U.S. DEPARTMENT OF EDUCATION COMPLIANCE STATEMENTS

Nondiscrimination

Benedictine College admits students of any race and color, national and ethnic origin, and of either sex to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Benedictine College does not discriminate on the basis of race, color, national origin, sex, age, or disability in its educational programs, activities, or employment policies as required by the Civil Rights Act of 1964 and subsequent amendments (including Title IX of the Educational Amendments of 1972), federal executive orders and federal regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Kimberly Shankman, Provost/Dean of the College
1020 North 2nd Street
Atchison, KS 66002
(913) 360-7413

FERPA

Benedictine College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, which is the federal law that requires colleges and universities to maintain the privacy of students' educational records. FERPA guarantees students the right of access to educational records, the right to challenge information contained in their records, the right to consent prior to the release of a record to a third party, and the right to be notified of their privacy rights.

The following is considered directory information and may be released for each student: Student name, address (permanent and campus), telephone number, e-mail address, date and place of birth, major and minor field(s) of study, classification, photograph, participation in officially recognized activities and sports as well as weight and height of participants, dates of attendance, degrees sought and/or granted, and awards and honors received. A student may submit a written request for this information to be kept confidential. During the disciplinary process, a student may be required to contact his or her parent(s) and/or legal guardian(s), coaches, and/or professors, depending upon the circumstances and student's involvement.

In addition to the Office of Academic Records and Registration, confidential student records are kept in the student's advisor's office, the Financial Aid office, the Office of Student Health Service, the Counseling Center, and the Career Development Office. Complete FERPA information is available on the Benedictine College website.

Benedictine College "Location Policy"

Passed by Benedictine College Cabinet 5 June 2024, clarification 4 September 2025.

As required by Federal Department of Education 34 CFR 668.43(c)(3)(ii).

"Prospective Student Location"

For the purpose of this policy, a prospective student's location is the state of the prospective student's residency at the time the student has applied for admission, intends to enroll, and is then entered into Slate or Colleague (the student record system). For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Kansas.

"Enrolled Student Location"

Benedictine will determine the location (i.e., state) of an enrolled student for purposes of providing accurate state-specific professional licensure disclosures in the following way:

- For undergraduate students taking all of their classes in Atchison, Kansas, during the fall or spring semester their location (state) will be considered (Atchison) Kansas.
- Undergraduate students doing an internship, co-op, or other full-time study in a different state or country away from Atchison, Kansas, are considered at a temporary location for the semester and Atchison, Kansas, is still considered their home location.
- For undergraduate students taking a Benedictine College class online or an internship, their location is considered to be their permanent home address (that which is stored in the student record system). If this is a study abroad class, this is considered to be (Atchison) Kansas.
- For graduate students, their "Student location" is defined as the permanent mailing address, or "Home" address, provided to Benedictine College by the students and is that stored in the students' record.

"Change of Location"

Student location designations will remain in effect unless and until a student officially notifies the College that his/her permanent address has changed, especially for graduate students. Once a student notifies the College, the date of entry will be used as the effective date of a student's revised location for the purposes of this policy. If a student does not notify the College of a change of address and his/her permanent address has been end-dated in the student record system because mail was returned as undeliverable, his/her location will be considered the state of Kansas.

Credit Hour Definition

Benedictine College uses the "Carnegie Unit" as a guide when defining a credit hour for undergraduate classes. A semester credit hour represents a minimum of one fifty-minute class period a week for the 15-week semester. Each course is expected to meet the equivalent of two hours outside of class for each hour in class.

Some courses meet for more than fifty minutes per credit hour in class, e.g. laboratories, clinicals, practicums, internships, etc. This time is generally reflected in the online course listing or in the paperwork (as in internships) for the course. This additional time in class counts toward the "2 hours outside of class" expectation.

For the rest of the time needed to meet this requirement, as well as for the other courses, departments are responsible for creating a Credit Hour Compliance document to verify that each of the courses offered by their department meets the required "two hours outside for class for each hour in class." This document lists the various types of activities and assignments possible in courses offered in their department and the amount of time that it is expected that students would spend doing each type of activity. By examining the outline of assignments on the course syllabus for the semester, one can calculate the estimated amount of time outside of class that a student is expected to spend for the course.

Each department's Credit Hour Compliance document is reviewed by the Curriculum Committee to ensure that the amounts of time seem reasonable with the Senior Vice Provost responsible for final approval and oversight. Department chairs are responsible for verifying that the courses taught in their department each comply with the credit hour guidelines that they have established. For the Credit Hour Compliance documents, select this link.

Due to the varying nature of graduate courses, a range of class time for a one-credit-hour course is 500–800 minutes. For each credit hour, it is expected that the graduate student will spend a minimum of two to four hours in independent preparation/follow-up (e.g., readings, papers, preparing presentations, projects, etc.).

NC-SARA Student Information

NC-SARA plays an important role in ensuring consumer protections for students who take advantage of interstate distance education programs. They work directly with states to help assure the quality of the programs offered, but they also help support students in instances in which they may want information or have questions about professional licensure or concerns about institutional accountability or educational experience. Benedictine College is a member of NC-SARA and thus offers these services to our students. For more information, view the NC-SARA student information website.