

UNDERGRADUATE ADMISSION POLICIES

Admission to undergraduate standing at Benedictine College as a freshman or transfer student is based on an applicant's academic record, evidence of the ability to do college work, character, and interest in the mission of the college. Benedictine College admits qualified students of any religion, race and color, national and ethnic origin, and of either sex. Benedictine College does not discriminate based on religion, race, color, national origin, sex, age, or disability (or any other criteria protected by applicable law) for admission purposes.

First-Year Application Periods

- Early Action:** The Early Action period is for students who have a strong interest in attending Benedictine College and believe they can present a complete application during the first semester of their senior year. The deadline to apply Early Action is November 15. The key benefit to applying Early Action is to receive the earliest possible admission decision and scholarship notification. Early Action is a non-binding application process; students are free to apply to other institutions.
- Regular Admission:** The Regular Admission Deadline is December 1. Regular Admission is similar to Early Action but offers a slightly later time frame. Regular Admission is a non-binding application process.
- Rolling Admission:** Any application received after December 1 falls into our rolling admission cycle. This application process allows students to apply within a larger window of time and add seventh semester grades to their admission record.

First-Year Application Plans

Standard Application Plan: To be considered for admission under the standard application plan, prospective students must submit the following documents to the Office of Admission, Benedictine College, 1020 North Second Street, Atchison, Kansas 66002-1499:

- A completed application (www.benedictine.edu or commonapp.org) for undergraduate admission;
- A \$50.00 non-refundable application fee (waived for online application);
- An ACT, CLT, or SAT score report. Score reports may be sent directly from the testing agency, on an official transcript, or sent from a school counselor. Benedictine College accepts the highest composite score from a single examination; superscores are not accepted. Benedictine College will accept self-reported test scores for admission purposes. All freshmen who are admitted and ultimately enroll at Benedictine will need to submit official test scores prior to their entry term.

ACT procedure: Submit an ACT score report to Benedictine College (code 1444) from your MyACT account.

SAT procedure: Submit an SAT score report to Benedictine College (code 6056) from your College Board account (code 6056).

CLT procedure: Submit a CLT score report to Benedictine College directly from your CLT account.

- A high school transcript(s) that includes a minimum of six semesters of high school. We will use the highest grade point average reported on the transcript for admission and scholarship purposes. Benedictine College will accept unofficial transcripts for admission purposes. Applicants may submit an emailed copy of the transcript to ravenmail@benedictine.edu or to their admission counselor.

Student athletes may use this option for acceptance to Benedictine College. However, student athletes must complete the NAIA eligibility forms, which require an official high school transcript.

Upon receipt of a completed application, \$50.00 application fee, all official transcripts, and an ACT, CLT, or SAT score report, an applicant will be notified of his or her admission status within two weeks. The admission of a high school senior assumes that the student will maintain a satisfactory record and complete high school graduation requirements.

Test Optional Application Plan: Benedictine College offers a test optional application plan. Select this plan on your application for admission.

Applicants with above a 2.75 GPA will be eligible to apply as a test optional candidate. We will use the highest-grade point average reported on the high school transcript. Test optional candidates may be asked to interview with an Admission Officer.

Applicants with a 2.74 or below are eligible to apply as a test optional candidate. In addition to the high school transcript, these candidates will be required to interview with an Admission Officer.

If the decision of the Admission Committee is favorable, the applicant will be required to submit a \$350.00 enrollment fee prior to May 1. This fee is refundable through May 1 for fall semester applicants, and October 1 for spring semester applicants.

Benedictine College reserves the right to rescind a favorable admission decision for any reason.

In addition to the enrollment fee, all on-campus students are required to place a \$100 housing deposit with the College. This fee will be held in escrow until the room is vacated with a satisfactory clearance report from the residence hall director. Any assessments for damage will be deducted from the deposit. Should such assessments exceed the amount of the deposit, the assessments must be paid in full within ten days.

Admission to Freshman Standing

Applicants for admission to Benedictine are best prepared if they have a grade of 'C' or better in each of the following college preparatory core courses:

- English (4 units)
- Mathematics (3–4 units)
- Foreign Language (2–4 units)
- Natural Science (2–4 units)
- Social Science (2 units)
- History (1 unit)

Other traditional college preparatory courses should complement the above list. Students planning to major in computer science, engineering, mathematics, nursing, or science should take as many units of mathematics and science as possible.

Students who meet the following criteria and who demonstrate promise of college success are generally admitted to freshman standing:

1. Earn a 'C' (2.0/4.0) average in high school academic/core studies;
2. Receive a composite score of eighteen or above on the ACT, 960 or above on the Scholastic Aptitude Test (SAT), 61 or above on the CLT.
3. Graduate in the upper half of one's high school senior class.

Applicants who do not meet the above criteria, particularly criteria one and two, may receive admission or probationary admission if they provide evidence of the promise of college success. Such applicants may require review by the Admission Committee.

Probationary Acceptance

The Admission Committee may allow a limited number of students to be admitted on probation. These students do not meet the normal standards for admission to the college, but they do have a composite score of 15 on the ACT, 52 on the CLT or 830 on the SAT. Students admitted on probation may be required to enroll in developmental courses to enhance their ability to succeed in college studies.

1. Prior to matriculation at Benedictine College, a student accepted on probation will receive a letter from the Dean of Enrollment Management outlining the requirements and general policies relating to his or her probationary status.
2. A student admitted on probation will be assigned an academic advisor with whom he or she is expected to meet weekly.

Transfer Admission and Degree Completion

Benedictine College will make every effort to facilitate the entry of transfer students to the programs of the college. Transfer students will be treated on the same equitable basis as all enrolled students. The college will provide each transfer student with an evaluation of previous studies, as well as the counseling necessary for satisfactory academic progress at Benedictine. Transfer students may be offered admission for either fall or spring semester.

Students may transfer a maximum of sixty-four credit hours from a two-year college towards a bachelor's degree from Benedictine. The final two semesters (30 credit hours) must be completed at Benedictine College.

A maximum of 98 hours will be accepted in transfer—64 hours of which may come from two-year colleges and the rest from 4-year colleges/universities.

A transfer candidate presenting less than four semesters of college-level work and those transferring from unaccredited institutions are subject to review by the Registrar to determine the number of hours transferred and class standing.

Transfer candidates presenting sixty or more hours of approved credit and/or an Associate of Arts or Associate of Science degree will be granted junior status with the understanding that:

1. Only courses comparable to those offered at Benedictine College will be accepted for transfer. Credit is not transferred for most technical courses.
2. Request to transfer courses from institutions that are not regionally accredited will be evaluated on a course-by-course basis. Students need to be prepared to provide course description, course syllabi,

information about the instructor's qualifications, and possible other information in order to evaluate the course.

3. Credit for transferable courses will be awarded for all such courses in which a grade of 'C-' or better was earned.
4. Thirty hours of upper-division credit are required for graduation.
5. Grades earned at other institutions will not be computed into the student's grade point average at Benedictine College.
6. Students in their first two semesters at Benedictine College will be subject to the academic standing rules for freshmen; subsequently, they will be subject to the requirements for upperclassmen. In order to graduate, all students must meet the graduation requirements of a 2.0 GPA (both overall and in their major) regardless of when they transfer to Benedictine College.
7. A minimum of 28 hours of general education is required. (See the General Education section in this Catalog for details.)

To be considered for admission, transfer candidates must submit the following documents to the Office of Admission, Benedictine College, 1020 North Second Street, Atchison, Kansas 66002-1499:

1. A completed application for undergraduate admission for transfer candidates;
2. A \$50.00 non-refundable application fee;
3. Official transcripts are those that are printed on security paper and come directly via US mail from another institution's records/registrar office to the Office of the Registrar, are electronically delivered to the Office of Academic Records and Registration via a secure 3rd party method that has been verified by the sending university, or are presented to the Office of Academic Records and Registration in a sealed envelope with a stamp across the seal. All other transcripts are considered unofficial and will not be accepted or processed; and
4. If the student has fewer than 24 transfer hours, an official report of scores earned on the ACT, CLT, or SAT; and an official high school transcript are also required.

In order to be admitted on a regular basis, transfer students must meet the following criteria:

1. Possess an overall grade point average of at least 2.0 in all college-level work;
2. The student must demonstrate satisfactory academic progress at the institution from which he or she is transferring. Satisfactory academic progress is defined as successfully completing the minimum twelve (12) academic hours each semester with at least a 2.0 grade point average. Benedictine College defines academic hours as those non-activity courses one pursues in the various disciplines to move toward a degree.

The Admission Committee will consider each transfer applicant who does not meet the above criteria.

If the decision of the Admission Committee is favorable, the applicant will be required to submit a \$350.00 enrollment fee prior to May 1. This fee is refundable through May 1 for fall semester applicants, and October 1 for spring semester applicants.

Benedictine College reserves the right to rescind a favorable admission decision for any reason.

Reverse Transfer Agreement Procedure

As a member of the Kansas Independent College Association, Benedictine College and the Kansas Community Colleges wish to increase the educational attainment of Kansas college students, enhance the number and quality of learning options at the institutions, and provide a more seamless transfer process for students. This process is called reverse transfer. These institutions have entered into a Reverse Transfer Agreement.

Transfer students who transfer in a minimum of 45 credit hours of coursework from a Kansas community college or combination of 45 accumulated hours from other accredited institutions and a Kansas Community College are eligible to take part. Such students need to contact the Office of Academic Records and Registration early within their first semester at Benedictine College to request information regarding opting in to this process that may enable them to complete their associate's degree at their former community college.

Other students who transfer in a minimum of 45 credit hours of coursework from an accredited community college or combination of 45 accumulated hours from other accredited institutions and an accredited community college, although not covered by the previously mentioned Reverse Transfer Agreement, need to contact the Registrar within their first semester at Benedictine College to see if a similar arrangement can be available to them.

Credit by Examination or Experience

Advanced Placement (AP)

To aid in the identification of able college students and to foster greater intellectual development, Benedictine College participates in the Advanced Placement Program, which is administered by the College Entrance Examination Board. Students who receive a rating of 3 to 5 on the Advanced Placement Examinations will be considered for college credit and/or advanced placement. Policies vary with the student's desire to use such credits in a major or in an elective area. For a guide to how AP credit will transfer to Benedictine College, refer to the College website (www.benedictine.edu), under "Resources," and look for Advanced Placement Equivalency Chart.

Advanced College Credit

Students who took advanced college credit classes in high school will need to have the college transcripts sent to the Office of Academic Records for evaluation. The exception to this policy is any coursework taken at a high school in which the credit was offered by Benedictine College.

College Level Examination Program (CLEP)

Applicants may request advance credit for courses in the college catalog by providing proof that the material described has already been mastered. The normal way in which this can be done is by examination. The College will accept many of the General Examination and many of the Subject Matter Examinations of the College Level Examination Program. If you are interested in taking a subject that is not listed here, check with the Registrar BEFORE taking the exam to find out if there is a possibility that it may transfer. All CLEP examinations must be taken prior to the start of the student's third semester at Benedictine College. (Note: These need to be taken prior to or during the first two semesters as a degree-seeking student, which may or may not have been consecutive.) A maximum of 28 hours will be accepted through CLEP examination.

Subject level examinations of CLEP acceptable are American Government, American History I and II, American Literature, Analysis and Interpretation of Literature, Calculus, College Composition, College French (levels 1 and 2), College German (levels 1 and 2), College Spanish (levels 1 and 2), English Literature, General Biology, Chemistry, General Psychology, Human Growth and Development, Introductory Macroeconomics, Introductory Microeconomics, Physics, Introductory Sociology, and Western Civilization I and II.

Benedictine College will use institutional norms to determine the amount of credit to be granted. Credit will be given for CLEP scores at or above the 50th percentile.

Interested candidates should contact their high school counselor or the College Level Examination Program, Box 6600, Princeton, NJ 08541-6600; phone: 800-257-9558; fax: 609-771-7088; web site: clep@collegeboard.org.

International Baccalaureate (IB)

Benedictine College recognizes the rigor of the International Baccalaureate (IB) curriculum and offers credit for the following subject exams.

All areas require a score of 4 or above on the Higher Level Exam or a score of 5 or above on the Standard Level Exam. Official scores must be sent directly from the IB office to the Office of Academic Records and Registration in order to award credit. Web site: ibo.org.

Course	Hours	Course Equivalent
Biology HL in English	4	BIOL-1107
Chemistry SL in English	4	CHEM elective
English A Literature	3	ENGL-1020
Environ in Sys & Societies	3	SOCI elective
French B	4	FREN-1000
History 1 Route 1	3	HIST-1100
History 2 Route 2	3	HIST elective
History Americas HL	6	HIST elective
History Europe	3	HIST elective
History World	6	HIST-1100; HIST-1101
Mathematics SL	3	MATH elective
Psychology SL	3	PSYC-1000
Spanish A Literature	4	SPAN-2010
Spanish B	4	SPAN-1000
Theater	3	THTR elective
Visual Arts	3	ART elective

Other areas will be evaluated if requested. See www.transferology.com for the latest list of exams that have been evaluated and how they will transfer to Benedictine College.

Locally Administered Placement Examinations

Foreign Language Placement

During on-campus registration in the summer and fall orientation, freshmen and eligible transfer students will be given the opportunity to test out of the college requirements in Latin, French, and Spanish. Those who score high enough on the language tests may have satisfied the college's general education requirement for one or two semesters of

language and will be eligible to continue with sophomore-level courses or higher. Students who have completed three or more years of French or Spanish are required to take the placement exam before taking a course in the same language. If the student does not intend to continue studying the same language, the exam is optional. Students who received dual enrollment or AP credit, or who transferred in college credit for the language are not required to take the exam. Students who are planning to complete the language requirement in Italy do not need to take the exam; however, if they have three years previous experience in a language other than Italian, they are encouraged to take the placement exam in case their plans to complete the requirement in Italy change. It is highly recommended that students take the placement exam within one year of enrolling at Benedictine College, as this is when their previous language experience will be strongest. Students may not take the placement exam more than once. The placement exam is regularly scheduled at the beginning of the semester, during registration, and during SOAR weekends. See the Academic Calendar for dates. For more information, contact the Department of World Languages and Cultures or Admissions.

A native speaker of a language other than those listed above (French, Spanish, Latin), may take a proficiency exam to determine if his or her skills and knowledge are at an appropriate level (Intermediate Low / B1) to waive the foreign language requirement. It is normally taken before the beginning of one's junior year and costs \$250.

Students who are native speakers of a language other than French, Spanish, or Latin should contact the Chair of the Department of World Languages and Cultures to schedule the proficiency exam.

Calculus Placement

Any student planning to take a course in the Calculus sequence including MATH-1250 Pre-Calculus, MATH-1300 Calculus I, MATH-1350 Calculus II, and MATH-2300 Calculus III must be properly placed. Those with college credit at Benedictine College taken locally, accepted for transfer credit, or obtained via an AP Calculus score of 4–5 may determine correct placement by consulting the prerequisites listed in the course description. Note, in the special case of MATH-1300 Calculus I one may qualify to take this course by either earning a "C" or higher in MATH-1250 Pre-Calculus locally or by accepted transfer credit, or by passing a placement exam. Beginning freshmen will be given an opportunity to take this exam, typically at SOAR (orientation). Any of those students who do not obtain an adequate score will have an opportunity to retake it after a period of at least three weeks with the understanding that the student should study relevant material during that time. All other students may take this placement exam only once. Normally, students without pre-calculus credit would have to pass this exam before enrolling in calculus I. However, beginning freshmen are placed before the exam is available, so they take the exam to verify or correct their placement and are then moved accordingly. Students with questions should contact the Director of Calculus Placement.

Credit for Experiential Learning

Benedictine College awards academic credit for knowledge gained outside of the traditional college/university classroom setting for nontraditional students enrolled at Benedictine College who present portfolios of experiential learning that receive favorable evaluation. A nontraditional student shall be defined as a student of at least 23 years of age who has not been enrolled as a full-time student in a degree program for at least two years. Application for experiential learning credit is normally done within the first semester of attendance at Benedictine

College. Experiential learning credit cannot be applied to work experience 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 academic department 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 Associate Dean. Experiential learning portfolio review for college credit will be assessed a fee. A maximum of 18 hours will be awarded for experiential learning.

Readmission

Any student who has been absent from Benedictine College must contact the Office of the Associate Dean of the College to seek readmittance. If the student left Benedictine College in good academic standing and has no outstanding holds on his or her account, the Associate Dean will give the student permission to start the readmission process. If this is the case, the student will need to

1. Complete the form to update his or her personal information and academic plans. The fee is not required for readmission applications.
2. Submit official transcripts of any coursework completed at another college.
3. Students readmitted to the college who have attended other colleges or universities must meet satisfactory academic progress requirements as described under the Transfer Admission section of the General Admission Policies.

If the student is readmitted, he or she will be requested to submit an enrollment and housing deposit as appropriate. This will be necessary only if the applicant's original deposit was refunded when he or she withdrew.

Multiple Undergraduate Degrees

An individual who has earned a bachelor's degree may enroll in Benedictine College to pursue an additional undergraduate degree. He or she may not pursue the same degree with the same major(s) as previously earned at Benedictine College or elsewhere. Such students are required to earn a minimum of 30 new hours in residence even if fewer hours are needed to complete their new major. (None of these 30 hours can be transferred from other colleges or universities, earned by CLEP, or through experiential learning.)

Students who have earned a bachelor's degree from another institution will also need to complete the same general education requirements as do all students who transfer to Benedictine College with 60 or more hours.

If the student is a graduate of Benedictine College, the cumulative GPA from all courses taken after graduation will be calculated separately because the student's GPA is "frozen" at the time of graduation.

Students may not receive any gift aid (e.g., Pell grants). They may only make use of federal loan programs as long as they are degree-seeking with a realistic anticipated degree date. No internal scholarship funding is available and tuition-remission aid is available only if the student has not used this for his or her first bachelor's degree. This should be clarified with the Human Resources Department before the student starts the additional degree.

International Students

Benedictine College has been the choice of many international students who desire to further their education at a school in the United States.

These students have found Benedictine ideal because of its small size and sense of community and because of the individualized attention they receive from faculty and staff. Special academic and cultural programs are offered to international students to enhance their initial adjustment and transition to the college and to living in the United States. Opportunities are also available for students to share their culture and customs with the college and local community.

The International Student Service Team assists students in all U.S. Citizenship and Immigration Services that include documentation for employment in the United States. Academic advising and cultural and social counseling are also provided to students by the International Student Service Team.

All international applicants seeking I-20s must provide the college with a financial statement showing they have sufficient funds to cover the cost of at least one year of study at Benedictine College, including tuition, fees, housing, meals, books, and health insurance.

International students are required to have health and accident insurance that covers them while in the United States. Benedictine College does not offer an insurance plan through the College but can assist students to find adequate insurance coverage. Any insurance purchased from outside the United States must be approved by the International Student Service Team and the policy must be submitted in English.

International Freshman Admission

Benedictine College accepts applications all year. Suggested application deadlines are April 1 for August admission and October 1 for January admission.

To consider a student for freshman admission, we must receive the following documents:

1. Completed International Student Application or Common Application for admission.
2. Official transcripts from all high schools (secondary schools) attended, secondary school leaving certificates, exit exam results, and other academic credentials. See transcript policy below.
3. Submit all standardized scores taken: CLT, SAT, ACT, TOEFL, IELTS. Students who do not have scores may be accepted conditionally. Those students with English not as their first language must show proof of English proficiency; years of English taken in high school, interview with admission office, other partnership exams accepted by the college.
4. Students who graduate from a high school in the United States or Canada are required to submit the ACT, CLT, or SAT.

International Transfer Admission

Benedictine College accepts applications all year. Suggested application deadlines are April 1 for August admission and October 1 for January admission.

To consider a student for admission, we must receive the following documents:

1. Completed International Student Application or Common Application for admission.
2. TOEFL or IELTS scores (optional). Those students with English not as their first language must show proof of English proficiency; years of English taken in high school or university, interview with admission office, other partnership exams accepted by the college.

3. Official post-secondary transcripts from all schools attended after high school (secondary school). If previous university attended is outside the United States, a professional credit evaluation is required for transfer credit. We recommend Educational Credential Evaluators, World Education Services, or InCred Evaluations (for student-athletes).
4. If the student has fewer than 24 transfer credits, we also need official transcripts from all high schools attended, as well as secondary school leaving certificates and exit exams.

Transcript Policy

All required credentials must be

- Original documents mailed directly to Benedictine College from the school or issuing agency or
- Photocopies signed and stamped by a school or government official, mailed directly to Benedictine College from the school.

If the official documents are not in English, students must submit both the original and a certified English translation. Transcripts should be mailed to:

International Admissions
Benedictine College
1020 North Second Street
Atchison, KS 66002 USA

English As a Second Language Program (ESL)

The English as a Second Language program aims to prepare students for the academic demands of university classes and to offer English language support throughout students' attendance at Benedictine College. Upon arrival on campus, students who require English language assessment will take an exam for proficiency in reading comprehension, writing, speaking, and listening. The results of the exam will determine the combination of ESL and other courses the student will take during his or her first one or two years. In ESL classes, students will experience academic rigor comparable to regular classes that often require analysis, synthesis, and application of information in papers, discussions, oral presentations, and exams.

In order to exit the ESL program, students must complete advanced level classes with a 3.0 GPA and/or must demonstrate proficiency in the four language skills areas: reading, writing, listening, and speaking. Faculty may recommend students for continued ESL support to ensure academic success. Non-native English language speaking students who complete the ESL program will satisfy the general education foreign language requirement.

Special Student Status

An applicant who desires to attend classes without following any prescribed course of study or becoming an immediate candidate for a degree may be admitted with the consent of the Associate Dean upon payment of an application fee. Special students will be expected to follow the usual conventions of class attendance. If an applicant later desires to apply the credits earned as a special student toward a degree, she or he must adhere to whatever conditions are set forth by the Admission Committee and/or the Associate Dean. At present, a special student is defined as follows: *"A special student is one who has not been admitted to a degree program, as distinct from a freshman, sophomore, etc., who has been fully accepted into such a program."*

High school juniors, seniors, or home-schooled high school students who wish to take individual courses at Benedictine College may be admitted as special students. Admission will normally be granted only to students who have sixteen academic units in academic/core studies or their equivalent at the high school level, plus an above-average academic and achievement record. Normally, high school students must be at least 15 years of age before requesting to take any college classes on campus. (See Advanced College Placement section in this catalog for information about high school students who wish to take dual credit high school/college courses.) The student meets with the Associate Dean who reviews the student's proposed courses. (See the Associate Dean for the appropriate form.) Request is granted based on availability in the class, noting that degree-seeking students have priority over students who have not been admitted to a degree program. After permission of the instructor is received, the student is enrolled in the course.