# GRADUATE PROGRAMS

While Benedictine College has a strong emphasis on undergraduate liberal arts education, since 1990 the College has developed several graduate programs in accordance with the longstanding tradition of responding to the needs of the times.

All graduate programs are accredited by the Higher Learning Commission. Programs leading to certification in education-related fields meet professional standards and are accredited by the Kansas State Board of Education (KSBE).

## School of Business

- **Master of Business Administration (MBA):** The MBA is the generally accepted degree for professional managers of business and nonprofit organizations.

## School of Education

- **Master of Arts in School Leadership (MASL):** Through this program, approved by the Kansas State Department of Education, certified teachers may complete a 33-credit-hour M.A. to be eligible for certification for building-level administration.
- **Master of Arts in Special Education (MASE)**: This program, approved by the Kansas Department of Education, prepares licensed general education teachers to add a high-incidence disability endorsement to an existing teaching license by completing 30 graduate credits in five semesters.
- **Master of Arts in Teaching (MAT):** This program, approved by the Kansas State Department of Education, is for students who are working full-time as K–12 teachers and whose undergraduate degree is not in the area of education. By enrolling in this program, students will take education licensure-required coursework. The courses in this program are the graduate version of the undergraduate courses in our B.A. in Elementary Education and B.A. in Secondary Education programs.

## Sheridan Center for Classical Studies

- **Master of Arts in Classical Education (MACE):** This 36-credit-hour program provides educators with a strong philosophical foundation in classical education through instruction in the great works of the Western intellectual tradition as well as explicit instruction in pedagogy and curricular integration.
- **Master of Arts in Classical Leadership (MACL):** This 36-credit-hour program provides emerging leaders in Catholic education with formation in the great works of the Western intellectual tradition, an essential understanding of classical liberal arts pedagogy, and the practical wisdom necessary for successful school leadership in the classical model.

## Graduate School Policies and Procedures

The Graduate Studies Committee, appointed by the Provost, approves all graduate offerings and policies for graduate studies. Policies and procedures that are the same for graduate students as for undergraduates are listed in the Academic Regulations and Procedures section.

### Academic Year Schedule

- Classes start during the fall and spring semesters on the same day as do the undergraduates.
- The last day of coursework during the fall and spring semesters is the Friday before undergraduate Study Day.
- All coursework is due at the date assigned by the instructor, such that the instructor will to able to have all grades calculated and submitted by the date posted when grades are due for all students.
- Graduate and undergraduates have the same breaks, e.g. Fall break, Thanksgiving break, etc.
- A request for an Incomplete is due on Study Day. Late requests need to be approved by the Senior Vice Provost.

### 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.

### 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.

### Full-time Status Definition

Full-time status for a student enrolled in graduate programs is a minimum of six credit hours per semester.

### Dual Credit

A maximum of nine hours of graduate credit may be counted towards the completion of an undergraduate degree.
See the exception for the Master of Arts in Classical Education (Overview).

### Grading

| Grade | Description | Point Value |
|---|---|---|
| A | Excellent performance | 4.0 |
| A- | | 3.7 |
| B+ | | 3.3 |
| B | Above average performance | 3.0 |
| B- | | 2.7 |
| C | | 2.0 |
| F | Unacceptable performance | 0 |
| AU | Audit | 0 |
| I | Incomplete | |
| W | Withdrawal | |

### 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.

## International Students

Due to Visa requirements, graduate programs are not open to international students on an F-1 Visas. The one exception to this are programs that meet entirely on campus. Students enrolled in such a program can take one online class of up to three credits per term.

## Prior Learning Credit

Benedictine College awards graduate credit after an assessment of a prior learning portfolio developed by an applicant seeking credit for successful completion of non-accredited professional formation, certification, or credential programs. Not all graduate programs accept prior learning credits (e.g., programs that require licensure). Before considering or pursuing prior learning credits, the student should consult with the appropriate department chair.

Application for prior learning credit, normally done within the first semester of enrollment in graduate studies at Benedictine College, is through enrollment in a zero-credit course in the academic department in which the credit is being sought and payment of the fee for portfolio review. Prior learning credit is not transferable; nor can it be awarded to complete a degree after a student leaves the College.

The determination for the awarding of credit will be the responsibility of the chair of the program in which the credit is being earned, plus at least one other faculty member in the discipline in which the credit is being sought and the Senior Vice Provost. Prior learning portfolio review for college credit will generally be assessed a fee.

## Provisional Admittance to a Graduate Program

A student who wishes to be admitted to a graduate program but has not yet graduated with a bachelor's degree may be admitted provisionally. Their classification is Graduate Provisional (GPR). The student can only have this status for one semester and then must either be fully admitted to the program or may no longer continue in it. A student is not allowed to register for second semester coursework since a hold is place on their record when s/he is admitted provisionally. Once the student has graduated from their undergraduate program and their transcript has been received by the Registrar, their standing is changed to "Graduate" student in good standing, and the registration hold is removed from their account.

## Repeating a Course

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.

## "Time to Completion Clock"

A student will be allowed six years to complete the program counting from the first term he or she takes a graduate course after matriculation into the graduate program.

## Non-degree-seeking Students Taking Graduate Courses

Students who wish to take a graduate-level course but do not wish to be in a degree program are welcome to do so with the permission of the instructor and if space is available in the course. Students need to provide proof of a bachelor's degree in order to receive a grade in the class.

## 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. The exception to this policy is for student-athletes, and the "W" needs to be recorded no matter when the student withdraws for the purpose of transparency in attendance for athletic eligibility issues.

## College Services

A degree-seeking graduate student has the same access to College services as applicable to the undergraduate student, such as the library, computer facilities, the Health Center, and recreational opportunities.