriate supervision, all aimed at ensuring high quality teaching and learning experiences. Adjunct faculty in Education should have earned doctorates in the field they are teaching or advanced degrees with exceptional expertise in that field. Exceptional Expertise for adjunct faculty in education includes:

- Doctoral level degree and documentation of P-12 experience
- Master's level degree and documentation of P-12 experience, and one or more of the following,
 - Expertise/experience in the education program's priorities such as special education,

- ESOL, leadership, curriculum, assessment, and/or technology,
- Demonstrated expertise in a field where few alternative resources exist,
- A demonstrated national or statewide reputation in his/her field and extensive experience working in higher education.

Governance

The Graduate Studies Committee is the policy-making body for the M. A. in School Leadership program. Management and oversight of the programs resides in the Department of Education. Decisions governing the programs shall be made by the Department of Education acting as a whole during regularly scheduled meetings. Decisions shall be made by consensus.

Practica

The four practicum semesters are designed in collaboration between the director of the program, the student, and the principal of the proposed practicum location. Detailed information on the practicum requirements is provided by the director of the program to both the candidate and the cooperating principal. Practicum semesters are graded with a letter grade.

Students who do not complete practicum requirements in the final semester of their practicum enrollment, will be withdrawn from the practicum by the director of the program and must re-enroll at a later date to complete their program of study.

Professional Portfolio and Graduate Education Program Benchmarks

The Master of Arts in School Leadership program features three (3) program benchmarks when assessments are made of a candidate's progress toward meeting the graduate education program outcomes and professional standards. Upon entrance and throughout the program, candidates submit artifacts at each benchmark to their Professional Portfolio. The Portfolio is then evaluated at each benchmark point on required knowledge, performance, and dispositions aligned with Educators as Builders of Community and professional standards.

The completed professional portfolio will become the property of the Education Department with the understanding that candidates will be allowed to borrow the portfolio, or parts of the portfolio, for use in contacts with possible future employers. The Professional Portfolio requirements will be explained thoroughly as candidates proceed through the program.

Refund Policy Guidelines

Tuition

Withdrawal for other than medical reason

After written notification of withdrawal is received by the program director (the program director will initiate the withdrawal with the registrar's office), tuition will be refunded according to the following schedule:

Session	Percentage Refunded
Prior to First Session	100%
After First Session	75%
After Second Session	25%
After Third Session	0%

Tuition

Withdrawal for Medical Reasons

If a student must withdraw for medical reasons, a physician's statement must be presented to the program director (who will forward this to the business office) within three weeks of the withdrawing from the course(s). A refund of 80% of tuition for the remaining part of the course will be made, once the student has officially withdrawn and validated in writing the reason for the withdrawal.

Fees

Application and graduation fees are non-refundable. After written notification of withdrawal is received by the program director 100% of technology and practicum fees will be refunded prior to the first session. Fees will not be refunded after the first session.

Transfer Credit

A maximum of nine (9) credit hours taken at another institution may be applied to degree requirements. Transfer hours, with a grade of "B" or better from an accredited institution, may be accepted subject to the approval of the Director of the program and the Education Unit Head. Students seeking approval of transfer credit shall contact the Director of the program. The Director shall consider the request and make a recommendation to the Education Unit Head. Authority for acceptance/rejection of such requests resides within the unit, which is the Department of Education. Official transcripts are necessary for final approval of transfer credits.

Procedures for New Degree Programs

Initial Review of Graduate Curriculum Proposals

Purpose

The purpose of the initial review is to:

1. assess the proposal's worth in relation to the mission of the College;
2. provide constructive comments to the authors for revision purposes (if applicable); and
3. assess whether the proposal is at a stage to be presented for final approval to the Graduate Studies Committee.

Reviewers

An *ad hoc* review team of approximately five faculty members will be constituted by the Chair of the Graduate Studies Committee in consultation with the Dean of the College for each written proposal presented to the Chair. Pertinent materials will be circulated to the reviewers by the Chair. "The committee must include faculty members from fields closely related to the field of the proposed program.

The reviewers are expected to read the proposal and pertinent materials prior to the review meeting. Clarifications will be made at the time of the review.

Proposal Authors

One of the authors of the proposal will be asked to be available at the beginning of the review to make necessary clarifications for the reviewers.

Authors will not act as reviewers of their own proposals. Generally, teachers of the proposed curriculum will not act as reviewers of the proposal.

Review Results

Results of the review will be communicated to the major author of the proposal in written form by the Chair of the Graduate Studies Committee promptly after the initial review of the proposal is completed.

Please see the Benedictine College Faculty Handbook and Higher Learning Commission's Handbook on Accreditation for further details.