The mission of Saint Louis University’s 1818 Advanced College Credit Program, a premiere nationally recognized dual credit provider, is to facilitate collaboration between high school and university faculties to provide a rigorous university course experience for high school students in the tradition of Jesuit education.

It’s Never too Early for a Head Start
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### What If I Can’t Login to My Account? 65
Founded in 1959, Saint Louis University’s 1818 Advanced College Credit Program is the oldest dual credit program west of the Mississippi. The 1818 Program has a long standing history of providing high school students the opportunity to earn college credit from Saint Louis University at their high schools for a reduced tuition rate while still earning their high school credit.

A Brief History
The 1818 Advanced College Credit Program originated as a joint project with Saint Louis University High School and Xavier High School in 1959 as a way to target bright elementary school students who could skip one year of grade school and move onto high school one year early.

The program would allow students to graduate early from the first eight years of school, and move onto high school one year ahead of schedule.

Students could then accumulate college credits through the Advanced College Credit Program and graduate from college one year early (the second eight years of school), hence, the 1-8-1-8 name.

While the program no longer participates in the elementary school program, it retains “1818” in its title, as Saint Louis University was founded in 1818 and has become a namesake in the St. Louis region.

Our Shared Mission and Vision
The mission of Saint Louis University’s 1818 Advanced College Credit Program, a premiere nationally recognized dual credit provider, is to facilitate collaboration between high school and university faculties to provide a rigorous university course experience for high school students in the tradition of Jesuit education.

The 1818 Advanced College Credit Program provides an introduction to college-level expectations for high school students by challenging students to participate in a rigorous academic curriculum, encouraging faculty to continue their personal academic endeavors, and supporting administrators in enriching and extending the high school curriculum.

Organizational Structure
The 1818 Advanced College Credit Program reports to the Office of Admission and the College of Arts and Sciences. The 1818 Program is staffed by:

1818 Program Director:
Bretton M. DeLaria, MA

Data and Assessment Coordinator:
Yvonne Fisher, MS

1818 Program Relations Manager:
Arlene Cravens, Ph.D.

Dual Enrollment Manager:
Edward Ibur, MA

Student Workers

What is Dual Credit?
Dual credit, also referred to as concurrent enrollment, is a way for high school students to earn college credit at the same time they are earning high school credit.

The high school and college credit are separate from one another, meaning:

• if a student drops his or her college credit with SLU, he or she may still be enrolled in the high school class,

• the grading systems and final grades may be different,

• the records for the coursework are separate,

• the college credit is recorded on a university transcript and the high school credit is on the high school transcript.
At SLU, this means a student who is registered with the 1818 Advanced College Credit Program is registered as an unmatriculated Saint Louis University student and has an official Saint Louis University record and transcript with their earned college credits.

Another hallmark of dual credit is that final grades are comprised of the student work completed throughout the course. Their grade earned is directly attributed to the amount of earned credits they receive for the course. Both the grade and the credit hours earned are recorded on their official Saint Louis University transcript.

Because of this, students wishing to transfer their dual credit must request a transcript directly from SLU to be sent to the college or university of their choice.

Other Early College Program Types
In addition to dual credit, there exists a variety of other models classified as “early college education programs.” The defining character of all these programs is that students receive academic credit from a sponsoring university for program participation.

Some of the common models that have emerged are:

- **Advanced Placement Program (AP):** A program operated by the College Board where students participate in universal curriculum and take an exam at the end of the year for a fee to attempt to earn credit vouchers. Students typically must score a 4 or 5 on the exam for a university to accept the credit voucher towards a student’s undergraduate career.

- **Articulated Credit:** Students complete coursework that meets the expectation of the university. Students can remit a tuition payment upon course completion to get transfer credit to the host institution. This arrangement is most common with Project Lead the Way STEM courses. SLU’s articulated program is called SLU Leads the Way and is for STEM related courses.

- **Directed / Facilitated Instruction:** Directed/facilitated instruction occurs when a facilitator provides support and guidance to a high school student enrolled in a dual credit course, but does not assess the student’s grade. The grade assessment is the responsibility of the institutional faculty, who also has developed the course and syllabus. A portion of the learning may occur online.

- **Dual Enrollment:** A dual enrollment program allows a high school student to enroll in coursework at an institution of higher education while simultaneously enrolled in high school coursework. However, in most cases, credit is granted for the post-secondary coursework only. The credits earned at the institution of higher education generally are not counted toward the student’s high school diploma. SLU’s dual enrollment programs are called the Visiting Young Scholars Program and Gifted Arts Program.

- **International Baccalaureate (IB):** A program designed for high school age students that requires instructors to adhere and go through rigorous training to offer a set curriculum. Courses can be recognized as a credit voucher by universities.

- **Online Education:** Students enroll in an online course where the instructor of record is a university faculty member. Students take the college level course independently.
### Comparing 1818 and AP

<table>
<thead>
<tr>
<th>Coursework</th>
<th>1818</th>
<th>AP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets HS graduation requirements</td>
<td>Meets HS graduation requirements</td>
<td></td>
</tr>
<tr>
<td>Affiliation</td>
<td>Student is classified as a part-time SLU student</td>
<td>No college/university affiliation</td>
</tr>
<tr>
<td>Classroom</td>
<td>College coursework completed in HS setting</td>
<td>AP test preparation completed in HS setting</td>
</tr>
<tr>
<td>Credit</td>
<td>Actual college credit</td>
<td>Credit voucher.</td>
</tr>
<tr>
<td></td>
<td>Grade earned at the end of course is transcripted grade</td>
<td>Voucher based on passing end of year standardized test</td>
</tr>
<tr>
<td></td>
<td>Guarantee transfer to SLU</td>
<td>No guarantee any institution will accept the voucher for credit</td>
</tr>
<tr>
<td></td>
<td>Over 100+ institutions accept SLU credit.</td>
<td>Depends on internal policies</td>
</tr>
<tr>
<td></td>
<td>Office staff to advocate transfer issues.</td>
<td>No transfer negotiations</td>
</tr>
<tr>
<td>Credit Amount</td>
<td>Up to 18 credit hours per semester</td>
<td>Amount of credit accepted for voucher depends on passing a test.</td>
</tr>
<tr>
<td>GPA</td>
<td>Grades transfer to SLU.</td>
<td>N/A</td>
</tr>
<tr>
<td>Resources</td>
<td>Full access to SLU resources.</td>
<td>N/A</td>
</tr>
<tr>
<td>Cost</td>
<td>$65 per credit hour</td>
<td>$93 per exam + score fees</td>
</tr>
</tbody>
</table>

### Comparing SLU Transfer Rates w/ AP

<table>
<thead>
<tr>
<th>Course Name</th>
<th>AP Pass Rate</th>
<th>SLU Transfer Rate</th>
<th>SLU Matriculation</th>
</tr>
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<tbody>
<tr>
<td>Art History</td>
<td>34.1%</td>
<td>95%</td>
<td>100%</td>
</tr>
<tr>
<td>Biology</td>
<td>27.1%</td>
<td>85%</td>
<td>100%</td>
</tr>
<tr>
<td>Calculus</td>
<td>36.7%</td>
<td>89%</td>
<td>100%</td>
</tr>
<tr>
<td>Chemistry</td>
<td>24.9%</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Chinese</td>
<td>79.9%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Comparative Govt.</td>
<td>48.4%</td>
<td>95%</td>
<td>100%</td>
</tr>
<tr>
<td>Comp Sci.</td>
<td>35.6%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>English Comp.</td>
<td>27.5%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>English Lit.</td>
<td>22.9%</td>
<td>93%</td>
<td>100%</td>
</tr>
<tr>
<td>Enviro. Science</td>
<td>33.9%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>French</td>
<td>41.8%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>German</td>
<td>47.1%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Latin</td>
<td>32.4%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Physics I</td>
<td>20.8%</td>
<td>89%</td>
<td>100%</td>
</tr>
<tr>
<td>Physics II</td>
<td>26.7%</td>
<td>85%</td>
<td>100%</td>
</tr>
<tr>
<td>Psychology</td>
<td>44%</td>
<td>93%</td>
<td>100%</td>
</tr>
<tr>
<td>Spanish</td>
<td>54%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Statistics</td>
<td>28.8%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>U.S. Govt</td>
<td>23.7%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>U.S. History</td>
<td>28.8%</td>
<td>98%</td>
<td>100%</td>
</tr>
<tr>
<td>World History</td>
<td>28.6%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

AP Pass Rate Data is average of score 4 and 5 as guarantee of transfer, but does not include attempts to transfer denials, data found at: https://www.totalregistration.net/AP-Exam-Registration-Service/2017-AP-Exam-Score-Distributions.php

Transfer Rate refers to the averaging of one year and four year alumni survey responses specifically addressing SLU credits transferred and accepted towards graduation at the students undergraduate institution excluding SLU.

Credit at SLU refers to the credit being counted for students who matriculate to the University as undergraduates.

1818 Data based on survey of 4,000 program alumni who’s credits transferred as core courses.
Partnering with the 1818 Program does not just benefit students, it benefits the entire community. With a wide variety of benefits, opportunitites, and educational outreach, the 1818 Program is truly a collaborative partnership with high schools and their respective communities.

**High School Benefits**

High schools that partner with the 1818 Program as an institution are provided a variety of benefits for working with Saint Louis University. Some of those benefits include:

- Tuition scholarships for administrators, toward graduate education at SLU.
- Annual incentive awards, based on 1818 enrollment, that provide financial support to improving the 1818 program at the high school.
- Rights to use Saint Louis University’s name, logo and branding in the institution’s marketing and website.
- Access to Saint Louis University’s extensive resources including: University libraries and databases, financial aid representatives, on-campus visits, and SLU cloud based software, etc.
- Professional development for instructors that meets state professional development requirements.
- Increased academic rigor throughout the high school curriculum.
- Program recognition awards for excellence and service.
- Integrity and respect of your curriculum due to association with Saint Louis University.

**Instructor/Coordinator Benefits**

By working with the 1818 Program, individual 1818 Adjunct Instructors and 1818 High School Coordinators are able to take advantage of a variety of resources from SLU. Some of these include:

- Tuition scholarships for instructors and coordinators toward graduate education at SLU.
- Annual $250 stipend for attending the Summer Symposium.
- Free professional development paid for by SLU.
- Access to SLU’s physical and digital resources, including library databases.
- Personal SLU faculty member as a partner mentor.
- Status as a SLU 1818 Adjunct Instructor.
- Recognition of his/her courses as a college level instructor.
- Collaborative classroom visits with SLU faculty at the high school and on-campus.
- A SLU identification card.
- Access to a personal university email, personal software downloads and discounts, Office 365, and Google education technologies.
- Support and collaboration from SLU faculty and other 1818 cohort members, including online digital collaboration community.
**Student Benefits**

1818 students are not only recognized as SLU students/Billikens, they also get an edge in their academic career and college preparation. SLU ensures this in the following ways:

- Reduced tuition rate of $65 per credit hour compared to the $1,100 per credit on-campus rate.

- Credit for both their high school course and for a SLU college course.

- The cumulative grade for the course is the grade that appears on the official SLU transcript.

- Saves both money and time!

- VIP access to SLU professionals, resources, and discounts at SLU’s campus.

- Distinguished as a SLU student.

- Ability to pursue an undergraduate major in a more timely fashion.

- Ability to transfer credits to over 100+ national universities and colleges!

- Become better prepared for college life and college academics.

- Discover his/her academic voice and interest!

---

**SLU Name and Logo Usage**

Active high school partners are given the opportunity to utilize the Saint Louis University name, brand, and logo on high school marketing and publication materials to promote the awareness of their dual credit partnership with Saint Louis University.

High schools are responsible for notifying and submitting a copy or sample of the use of the logo to the 1818 Program office.

In addition, high schools must follow the University Policies and Procedures regarding use of the SLU name, brand, and logo as outlined by the University Marketing and Communication Department.

Information regarding established University guidelines for appropriate usage of the logo, name, and brand can be reviewed online on the SLU Brand Identity webpage on the University website.

Access the guidelines and policies by visiting: [https://www.slu.edu/marcom/guidelines-and-policies](https://www.slu.edu/marcom/guidelines-and-policies)

Logos can be downloaded at: [https://www.slu.edu/marcom/tools-and-downloads/logo-downloads](https://www.slu.edu/marcom/tools-and-downloads/logo-downloads)

**Get Help At**: [slu.edu/1818 -> Partners -> Partner Benefits -> Resources -> Online Collaboration Drive](slu.edu/1818 -> Partners -> Partner Benefits -> Resources -> Online Collaboration Drive)
Students who participate in the 1818 Program are treated and held to the same responsibilities and expectations as on-campus students. Part of participating in the 1818 Program is to cultivate college readiness and preparedness. Therefore, students are held accountable for all aspects of participation, including keeping track of deadlines for registration, drop requests, and all other academic deadlines.

**Academic Calendar and Deadlines**

Students and partners are expected to comply with the program dates and deadlines. Failure to meet designated deadlines will prevent the student from participating in the course for college credits.

Typical Academic Calendar:

- **Fall Registration:** August 1st - September 30th
- **Fall Voluntary Drop:** October 31st
- **Fall Tuition Deadline:** December 01st
- **Fall Non-payment Drop:** December 02nd
- **Fall Reinstatement Deadline:** May 01st
- **Spring Registration:** January 1st - February 28th
- **Spring Voluntary Drop:** March 30th
- **Spring Tuition Deadline:** May 01st
- **Spring Non-payment Drop:** May 02nd
- **Spring Reinstatement Deadline:** December 01st

All important academic dates and calendars for 1818 can be found online at: [https://www.slu.edu/registrar/calendars/1818-calendar.php](https://www.slu.edu/registrar/calendars/1818-calendar.php)

Students are responsible for knowing the appropriate dates and deadlines.

**Student Eligibility**

The 1818 Program is designed for exceptional high school juniors and seniors who have the ability, motivation and maturity to begin their college education before high school graduation.

Therefore, the program adheres to all national, state, and accreditation guidelines, rules, and policies surrounding student eligibility in the geographic regions it operates.

Every student admitted to the 1818 Program must meet the following admission standards:

1) Be a student in grade 11 or 12
2) Carry a cumulative GPA of 3.0 (on a 4.0 scale)
3) Be approved by the high school

**Eligibility Exemptions**

As dual credit continues to be recognized as a quality means of increasing access to college-level courses, states have allowed the following guidelines to provide additional access for students:

**GPA Exemption**

Juniors and seniors with a 2.50-2.99 GPA may participate with parental and school permission.

**Sophomore Exemption**

Sophomores with a 3.0 GPA and sitting in a junior/senior level course may participate with parental and school permission.

**Freshman Exemption**

Freshmen who have a 3.0 GPA, sitting in a junior/senior level course, and score in the 90th percentile on a nationalized standard test may participate with school and parental permission.
**Student Registration**

**Course Load Policy**
Participants in the 1818 Program are allowed to enroll in up to 18 credit hours per semester. No exceptions are made beyond the 18 hour maximum.

**New Student Application**
Students who are participating in the program for the first time are classified as “new students.”

These students will complete online registration after being granted approval by their high school. The high school is entrusted with ensuring the student meets the eligibility requirements of the program. The 1818 Office will audit all applications at the close of registration to ensure compliance with enrollment standards.

Students applying for the 1818 program for the first time may find instructions online at: [slu.edu/1818/registration](slu.edu/1818/registration)

High schools may also access printable instructions via the 1818 Departmental Collaboration folder found at:

[slu.edu/1818 -> Partners -> Partner Benefits -> Resources -> 1818 Collaboration Drive](slu.edu/1818 -> Partners -> Partner Benefits -> Resources -> 1818 Collaboration Drive).

**Returning Student Registration**
Students who have applied to the program, whether or not they choose to receive credit, are considered returning students. No student should submit more than one new student application.

Returning students’ SLU account information is distributed to their high schools.

Students also receive weekly reminders from the 1818 Office via email regarding registration and deadlines.

Students register online and may find instructions at: [slu.edu/1818/registration](slu.edu/1818/registration)

High Schools may also access printable instructions via the 1818 Departmental Collaboration folder found at:

[slu.edu/1818 -> Partners -> Partner Benefits -> Resources -> 1818 Collaboration Drive](slu.edu/1818 -> Partners -> Partner Benefits -> Resources -> 1818 Collaboration Drive).

**Change of Registration**
Students are allowed to withdraw or drop classes during the current semester by the published drop deadline. In order to drop a class or correct a registration error, the student should:

1) Speak with his/her 1818 Instructor and his/her 1818 High School Coordinator.

2) The 1818 High School Coordinator will send the request to the 1818 Office via an online form.

3) The 1818 Office will confirm via email to the 1818 High School Coordinator the completed request.

4) Students and 1818 High School Coordinators should login to their mySLU account and view course schedules to confirm the drop/change has been completed.

**Exemptions to the Policy**
Only in extraordinary circumstances can a student drop a course after the published deadline has passed. Reasons may include:

- Student medical leave from high school
- Student is no longer enrolled at high school
- Student passes away during the semester

In these circumstances, the high school should:

- Submit a letter to 1818@slu.edu outlining the extraordinary circumstance.

- Medical drops should include a doctor’s note outlining the student’s condition and undue burden it places on them to complete tasks.

Typically, in medical or death cases, the 1818 Program will refund the student’s semester tuition in full without a “W.”
Successful programs start with active engagement in the program at the high school level. As partners in the program, we rely on the high school to help with the management of the program at their institution.

The 1818 Program will work with the principal to appoint a program coordinator to oversee the administrative duties related to the program.

However, the course instructors also need to play an active role in managing enrollment for their own courses.

Accessing Class Rosters in Banner
Saint Louis University utilizes mySLU and Banner Self-Service as the primary software resources to house course data and provide a friendly user interface to manage the data. This technology allows real time management of courses for instructors and coordinators.

All coordinators have access to all courses offered at their institution.

Accessing Your Class Roster
1) Login to mySLU at myslu.slu.edu
   - If you do not know your SLUnet ID, please email 1818@slu.edu
   - If you do not know your password, please contact SLU IT at (314) 977-4000.
2) Navigate to and click the “Tools” tab.
3) In the new window, find and click the “Banner Self-Service” icon.
4) Under “Main Menu”, click “Faculty and Advisors.”
5) Click on “Class List: Summary.”
6) Select the appropriate term.
7) Select the CRN in the drop down menu.
8) Your list should appear.

If anything is incorrect, the 1818 High School Coordinator should submit a Change of Registration request online through our site.

Weekly Rosters
To help with the management of enrollment, the 1818 Program provides a weekly email with rosters to the high schools via the coordinator. This service is provided to help high schools track and manage their 1818 students’ enrollment in addition to their access to the rosters in Banner Self-Service.

The emailed rosters are updated each semester to reflect the current student enrollment. The rosters include the following reports:

1818 Course Summary
The 1818 Course Summary report provides a quick look at all courses being offered during the current semester and the total enrollment in each course. This report is useful for monitoring enrollment numbers.

1818 Student Roster
The 1818 Student Roster lists each course on a separate page and provides a listing of all students enrolled in that section. This report is useful to ensure there are no registration errors or students in the incorrect course.

Eligible, Not Yet Registered
The Eligible, Not Yet Registered report provides a list of all students who have previously applied to the 1818 Program and are not currently registered for the current semester. This list is helpful in identifying which students should register as returning students.

Unduplicated Headcount
The unduplicated headcount report provides an overview of all student registrations in each specific course and the total amount of courses in which he/ she is enrolled.
The school course ledger provides an overview of what courses are being offered during the academic year. The ledger is high school specific and organized alphabetically. Each ledger will show what is being taught during which semester and by which instructor.

The 1818 Program heavily relies on high school coordinators to ensure that the information listed on the ledger is accurate for each semester. As part of their role, 1818 Coordinators are the stakeholders in ensuring that any changes in course offerings at their respective high school is communicated to the 1818 Program Office.

Having correct and accurate information is extremely important in compliance, accreditation, and student success.

The high school ledgers are posted on a Course Ledger website hosted through Google sites and are accessible to the general public.

Confirmation of the ledger is required per semester by the high school coordinator. Verification of any changes should be reported via the online ledger verification form. The 1818 Program Office will confirm changes and will be posted via email to the 1818 Coordinator once updates are published.

How To Access the Ledger and Form
High school course ledgers can be accessed via slu.edu/1818 -> Tuition and Payments -> Courses -> Course Ledger link

The term CRN refers to course reference number. The CRN is a five digit number that is tied to a specific course. CRNs change each semester.

The school CRN listing is a public website used to publish each high school’s specific CRNs for their courses each semester.

Students will be required to utilize this website to find the appropriate CRNs for registration. Please refer to the new student application and returning student registration sections in this handbook for additional information.

Coordinators and instructors are required each semester to verify the accuracy of their CRN listings.

How to Access the CRN Website
To access the CRN website, please go to: slu.edu/1818/registration -> New Student Application or Returning Student Registration
Part of the college experience through the 1818 Program is helping students familiarize and navigate financial aid processes at a university. In addition, the program prepares students to understand the importance of paying tuition on time and the consequences associated with not meeting deadlines.

**Tuition Cost**
The 1818 Program has kept its highly affordable tuition rate for all families.

The official tuition rate for domestic 1818 students is $65.00 per credit hour.

The official tuition rate for international 1818 students is $130.00 per credit hour.

This rate is discounted from the current on-campus rate of $1,100.00 per credit hour, saving families roughly $3,105.00 per course.

Additionally, the 1818 tuition rate is competitive to community colleges full time undergraduate tuition costs. Therefore, giving students the opportunity to get an affordable headstart on their post-secondary career before leaving high school from a renowned university.

**Tuition Deadlines**
Just as Saint Louis University students are held to a deadline to pay for their classes, 1818 students are also required to pay tuition in full by specific dates.

- **Fall Tuition Deadline:** December 01st
- **Spring Tuition Deadline:** May 01st
- **Summer Tuition Deadline:** July 01st

Failure to pay tuition in full on time will result in a student being dropped from his/her coursework. Any partial payments are refunded and the record is removed from the student transcript.

Students may reinstate into courses until the subsequent semester’s tuition deadline.

**Payment Options**
Saint Louis University knows that families have busy lives. Therefore, the University provides three convenient options to pay tuition.

**Online Payment**
Families may pay tuition through a secure payment portal via the student’s mySLU account. Accounts may be accessed by:

1) Go to myslu.slu.edu
2) Login using the student’s SLUnet ID and password.
3) Click on the “Tools” tab.
4) Select “Payment Suite.”
5) Follow the on-screen instructions.

**Payment by Mail**
Students receive an invoice from SLU on the first of the month at the home address listed on the student application. Invoices are addressed to the student and are in a Saint Louis University envelope. To make a payment by mail, please either return payment via the enclosed invoice or:

1) Make a check payable to Saint Louis University
2) Include the student name, Banner Id and semester the payment should be applied to in the memo line
3) Mail checks to:
   Saint Louis University
   PO Box 790165
   Saint Louis, MO 63179

Payments received after the tuition deadline by mail does not guarantee a student will not be dropped. Families are responsible for ensuring payments are mailed in a timely manner to arrive before the tuition due date.
In-Person Payment
Cash or check payments can be made in person at the Cashier’s Office on the ground floor of DuBourg Hall Room 4 on SLU’s campus between the hours of 8:30 am and 5:00 pm.

Payment Plans and Scholarships
Part of the college experience is learning how to manage tuition costs and devise a method and budget to pay for coursework.

Saint Louis University does not offer 1818 families an official payment plan option.

However, families may make partial payments throughout the semester as long as the tuition balance is paid in full by the tuition due date.

Families should note that accounts with remaining balances after the tuition deadline will be dropped for non-payment and be refunded their partial payment.

While SLU is making college more available and more affordable to many formerly underserved students and student groups, $65.00 per credit hour still keeps college credit unattainable for certain students.

In the spirit of the Jesuit mission and collegiality, the 1818 Program established a financial need-based student scholarship to assist students in paying for their 1818 tuition.

The 1818 Program awards $390.00 of tuition assistance per academic year to partner high schools.

Families seeking scholarship assistance should approach the high school administration. It is the responsibility of the high school administration to decide how much may be awarded to the student, based on their need.

The 1818 Coordinator will report the scholarship awards via the online Scholarship Request Form. The 1818 Program Office processes the requests at the end of the scholarship request period and will send out notifications of the processed amount to families and high schools.

Families with a remaining balance are responsible to pay the balance by the tuition deadline or the student will be dropped for non-payment.

Scholarships do not roll over or accumulate.

Verifying Tuition Balance and Payment
In helping prepare students for college, the 1818 Program does not verify when tuition payments are received or send notice of outstanding balances.

College students are responsible for knowing their tuition balance, how to look it up, and verifying payments are processed.

Students can access their tuition balances and verify the payment has been processed by:

1) Login to myslu.slu.edu using their SLUnet ID and password.
2) Go to the “Tools” tab.
3) Go to “Payment Suite.”
4) Go to “View Activity.”
5) Select the current term.
6) Account Activity will note both charge and payment.

If there is no charge on the account, please contact the 1818 Office immediately as there is a problem with your registration.

If you believe you paid and the account still shows a balance, please contact the Office of Student Financial Services at (314) 977-2350 for further assistance.
Reinstatement Policy

Students who previously registered for a course, and failed to pay in full by the semester tuition deadline are dropped for non-payment and can reinstate courses from the previous semester up until the tuition deadline of the subsequent semester with the exception of summer courses.

Reinstatement Process

Follow these instructions to have your credit reinstated:

1) Draft a check for the total balance of the student’s full tuition, plus a $50 reinstatement fee.

2) Make the check payable to “Saint Louis University.”

3) In the memo line, include the student’s full name, Banner ID number, and the semester and year in which the student is reinstating.

4) Mail check to:
   1818 Advanced College Credit Program
   One Grand Blvd., DuBourg Hall 150
   Saint Louis, MO 63103

Reinstatement Deadlines

Fall Reinstatements: May 01st
Spring Reinstatements: December 01st
Summer Reinstatements: December 01st

Reinstatements will not be considered for courses beyond the reinstatement policy deadline.
Participating 1818 students are viewed and treated as on-campus college students. Therefore, students are granted similar rights and privileges as on-campus students including resources to manage their SLU education.

**Student Records**
The Office of the Saint Louis University Registrar maintains all student records at Saint Louis University, including the records of students enrolled in 1818 courses.

The Registrar’s Office provides official class rosters to teachers through Banner, the University’s electronic faculty information system.

Faculty can access Banner to record student grades at the end of the semester. All student grades are permanently recorded on the student’s university transcript. All grades earned are computed into the student’s undergraduate grade point average at SLU.

The Office of the Registrar issues grades electronically to students through Banner after the close of the semester. The Office of the Registrar does not issue paper grade reports to students.

Once a grade has been issued, it may not be changed without a request from the teacher assigning the grade, approval of the 1818 Program, and University Registrar.

No course may be dropped from or added to a transcript after the completion of a course.

**Credit Transferability**
1818 courses are accepted at SLU to save students time and money on their college education. However, 1818 credits are also transferable to many institutions nation-wide.

*Transferring Credits to SLU*
Saint Louis University accepts all credits students earn through the 1818 Advanced College Credit Program.

Students should note that since 1818 courses are legitimate Saint Louis University college courses, as verified by the Registrar, that the GPA earned in the courses will matriculate into the undergraduate GPA, if the student attends Saint Louis University.

Most 1818 courses will apply toward meeting a student’s core education requirement at SLU. However, because of certain programmatic demands, not all courses may apply toward meeting requirements for a major.

*Transferring Credits to Other Institutions*
No college or university can guarantee that it will accept transfer credits from another institution or if your coursework will be counted in your undergraduate GPA.

It is the student’s responsibility to investigate and understand how their 1818 credits will be articulated at other institutions.

The 1818 Program Office recommends students take the following steps to ensure ease of transfer:

- Confer with the Office of Admissions at perspective school or schools and clarify their policy on “transfer of dual credit courses.”
• Keep a portfolio of the 1818 course, which includes both a course syllabus and samples of your top quality work.

• Strive to maintain at least a B average in coursework.

• Submit an electronic transcript request in a timely manner to SLU.

Most colleges and universities accept transfer credit simply as credit earned, and do not incorporate the grades from transferred courses into the student’s undergraduate grade point average.

Most institutions offer transfer credit for only those courses with grades of “C” or better.

Transferability Database
Saint Louis University is a subscribed partner to Transferology, a nation-wide network designed to help students explore their college transfer options.

Individuals can create a free account at: http://www.transferology.com

Once logged in, students can add their SLU courses and do a nation wide search of how their credits may transfer at another institution.

Special Considerations for Health Sciences and Pre-Med Students
Many institutions, including Saint Louis University, will require students in the health sciences field or pre-med track to complete science courses such as biology and chemistry on-campus, and will not accept 1818 science credits or AP credits towards fulfillment of the coursework. This practice is to ensure liability is covered in student learning and enforce a cohort model of support for these undergraduates.

Transfer Decision Appeal Help
While it is ultimately an institution’s decision how SLU credits will transfer into the student’s academic career, the 1818 Program does provide support to appeal transfer denials.

If an institution denies an 1818 course to be counted for credit, a student should follow the following process to seek help from the 1818 Office to appeal the decision.

1. Provide a copy of the course syllabus to the institution. The 1818 Program keeps all syllabi on file for instructors. You may reach out if you need a syllabus by emailis 1818@slu.edu.

2. If an institution still denies the credit, please contact the 1818 Director at 1818@slu.edu and provide the courses in question, reason for denial, and your contact. The 1818 Director will reach out to see if they can resolve the issue or if faculty from each institution can discuss to try and resolve the situation.

While the 1818 Program will exhaust all avenues to support students in getting credits transferred, it is important to remember that it is the receiving institutions right to not accept credits and it is the student’s responsibility to investigate transferability before enrolling in a course.
One of the major benefits of students participating in the 1818 Program is that they receive real college credit from Saint Louis University. Unlike other programs, students are receiving an official SLU transcript rather than a credit voucher. The transcript is the official record for the student and has the backing of the Saint Louis University name.

The official transcript is the SLU certified documentation of academic performance. Transcripts list your classes, grades, credit hours, and other academic information. It is an official document and is federally protected, meaning that the document cannot be altered unless there is documented reason from the instructor of the course as to why the record needs to be changed. These reasons may include an incorrect or missing grade.

**Requesting a Transcript**

Saint Louis University provides transcripts free of charge if printed. Students may request up to five transcripts per day.

To request a transcript:

1) Log into [mySLU.slu.edu](http://mySLU.slu.edu) with your SLUnet ID and password.
2) Click on the “Tools” tab
3) Click on “Banner Self-Service”
4) Click on “Student”
5) Click on “Student Records”
6) Click on “Request a Transcript”
7) Select from address Options 1 or 2, and click “Continue”
8) Enter or modify the address information and click “Continue”
9) Enter the number of copies desired and click “Continue”
10) Review the information and click “Submit Request”

**Reviewing Unofficial Transcripts**

An unofficial transcript is a paper or electronic copy that does not include verification from the Registrar. It lists most, if not all, of the same information as the official copy.

In contrast, an official copy is one that is certified as accurate by your college or university. It often comes sealed in a special envelope, with some kind of college seal, and/or on institutional stationary. To review your unofficial transcript, follow these instructions:

1) Log into [mySLU.slu.edu](http://mySLU.slu.edu) using your SLUnet ID and password.
2) Click on the “Tools” tab
3) Click on “Banner Self-Service”
4) Click on “Student”
5) Click on “Student Records”
6) Click on “Academic Transcript”
7) Click the “Submit” button

**Grade Appeals**

The following procedures are available only for review of alleged capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student’s work.

Students may appeal a grade only for one or more of the following reasons:

1. Miscalculation of grade.
2. The assignment of a grade to a particular 1818 student on some basis other than performance in the course.
3. The assignment of a grade to a particular 1818 student by more exacting or demanding standards than were applied to other equivalent 1818 students in that section.
4. The grade assigned results from different standards than the criteria for performance and evaluation outlined in the course syllabus.
The Right of Fair and Equal Evaluation of Students

The assessment of the quality of a student’s academic performance is one of the major professional responsibilities of university faculty members and is solely and properly their responsibility. It is essential for the standards of the academic program at Saint Louis University and the integrity of the degrees conferred by this University that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any semester grade be based on evidence of the student’s performance in a course, that the student have access to the evidence, that the instructor be willing to explain the basis upon which the grade was determined, and that a grade be determined in accordance with announced guidelines.

Appeals Procedure

Students must initiate a grade appeal within 90 days of date that the course grade was posted to the 1818 Program Director in writing. Only students may initiate the process. Parents may be present only as witnesses to the process, and not advocate or intervene throughout the process, only with written approval from the student.

The grade appeal process must be resolved within one calendar year of the initiation of the appeal.

1. The student shall confer with the instructor (in person or in writing), informing the instructor of questions concerning the grade and seeking to understand fully the grounds and procedures the instructor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.

2. If after consultation with the instructor the student believes that a grade is capricious, the student will confer with the 1818 Program Director. The 1818 Director will consult with the instructor and the student separately or together in an attempt to reach a resolution of the matter.

3. If the matter remains unresolved, the student will submit a written appeal request with supporting evidence (if relevant) to the 1818 Director. The 1818 Director will convene an intra-departmental grade appeal committee consisting of the 1818 Director, respective discipline department Chair and two faculty members. The student’s written appeal request will be considered and the instructor will also respond to the student’s petition writing. The grade appeal committee will interview both the instructor and the student; and subsequently, the committee will recommend either that the grade was not assigned capriciously and shall stand or that the grade may have been assigned capriciously and the matter merits further consideration. The recommendation of the departmental grade appeal committee will be communicated to the student, the instructor, and the Dean by the 1818 Director.

4. If the matter has not been resolved to the satisfaction of the student and the instructor, either may petition the Dean to convene an ad hoc grade appeal subcommittee to consist of two faculty members of the College of Arts and Sciences from outside of the instructor’s department and the Dean or his/her representative.
This subcommittee shall recommend to the Dean either that the grade should stand, or that it should be changed; and shall notify both the student and the instructor of its recommendation. The Dean shall then render a decision and notify all parties of his or her action *.

* A written record should be kept at all stages of the appeals process.

**Protection of the Instructor’s Rights**

The decision of a grade appeal subcommittee will neither be used as a cause for any disciplinary action nor dismissal of an 1818 student before the end of the academic year. Nor shall a decision, by itself, be a basis for any other disciplinary action.

Any disciplinary actions shall be in accordance with regular University procedures. All evidence considered by a grade appeal subcommittee shall be made available to any body which may be considering disciplinary action concerning an instructor whose grading has been found by a grade appeal subcommittee to be capricious. That body shall make an independent determination based upon its own consideration of all evidence, irrespective of the findings of the grade appeal subcommittee.

These rights are as follows:

1) The right to inspect and review the student’s education records.
2) The right to request the amendment of the student’s education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
3) The right to consent to disclose personally identifiable information contained in the student’s education records, except to the extent that FERPA and the regulations authorize disclosure without consent.
4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of FERPA and the regulations.

Copies of Saint Louis University’s student records policy are available from the Office of the University Registrar.

For more information regarding FERPA at SLU, please review the full policy at https://www.slu.edu/registrar/third-party-access/ferpa-and-saint-louis-university.php

**Family Education and Records Act**

FERPA — or the Family Educational Rights and Privacy Act of 1974 — is a federal law giving certain rights to parents and students regarding education records at schools of every level — including Saint Louis University — receiving funding from the U.S. Department of Education.

It should be noted that at the university level, the rights afforded by FERPA belong, in general, to the student rather than the parent.
Saint Louis University is a highly regarded institution in the higher education community. As the oldest university west of the Mississippi, the institution has a long standing history of academic excellence. The 1818 Program is part of this tradition and therefore has set a variety of policies to ensure the integrity of a SLU educational experience.

Course Offerings
The 1818 Program is designed to offer students 1000 and 2000 level courses from Saint Louis University. The 1818 Program has worked extensively with high schools and university departments to identify the most beneficial courses to offer to students. The courses offered are primarily courses from the College of Arts and Sciences, School of Education, and John Cook School of Business.

All of the courses offered through the 1818 Program are courses offered on-campus at SLU and have been granted department approval to be offered for college credit at the high school level. The 1818 courses compare in course content, course pre-requisites and student expectations to the equivalent of the on-campus course.

+ Accounting
+ Anthropology
+ Biology
+ Calculus
+ Chemistry
+ Chinese
+ College Algebra
+ Communication
+ Computer Science
+ Economics
+ Education
+ English
+ Environmental Science
+ Forensic Science
+ French
+ German
+ Greek
+ History
+ International Business
+ I.T. Management
+ Latin
+ Managements
+ Music
+ Oceanography
+ Philosophy
+ Physics
+ Political Science
+ Pre-Calculus
+ Psychology
+ Public Speaking
+ Russian
+ Spanish
+ Statistics
+ Sociology
+ Theatre
+ Theology
+ Women’s and Gender Studies

A full list of specific courses is available online at: http://slu.edu/1818/courses

New Course Request
SLU departments can propose current on-campus 1000- and 2000-level SLU courses for consideration as potential dual-credit offerings to our high school partners. Additionally, high schools may request to see if a current course they offer aligns with a university 1000 or 2000 level course at SLU.

In order for a course to be considered, the following items need to be reviewed:

- The official published SLU course description of the proposed course number
- A copy of the standard university syllabus for the course
- A statement listing any prerequisites students need
- A statement outlining the credentials that a prospective instructor should hold
- Contact information of the departmental contact for further questions/clarification

Once submitted to the 1818 Program Office, the request will be reviewed. The 1818 Office will contact the requestor once a decision about the course offering has been made.

Syllabus Policy
Because all 1818 courses align with Saint Louis University on-campus offerings, syllabi should be comparable in content and layout.

The syllabus is the official contract between the student, instructor, and university.
In an effort to ensure all areas are covered and that 1818 students are fully aware of their rights and resources available, the 1818 Office requires the use of a common syllabus template. All instructors are required to use the 1818 template for their courses and may not alter any of the required information.

All syllabi are required to be submitted annually to the 1818 Program. SLU Faculty Liaisons are also required to review the syllabi annually to ensure continued compliance with the University course and departmental policies.

Students should be provided a copy of the syllabus at the start of the semester. Students are expected to be familiar with the course syllabus, including:

- SLU course name and number
- Text/resources for the course
- SLU course description
- Course learning objectives
- Final grade methodology
- Course grading scale
- SLU grading information
- Learning activities/calendar
- Academic integrity policy
- Disability services
- Student Success services
- Accreditation information

To access the common SLU 1818 syllabus, please go to:
slu.edu/1818 -> Partners -> Becoming an 1818 Instructor -> Applying to be an Instructor -> Course syllabus template

SLU Faculty Liaisons can find the common syllabus review form online in their Google SLU Faculty Liaison Annual Report Drive.

Students may request a copy of their course-specific syllabus from the 1818 Program Office. The syllabus is helpful in articulating transferability to another institution.

**Academic Integrity Policy**

Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is “the pursuit of truth for the greater glory of God and for the service of humanity.”

Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, healthcare, and community service via which SLU embodies its mission.

The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy was adopted in Spring 2015, and can be accessed on the Provost’s Office website at:

Additionally, each SLU College, School, and Center has adopted its own academic integrity policies, available on their respective websites.

All SLU students are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions, and appeals.

Please direct questions about any facet of academic integrity to your faculty, the chair of the department of your academic program, or the Dean/Director of the College, School or Center in which your program is housed.

Students participating in the 1818 Advanced College Credit Program are held to and should be familiar with the College of Arts and Sciences Academic Honesty Policy available at:
http://www.slu.edu/college-of-arts-and-sciences-home/undergraduate-students/academic-honesty
Students participating in the 1818 Advanced College Credit Program should expect to follow the same minimum standards of academic integrity as full-time Saint Louis University students.

Students participating in the 1818 Program who violate these minimum standards of academic integrity should expect the following consequences:

- Implementation of his/her high school’s policy regarding violations of academic integrity.
- Implementation of the instructor’s class policy, as articulated in the course syllabus.
- Implementation of a modified form of the College of Arts and Sciences academic integrity protocol operating at Saint Louis University.

1818 students in violation of SLU’s academic integrity should expect the following modified protocol to be enforced:

1. The instructor will implement the consequences articulated in his/her course syllabus.

2. The instructor will notify the 1818 Program Director, in writing, of the student’s infraction of the minimum academic integrity standards.

3. The 1818 Program Director will maintain a file record of the student’s infraction. Repeated infractions will result in the student’s forfeiture of his/her 1818 college credit for the current semester and the student’s eligibility for the 1818 Program in the future.

4. Tuition will not be refunded upon a forfeiture of credit.

5. The student’s record will be expunged upon the date of his/her projected high school graduation.

Course Learning Objectives

Recognizing the academic freedom of on-campus faculty, the 1818 Program provides this freedom in a limited capacity to 1818 Adjunct Instructors.

SLU Faculty Liaisons facilitate the review of course learning objectives to ensure they are comparable to the on-campus expectations of the course. Additionally, the SLU Faculty Liaisons work with their cohort of 1818 instructors to develop three to five common learning objectives that are used in the University on-campus course.

These objectives are required to be listed in the course syllabus of every section of the course offered through the 1818 Program.

Instructors may include additional learning objectives, but are required to include the agreed upon course learning objectives for Saint Louis University.

Course Assessment

SLU Faculty Liaisons facilitate course assessment within the respective disciplines. SLU Faculty Liaisons are required to communicate departmental assessment strategies to adjunct faculty and assist in their implementation.

As a four-year private Catholic research institution, Saint Louis University allows flexibility in the type of assessments utilized in a course for an on-campus section. As such, 1818 instructors are granted the same academic freedom to design their assessments specific to their course.

However, understanding that common assessment does provide meaningful comparison and information regarding mastery of the common learning objectives, the 1818 Program requires departments to develop and utilize a summative assessment tool to be used throughout their cohort.
The common tool is the only required assessment Saint Louis University implements in the course. The tool is developed in collaboration with the 1818 Adjunct Instructors and SLU Faculty Liaison.

All other assignments and tools are reviewed by SLU Faculty Liaisons to ensure that they are at a collegiate rigor level.

SLU Faculty Liaisons are responsible for collecting and compiling the common assessment tool responses.

1818 Adjunct Instructors agree to administer and report the results. The results are shared at the Summer Symposium and utilized to discuss teaching strategies and ways to enhance retention of objectives that are low scoring.

In cases of quality performance concerns, the SLU Faculty Liaison may request additional exams/assignments. The SLU Faculty Liaison will notify the 1818 Program Director that he/she is making the request.

SLU Faculty Liaisons should maintain contact with adjunct instructors participating in the program. Special attention is directed to those teaching in the program for the first time.

Each University department participating in the 1818 Program offers guidelines to aid adjunct instructors in knowing what the University department expects in course content and student performance.

All students enrolling in the 1818 Program, including the students taking the course for high school credit only, will be held to the same academic standards as those students taking the course on the University campus.

Adjunct instructors will evaluate their own students’ coursework and examinations, and assign grades within University department guidelines.

**Grading Policy and Scale**

Unless otherwise presented in the course syllabus, Saint Louis University has reviewed and approved the course grading scale to be used by the instructor for the transcripted Saint Louis University college grade.

Saint Louis University’s undergraduate grading system follows a 0 - 4.000 grade point scale. Grades are assigned to the SLU transcript as follows:

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<thead>
<tr>
<th>Grade Points Interpretation</th>
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<tbody>
<tr>
<td><strong>A</strong></td>
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<td>A-</td>
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</tbody>
</table>

The grades earned through the 1818 Advanced College Credit Program are considered Saint Louis University grades, and will become part of the student’s undergraduate GPA if the student enrolls at Saint Louis University as a full time student.

**Posting Grades in Banner**

Official Saint Louis University grades are entered by the instructor into Banner Self-Service. Grades can be entered by:

1) Logging into [myslu.slu.edu](http://myslu.slu.edu) using your SLUnet ID and password.
2) Tools Tab
3) Banner Self-Service
4) Faculty and Advisors Tab
5) Final Grades
6) Select Term and CRN
7) Grade Column
   i. Do not use AF, I, SPI, and F
   ii. If at the end of term, the student has
earned a failing grade of an “F,” the instructor should contact the 1818 Program at 1818@slu.edu. Due to University policy surrounding early warnings, instructors grades for their section will not save if an “F” is entered, hence the need to work with 1818 staff to enter the grade and allow the program to reach out and notify the student of potential consequences of receiving a failing grade at the University.

Changing Grades in Banner
In some instances, an instructor may enter the wrong grade. Only an instructor can correct or change a grade. Instructors should change grades in Banner by:

1) Logging into myslu.slu.edu using the SLUnet ID and password.
2) Tools Tab
3) Banner Self-Service
4) Faculty and Advisors Tab
5) Final Grades
6) Select Term and CRN
7) Grade Change Column
   a. Enter new grade
   b. Do not use AF, I, SPI, and F
   c. Provide reason for change

In the case of course extensions, the grade should be left blank until the coursework is completed. For more information regarding course extensions, please see the Course Extension Policy in this section of the handbook.

Reviewing Grades in Banner
Students can check grades by:

1) Logging into myslu.slu.edu using the SLUnet ID and password.
2) Clicking the Tools Tab
3) Clicking on the Banner Self-Service
4) Clicking on the Student Tab
5) Clicking on “Student Records”
6) Clicking on “Academic Transcript”

Student Course Evaluations
Student course evaluations are central to the continual improvement of curriculum and the quality of instruction throughout Saint Louis University.

Just as students in an on-campus course are given the opportunity to evaluate their courses, the 1818 Program also desires feedback from students in dual credit courses. Individual evaluations are confidential and anonymous.

The information gained from these evaluations is only available to the course instructor and 1818 Program administration. The responses are used internally by the 1818 Program to better individual course offerings at the high schools.

Course evaluations are sent out electronically from the Provost Office at Saint Louis University to student’s personal e-mail accounts at the end of each semester.

Students can respond up to four weeks after receiving the e-mail. The evaluations are completely voluntary, but students are strongly encouraged and reminded to complete the evaluation.

Student Access to Evaluations
While students are emailed a direct link to their student evaluations, students can access course evaluations online via mySLU by:

1) Logging into myslu.slu.edu using their SLUnet ID and password.
2) Go to “Tools”
3) Select “Blue Course Evaluations.”
**Instructor Access to Evaluations**

Instructors at the close of evaluations are e-mailed a direct link to his/her evaluation results from the Office of the Provost. Instructors may also access course evaluations online via mySLU by:

1) Logging into [mySLU](http://www.slu.edu) using his/her SLUnet ID and password.
2) Go to “Tools”
3) Select “Blue Course Evaluations.”

**Course Extension Policy**

Due to extenuating circumstances, such as a severe medical issue, an instructor may petition the 1818 Program for a course extension for a student.

Upon entering a course extension, students are to adhere to the requirements for completion of the course set forth by the University and 1818 Adjunct Instructor. Failure to adhere to the agreed upon contract will result in automatic failure of the course.

The process of an extension is:

1. The instructor devises a learning contract with the student, delineating specific and reasonable deadlines for accomplishing the course objectives and assignments.

2. The school sends a request to the 1818 Program Director, describes the special circumstances, asks for a course extension and attaches a copy of the proposed timeline.

3. If granted, Saint Louis University would allow a maximum of one year from the date of the approved extension to accomplish the course requirements.

4. The instructor leaves the grade blank for the student in the grading screens.

5. Once the student completes the required coursework, the instructor would login and submit the grade in Banner-Self Service.

It is the instructor’s responsibility to ensure that the student completes the course extension within the contract’s terms. The instructor is also responsible for ensuring the timely submission of the update grade to the University.

**Disability Services / Accommodations**

1818 students with a documented disability who wish to request academic accommodations must contact the 1818 Program, who will facilitate accommodations with the Disability Services Office. Often, the University accepts current accommodations in place at the high school via an IEP or other documented processes to be utilized for the student in the college credit course.

Once successfully registered, the student also must notify the course instructor that they wish to access accommodations in the course.

Please contact Disability Services, located within the Student Success Center, at: [http://www.slu.edu/life-at-slu/student-success-center/disability-services](http://www.slu.edu/life-at-slu/student-success-center/disability-services) or 314.977.3484 to schedule an appointment.

Confidentiality will be observed in all inquiries. Once approved, information about the student’s eligibility for academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor’s course roster.

Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.
SLU Student Success Center
In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus.

The Student Success Center, a one-stop shop, which assists students with academic and career related services, is located in the Busch Student Center (Suite, 331) and the School of Nursing (Suite, 114).

Students who think they might benefit from these resources can find out more about:

+ Course-level support (e.g., faculty member, departmental resources, etc.)

+ University-level support (e.g., tutoring services, university writing services, disability services, academic coaching, career services, and/or facets of curriculum planning) by visiting the Student Success Center or by going to www.slu.edu/success.

Since 1818 students are registered as Saint Louis University students, they have full access to the resources of the Student Success Center should they wish to utilize it.
Partnership and collaboration go beyond offering courses for college credit. The 1818 Program is dedicated and committed to constant quality improvement and collaboration.

As such, the 1818 Program hosts a variety of complimentary events for high school instructors, coordinators, counselors, and administrators.

**New Partner Orientation**
All new 1818 Adjunct Instructors and new High School Coordinators are required to participate in the New Partner Orientation conducted by the 1818 Program, in order to offer their courses for college credit and/or to receive 1818 graduate scholarships.

The New Partner Orientation introduces individuals to:

+ The history, mission, and program overview
+ The mission of Saint Louis University
+ Common terminology of the program
+ Program policies and procedures
+ Hands-on training in using SLU technologies for course management
+ Orientation to the philosophy and requirements of teaching for Saint Louis University

In order to receive the summer training stipend their first year, both new coordinators and new instructors must attend the New Partner Orientation and Summer Symposium (total of 2 days of on-site training.)

Individuals who are unable to attend the New Partner Orientation must review the recorded presentation from the day and submit a follow up quiz in order to offer their courses for college credit and/or to receive 1818 Graduate Scholarships.

Distance partners may remote into the orientation, review the recorded video or receive in-person training during the site visit to the institution by the 1818 Program Office.

Orientation dates and registration are posted online at: [1818.eventbrite.com](1818.eventbrite.com)

**Annual Summer Symposium**
All 1818 instructors and high school coordinators (and/or administrators) are expected to attend an annual Summer Symposium.

The Summer Symposium events include:

+ Annual Awards Breakfast
+ Topical morning plenary session surrounding a current issue in education (i.e. diversity)

+ Department meetings for 1818 Adjunct Faculty with their SLU Faculty Liaison.

Department Meetings include:
- Discipline specific orientation
- Review of common learning objectives
- Review of common assessment
- Course philosophy
- Course pedagogy
- Course text
- Course resources
- Grading policy review
- Other topics as necessary

+ Coordinator Meeting
+ Networking Happy Hour

Attendance at the Summer Symposium is a requirement in order for new and existing instructors, coordinators, administrators, and high schools to maintain an “active” or “approved” status that allows schools to continue to offer their course(s) for SLU credit. Distance partners may participate via online video conferencing.

Individuals are allowed to lapse attendance for one year and remain in good standing.

Attendance is tracked and recorded by the 1818 Program Office. Failure to attend the symposium puts the individual or high school program at risk of non-compliance.
To encourage attendance, a stipend of $250 is offered. Symposium dates and registration information is posted online at 1818.eventbrite.com.

Professional Development Days
The 1818 Program and Liaisons offer professional development opportunities throughout the academic year per national accreditation standards and to cultivate a spirit of collegiality.

Professional development days are intended to further enhance instructors’ pedagogy and breadth of knowledge in the specific discipline.

Attendance at the events are mandatory for instructors in order to retain an active status and be able to offer their courses for college credit through Saint Louis University. Individuals may lapse one year of attendance and remain in good standing.

Distance partners may participate via online video conferencing or review the recorded session and complete a brief assessment.

In order to encourage attendance, the 1818 Program office offers a substitute teacher stipend of up to $75 dollars for administrators to utilize so that dual credit instructors can attend the required professional development programs.

Professional Development Days and registration for the days are posted online at: 1818.eventbrite.com

Professional Development Attendance Policy
Instructors agree to attend a professional development annually in their Memorandum of Partnership.

However, the 1818 Program knows at times conflicts arise that are unexpected.

Therefore, individuals are allowed to have a gap year in attendance before being put in a non-compliant status. Instructors may also make-up a missed University sponsored professional development by attending a sanctioned external discipline specific event.

Submitting Documentation for External Professional Development
Instructors may attend a non-SLU sponsored professional development event, if sanctioned and approved by the department as being discipline specific content. Individuals who miss the SLU sponsored event, will be contacted via email and asked to submit documentation, if applicable, of another discipline specific external professional development offering.

Relevant documentation would include a certificate from the event, event program, or event handouts.

Documentation can be routinely submitted online via at slu.edu/1818/ under Partners -> Partner Benefits -> Professional Development section via an online form.
**Immersion Days**

In an effort to increase involvement of students, partners, and the university, some departments offer immersion days in addition to their professional development.

Immersion Days are content-specific days that invite high school sections to SLU’s campus for a day of immersive experimental learning, providing an authentic college perspective on the respective discipline. The days give students a collegiate prospective, the opportunity to experience a mock SLU course, allows them to collaborate with peers from other institutions, and compete to show off the mastery of their skills.

The day provides a complimentary lunch, gift, admission tours, and bus stipends to encourage schools to participate.

The days are planned in partnership with 1818 Adjunct Instructors to address common content areas through a thematic based day.

**Awards and Appreciation Breakfast**

The 1818 Program is only able to exist because of the dedication of our highly qualified instructors, coordinators, and administrators. To show our appreciation, the 1818 Program hosts an Annual Awards Breakfast during the Summer Symposium.

The event celebrates distinguished service honorees of 5, 10, 15, 20, 25, 30, 35+ years of service. Individuals celebrating a distinguished service award receive a certificate of service and a token gift of appreciation from the university.

Additionally, the event celebrates three major awards. The recipients of the M. Cathlin Casey Award for Teaching Excellence, Dr. E. Gayle Rogan Leadership Award and Faculty Liaison of the Year are honored at the event.

The event is meant to be a celebration of colleagues and of the work that our institutions do mutually together.

**Other Events and Learning Opportunities**

To encourage constant collaboration and to help educate high schools regarding dual credit, financial aid, college advising, etc., the 1818 Program hosts a variety of annual events in-person and online including:

+ Principals’ Summit
+ Counselors’ Advising Training Breakfast
+ Banner Refresher Course
+ Monthly Member Resource Spotlight Webinar
+ College Advising Webinar
+ Coordinators’ Retreat
+ Junior Visit Day

**Distance Partner Participation in Events**

Acknowledging that the 1818 Program is a national provider of dual credit, the 1818 Program allows distance partners, individuals or institutions further than a 250 mile radius from campus, to participate in events remotely through University video conferencing technology.

Individual distance partners will be encouraged to register for events and be provided the necessary information to be able to participate in the event remotely in advance.
High school instructors approved to offer SLU college credit courses through the 1818 Program are awarded the official title of 1818 Adjunct Instructors. These individuals have a variety of rights, responsibilities, and access to university resources.

**Instructor Qualifications**

A high school teacher wishing to become an 1818 Adjunct Instructor in the 1818 Program should hold a Master's degree in the respective discipline.

A teacher with a Master's degree in another discipline may be approved as an 1818 Adjunct Instructor, provided that teacher has a minimum of 18 graduate hours in a related discipline.

In extraordinary situations, a teacher, depending on department policy, may use tested experience, as defined by the Higher Learning Commission, in lieu of some of the required 18 graduate credit hours.

Tested experience will be considered for a candidate upon their petition and in consultation with appropriate department members and the 1818 Program Director. Prospective instructors will be notified of the amount of tested experience they are awarded. No individual will be awarded tested experience exceeding nine hours. Individuals awarded tested experience will be required to complete additional graduate coursework to replace the awarded experience hours.

This policy adheres to state dual credit governing policies and the Higher Learning Commission’s Guidelines for Determining Faculty Qualifications.

**New Instructor Application and Approval Process**

Teachers wishing to apply to teach for the 1818 Program must submit a formal application.

Applications include:

- New Instructor Application including: demographics, course, and financial forms.
- Official Transcripts for undergraduate and graduate education.
- Copy of the course syllabus in the SLU 1818 Common Syllabus Template.

Full application materials are available online at: slu.edu/1818 -> Partners -> Becoming an 1818 Instructor

Applications should be submitted by June 01st for consideration for the certification to start teaching in the fall semester.

Applications should be submitted by November 01st for consideration for the certification to start teaching in the spring semester.

The New Instructor Application should be emailed along with the syllabus to 1818@slu.edu

Official transcripts should be requested from the corresponding institutions to:

SLU 1818 Program
One North Grand Blvd
DuBourg Hall Room 150
St. Louis, MO 63103

After all documents have been received by the 1818 Office, the 1818 Program Director will review transcripts to ensure compliance with instructor qualifications policy. If the instructor does not hold the appropriate qualifications, the 1818 Director will notify the applicant, high school administrator, and 1818 High School Coordinator via a denial letter.

If the instructor meets the qualifications or there are questions surrounding the courses, the application will be forwarded to the respective SLU Faculty Liaison for final determination.
The SLU Faculty Liaison may reach out to the instructor during the approval process to revise the course syllabus or get additional information about courses taken during their graduate degree before a final determination is made on the application.

The SLU Faculty Liaison will notify the instructor and 1818 Program Director in writing whether the teacher is:

+ **Fully Approved:** Acknowledges that the instructor holds the proper credentials and meets all course requirements of the department to begin teaching without any additional requests.

+ **Provisionally Approved:** Acknowledges that the individual holds a master’s degree, but only has a minimum of 9 graduate credit hours and has been awarded a maximum of 9 hours tested experience. Individuals may begin teaching, but in order to obtain full approval and continue teaching in the 1818 Program must replace tested experience with graduate coursework. SLU Faculty Liaisons will outline the required amount of courses needed and timeline for completion.

+ **Denied:** Acknowledges that the instructor does not hold the proper credentials as required by accreditors and state authority to teach 1818 courses. Individuals are not permitted to offer the course for credit, but may re-apply for consideration once requirements are met.

The 1818 Program Office maintains an archive of all instructor records.

### Additional Course Approvals

1818 Adjunct Instructors who are already fully approved, but wish to offer additional or different courses for college credit should:

+ Submit a proposed course syllabus using the SLU 1818 Common Course Template to [1818@slu.edu](mailto:1818@slu.edu)

The 1818 Program will compile their archived transcripts and forward on all materials to the appropriate SLU Faculty Liaison.

If approved, the instructor will receive a letter of approval from the SLU Faculty Liaison and may begin teaching the course.

### Instructor Memorandum of Partnership

As an active high school adjunct instructor in the 1818 Advanced College Credit Program, individuals should understand the requirements of active status and uphold the 1818 Program Policies as outlined in the handbook, including but not limited to:

- **Involvement:** To ensure active participation the 1818 Program, 1818 Adjunct Instructors will encourage qualified students to register for appropriate courses, attend the annual Summer Symposium and professional developments days, utilize SLU course management systems to oversee their respective courses, remind students of deadlines related to the program, refer students to necessary resources and rights guaranteed through SLU, and communicate with the 1818 Program Office as needed.
Adjunct Instructor Policies

- Academic Integrity: To ensure 1818 college credit courses are comparable to their on-campus counterparts, 1818 Adjunct Instructors will submit course syllabi in the appropriate SLU Common 1818 Syllabus Template annually to the program for review, supply annual assessments to the appropriate SLU Faculty Liaison, enter grades in a timely manner each semester, accommodate SLU Faculty Liaison and 1818 Program Office requests including site visits, and uphold Saint Louis University policies related to academic offerings.

- Course Exclusivity: To ensure the integrity and authenticity of Saint Louis University courses and to prevent confusion among dual credit students, 1818 Adjunct Instructors will agree that Saint Louis University is the exclusive dual credit partner for the specific college courses they are approved to teach now and in the future through the program.

In agreement of these requirements, individuals should be aware of their eligibility for the following benefits:

- Status as an 1818 Adjunct Instructor of Saint Louis University,
- Graduate tuition scholarships,
- Discipline specific professional development,
- Direct access to designated SLU departments,
- Substitute teacher reimbursement to attend professional development,
- Annual training stipend,
- Access to SLU resources including library access, database access, SLU logo usage, SLU email account, Office 365, Google Apps, personal software discounts and downloads, and discounts at SLU’s Campus Bookstore with a valid SLU Id.

The individual agrees to uphold the various requirements of an active status throughout their tenure with Saint Louis University’s 1818 Advanced College Credit Program.

Non-Compliance Policy

Failure to uphold the Memorandum of Partnership risks putting the individual, dual credit offering, and/or partnership in a non-compliant status.

A non-compliant status will result in discussion on the future partnership with the program, ability to continue to offer specific dual credit courses, provisional standards to be met to become active again, or the end of the dual credit partnership with Saint Louis University.

Individuals and partner high schools will be notified privately by the Program Director for issues of non-compliance.

Grade Submissions and Deadlines

1818 Adjunct Instructors are required to submit their grades each semester in Banner-Self Service by the posted deadline.

Grade Deadlines

Fall Deadline: Mid-January
Spring Deadline: Mid-June

Official dates are posted annually at http://www.slu.edu/registrar/calendars/1818-calendar.php

Posting Grades in Banner

Official Saint Louis University grades are entered by the instructor into Banner Self-Service. To enter grades, follow these steps:

1) Login to myslu.slu.edu using your SLUnet ID and password.
2) Tools Tab
3) Banner Self-Service
4) Faculty and Advisors Tab
5) Final Grades
6) Select Term and CRN
7) Grade Column
   i. Do not use AF, I, SPI, and F
ii. If at the end of term, a student has earned a failing grade of an “F,” the instructor should contact the 1818 Program at 1818@slu.edu. Due to University policy surrounding early warnings, instructors grades for their section will not save if an “F” is entered, hence the need to work with 1818 staff to enter the grade and allow the program to reach out and notify the student of potential consequences of receiving a failing grade at the University.

*Changing Grades in Banner*

In some instances, an instructor may enter the wrong grade. Only an instructor can correct or change a grade. Instructors should change grades in Banner followin these steps:

1) Log into myslu.slu.edu using the SLUnet ID and password.
2) Tools Tab
3) Banner Self-Service
4) Faculty and Advisors Tab
5) Final Grades
6) Select Term and CRN
7) Grade Change Column
   a. Enter new grade
   b. Do not use AF, I, SPI, and F
   c. Provide reason for change

In the case of course extensions, the grade should be left blank until the coursework is completed. For more information regarding course extensions, please see the Course Extension Policy in the Curriculum Policies section of the guide.
The role of the 1818 High School Coordinator is key in ensuring the success of the high school and its students in the 1818 Advanced College Credit Program. We rely heavily on our administrators to be champions of dual credit, instructors to teach the courses, and most importantly, our coordinators to ensure everything runs smoothly.

**Appointment Process**

The high school administrator appoints the appropriate individual at the high school to act as the 1818 High School Coordinator. Coordinators typically should be a staff member separate of the faculty. Typically, the high school college counselor or a dean of academics is an appropriate individual to take this role.

**Applying to be the 1818 Coordinator**

Individuals who are appointed to serve as their high school’s coordinator should notify the 1818 Program Office by:


2) Filling out the 1818 Coordinator application and return it via email to 1818@slu.edu

3) The 1818 Program Office will confirm the receipt of the application and send a formal welcome letter when their packet has been approved, processed, and setup.

4) The coordinator is then required to attend the New Partner Orientation and Summer Symposium.

**Coordinator Policies**

**Coordinator Memorandum of Partnership**

As an active high school coordinator in the 1818 Advanced College Credit Program, individuals understand the requirements of active status, and agree to the following:

- **Involvement:** To ensure active participation the 1818 Program, 1818 High School Coordinators will serve as the point of contact for the high school to the 1818 Program, oversee student enrollment and program compliance at the high school, coordinate student tuition scholarships, act as an in-person resource to advise students and parents about the program, manage the high school’s course ledger and semester course listings, and attend the Annual Summer Symposium.

- **Academic Integrity:** To ensure 1818 college credit courses are comparable to their on-campus counterparts, 1818 High School Coordinators will: remind instructors to submit course syllabi in the appropriate SLU Common 1818 Syllabus Template annually, ensure grades are entered in a timely manner each semester, accommodate SLU Faculty Liaison and 1818 Program Office requests including site visits, advise students about college credit and participation in the 1818 Program, and uphold Saint Louis University policies related to academic offerings.

- **Course Exclusivity:** To ensure the integrity and authenticity of Saint Louis University courses and to prevent confusion among dual credit students, 1818 Adjunct Coordinators will: agree that Saint Louis University is the exclusive dual credit partner for the specific college courses that are approved to be offered at the institution now and in the future through the program.
In agreement of these requirements, I am aware of my eligibility for the following benefits:

- Status as an 1818 High School Coordinator of Saint Louis University,
- Graduate tuition scholarships,
- Professional development and networking events,
- Direct access to designated SLU departments,
- Annual training stipend,
- Access to SLU resources including library access, database access, SLU logo usage, SLU email account, Office 365, Google Apps, personal software discounts and downloads, and discounts at SLU’s Campus Bookstore with valid SLU Id.

By signing the document, the individual agrees to uphold the various requirements of an active status throughout their tenure with Saint Louis University’s 1818 Advanced College Credit Program.

Failure to uphold the Memorandum of Partnership risks putting the individual, dual credit offering, and/or partnership in a non-compliant status.

**Non-Compliance**

A non-compliant status will result in discussion on the future partnership with the program, ability to continue to offer specific dual credit courses, provisional standards to be met to become active again, or the end of the dual credit partnership with Saint Louis University.

Individuals and partner high schools will be notified privately by the Program Director for issues of non-compliance.

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**Course Ledger and CRNs**

1818 High School Coordinators are responsible to verify their high school’s course ledger and CRN listing each semester for accuracy.

For more information regarding ledgers and CRNs, please see the corresponding sections in the Curriculum Policies in this handbook.

**Accessing the Ledger**

1) Go to [slu.edu/1818](http://slu.edu/1818)
2) “Tuition and Payment” at the top of the page.
3) “Courses” left navigation.
4) The “course ledger” link in the second paragraph.
5) Find your school’s name in the left hand navigation.

**Updating the Ledger**

1) Access the ledger by following the instructions above.
2) On your school’s page on the right-hand side you will see the verification form.
3) Either verify the ledger is correct or submit changes.

**Accessing the CRN Site**

1) Go to [slu.edu/1818](http://slu.edu/1818)
2) “Registration” at the top
3) Scroll to First-Time Student Header
4) Last bullet of step #5 has the link
5) Find your school’s name in the left hand navigation and click on the link to load the specific CRN listings.
**Communicating Course Errors**

1818 High School Coordinators are responsible in advising and overseeing processes related to student enrollment in 1818 courses and information regarding drop deadlines.

For more information regarding changes of registration and course drops, please see the corresponding sections in the Curriculum Policies in this handbook.

**Processing Change of Registration/Drops**

Coordinators should be the only individuals utilizing the course drop/change of registration request.

1) Go to [https://www.slu.edu/1818/registration/index.php](https://www.slu.edu/1818/registration/index.php)
2) “Registration” at the top
3) Scroll to bottom of the page
4) Look under the header “Change of Registration”

Change requests are processed weekly during the change of registration period. The 1818 Program Office will send an email confirmation when the request has been completed.

**Processing Student Scholarships**

1818 High School Coordinators serve as the main point of contact for the 1818 Program, and are responsible for communicating how the high school awards student scholarships offered by SLU to the 1818 Office.

For more information regarding student scholarship policy, please see the corresponding sections in the Curriculum Policies in this handbook.

**Scholarship Notification Process**

Coordinators should be the only individuals utilizing the student scholarship request form.

1) Go to [https://www.slu.edu/1818/tuition-scholarships.php](https://www.slu.edu/1818/tuition-scholarships.php)
2) “Tuition and Payment” at the top
3) Scroll to the bottom
4) Header 1818 Scholarships
5) Link is in the second paragraph.

The 1818 Program will process all scholarships the week after the close of the request period. Confirmation of approved scholarships will be sent to both students and coordinators via email.

**Accessing Class Roster**

1) Log into [myslu.slu.edu](https://myslu.slu.edu)
2) Tools Tab
3) Banner Self-Service
4) Faculty and Advisors Tab
5) Class List: Summary
6) Select Term
   a. To change the term go back to the Faculty and Advisors Tab
   b. Click on Term Selection
   c. Then click on Class List: Summary

**Verifying Grades in Banner**

1) Log into MySLU
2) Tools Tab
3) Banner Self-Service
4) Faculty and Advisors Tab
5) Final Grades
6) Select Term and CRN
SLU Faculty Liaisons are on-campus faculty members appointed by their department chair to oversee their respective 1818 academic departmental cohorts.

The SLU Faculty Liaisons are integral in promoting collaboration, partnership, and ensuring SLU academic integrity.

**Appointment Procedure**

The departmental liaison from Saint Louis University is required to be a faculty member in good standing with the University.

A department’s chair and the 1818 Program Director collaborate in finding a faculty representative to serve as a program liaison for the discipline.

The department chair ultimately appoints the faculty member to the role.

**Non-Compliance**

If a liaison is unable to or does not comply with expectations, the department chair, liaison, and 1818 Program Director consult with each other about returning appointment or new appointment of a liaison for the discipline.

All new SLU Faculty Liaisons are onboarded by the 1818 Program Relations Manager prior to the start of his/her appointment.

**Professional Role**

SLU Faculty Liaisons are appointed by his/her respective chairpersons, and agree to perform the following responsibilities:

- Review credentials, certify instructors,
- Review course syllabi,
- Attend University Liaisons’ meetings,
- Notify 1818 Program Director of departmental academic changes,
- Meet annually with Program Director for year-end review.

-Support, advising, and overseeing new and returning 1818 Adjunct Instructors in their discipline.

SLU Faculty Liaisons will maintain contact with 1818 Adjunct Instructors participating in the program. Special attention will be directed to those teaching in the program for the first time.

Each University department participating in the 1818 Program will offer guidelines to aid adjunct instructors in knowing what the University department expects in course content and student performance.

Duties include:

- Provide disciplinary orientation for new instructors.
- Maintain collegiate interactions with instructors.
- Provide annual professional development opportunities.
- Observe classes on a regular basis and submit observation reports.

**Assessment Role**

Liaisons are expected to ensure all students enrolling in 1818 Advanced College Credit courses, including the students taking the course for high school credit only, will be held to the same academic standards as those students taking the course on the University campus by:

- Facilitating and coordinating student academic assessment in partner schools.
- Collect review of assessments for
**Faculty Liaison Policies**

**Annual Report Guidelines**
As a member of the National Alliance for Concurrent Enrollment Programs (NACEP) and to meet state compliance requirements, the 1818 Advanced College Credit Program must meet a variety of standards for dual credit programs. The faculty liaison plays a vital role in meeting these requirements.

A lot of work and effort is required to collecting data for the necessary national and state accreditation and compliance reports.

A key area of our continuing compliance with state and national standards relies heavily on our liaisons effectively ensuring that the high school course is comparable to the on-campus offering.

We rely on SLU 1818 Faculty Liaisons to actively participate by taking the lead in observing, assessing, and evaluating the courses virtually or in person to ensure the quality of instruction and course content from our high school adjuncts meet University standards.

**Timeline/Deadlines**
The Online Reporting Guide access is given annually at the beginning of the fall semester and collected at the end of the spring semester during the one-on-one meetings between the SLU Faculty Liaison and 1818 Program Director. All files must be uploaded by the end of the Spring semester prior to meeting with the 1818 Program Director.

**Report Components**
SLU Faculty Liaisons are held reliable for the following items in their Annual Report:

1) Author a NACEP Statement of Equivilancy
2) Completed classroom visit forms *
3) Professional development
4) Summer Symposium Materials
5) The equivalent SLU on-campus course syllabi for courses offered through the 1818 Program
6) The equivalent SLU on-campus course assessment tool for courses offered through the 1818 Program
7) High School Assessment Tool Samples **
8) Syllabus Review Forms ***

* SLU Faculty Liaisons are required to meet with each high school partner every academic year. Liaisons with disciplines that have more than 10 high school partners, only need to visit 10 of their partners each academic year and rotate visits on a self-determined basis. The rotation should maintain that each high school partner is visited at least once every three academic years. New instructors should be given priority when visiting high school partners.

** SLU Faculty Liaisons with disciplines that have 10 high school partners or more should only submit assessment tools from the schools they visited during that academic year.

*** SLU Faculty Liaisons with disciplines that have 10 high school partners or more should only review and submit syllabi review forms for the schools they visited during that academic year.

**Accessing the Digital Report**
The 1818 Program utilizes Google Drive to manage required components from SLU Faculty Liaisons for the annual report. The necessary data should be in a PDF format.

All documents, forms, folders, and etc. can be accessed by one of the following ways:

+ [slu.edu/1818](slu.edu/1818) -> Partners -> Partner Benefits -> SLU Faculty Partners -> Submit Report

+ [drive.google.com](drive.google.com) using your SLUnet Id and password

+ [https://drive.google.com/drive/folders/0B 5jQUGUAPEEuam9FRC1DMVZyUWss?us p=sharing](https://drive.google.com/drive/folders/0B 5jQUGUAPEEuam9FRC1DMVZyUWss?us p=sharing)
High School Partner Policies

High schools from around the nation and world know the benefits of partnering with Saint Louis University’s 1818 Advanced College Credit Program. The 1818 Program welcomes all high schools regardless of location, type, and enrollment size to partner if offering students the unique opportunity to earn highly regarded SLU college credit.

Becoming a Partner Institution
Institution who would like to become a partner in the 1818 Advanced College Credit Program, should take the following steps:

1. Contact the 1818 Program Director by calling (314) 977-1818 or emailing 1818@slu.edu

2. After consultation with the 1818 Director, proceed to submit a New High School Inquiry Packet and a copy of the high school course offerings.

3. On receipt of the inquiry packet, the 1818 Director will create and submit a growth proposal to the high school.

4. The 1818 Director will setup a site visit to discuss implementation of the program at the high school.

Full application documents can be found at: slu.edu/1818 -> Partners

High School Memorandum of Partnership
As an active high school partner in the 1818 Advanced College Credit Program, the high schools including administrators, coordinators, counselors, and teachers agree to abide by the policies of the program.

• Involvement: To ensure active participation the 1818 Program, 1818 Partner High School will: encourage high school instructors to apply to teach 1818 courses, recommend eligible students to enroll in courses, advise students, parents, faculty, and staff about participation in the 1818 Program, ensure registration and grade deadlines are met, participate in annual professional development and networking events, notify the 1818 Program of students wishing to exercise their rights to University resources including, but not limited to, Disability Services, Student Success Center and library access, and accommodate SLU Faculty Liaisons and 1818 Program Office Staff for site visits.

• Academic Integrity: To ensure 1818 college credit courses are comparable to their on-campus counterparts, 1818 Partner High Schools will: require their 1818 courses to have syllabi in the appropriate SLU Common 1818 Syllabus Template on file annually, enforce the use of required SLU assessments in the course, ensure grades are posted in a timely manner each semester, and uphold Saint Louis University policies related to academic offerings.

• Course Exclusivity: To ensure the integrity and authenticity of Saint Louis University courses and to prevent confusion among dual credit students, 1818 Partner High Schools will: agree that Saint Louis University is the exclusive dual credit partner for the specific college courses they are approved to teach now and in the future through the program.
Saint Louis University’s 1818 Advanced College Credit Program officials agree that the partnership includes, but is not limited to the following benefits, provided the school maintains active student enrollment and faculty engagement and remain compliant with all policies and procedures:

- Reduced SLU tuition rate for high school students,
- Graduate tuition scholarships,
- Student need based scholarships annually per academic year,
- Annual training stipends for eligible teachers, coordinator, and administrators,
- Annual professional development from SLU,
- Regular site visits from 1818 Program staff and/or University liaisons to cultivate collegial interactions and partnerships,
- Online collaboration space for cohorts and SLU Faculty Liaisons,
- Program incentive awards based on positive student enrollment growth in the 1818 Program,
- Access to SLU resources including library access, database access, SLU logo usage, SLU email account, Office 365, Google Apps, personal software discounts and downloads.

By signing the memorandum, the institution and its individuals agree to uphold the various requirements of an active status throughout their tenure with Saint Louis University’s 1818 Advanced College Credit Program.

Non-Compliance
Failure to uphold the Memorandum of Partnership risks putting the individual, dual credit offering, and/or partnership in a non-compliant status.

A non-compliant status will result in discussion on the future partnership with the program, ability to continue to offer specific dual credit courses, provisional standards to be met to become active again, or the end of the dual credit partnership with Saint Louis University. Individuals and partner high schools will be notified privately by the Program Director for issues of non-compliance.

Exclusivity Agreement
Saint Louis University’s 1818 Advanced College Credit Program adopted an exclusivity clause in 2013 in order to help ensure the integrity of Saint Louis University courses and to prevent confusion among dual credit students and other dual credit programs.

All course offerings post 2013 must adhere to this exclusivity agreement, as well instructors, coordinators, administrators, and high school institutions sign off on the agreement.

The agreement states:

“To ensure the integrity and authenticity of Saint Louis University courses and to prevent confusion among dual credit students, 1818 Partner High Schools will: agree that Saint Louis University is the exclusive dual credit partner for the specific college courses they are approved to teach now and in the future through the program.”

Violation of Exclusivity Agreement
If an institution is found in violation of Saint Louis University’s Exclusivity Agreement, the following procedure will occur:

1) A written notice of suspected non-compliance will be provided to the instructor, coordinator and prinicpal requesting a written response explaining the situation.

2) The 1818 Director will launch a formal investigation to see if the claims of violation are true.
Incentive Awards
The 1818 Advanced College Credit Program awards enhancement gifts to active high school partners that show positive growth in student dual credit enrollment over two successive years.

The Incentive Awards are awarded and mailed to the attention of the high school coordinator.

The enhancement gifts have no strings, except:

1. The gift is used to enhance the 1818 Advanced College Credit Program at the high school.

2. The high school principal is responsible to report to the 1818 Office how the gift will be utilized.

Examples of appropriate uses of the gift to enhance the 1818 Program include:

- Instructor stipends
- Instructor development opportunities
- Textbooks or texts for classroom use
- Library resources
- Science materials and supplies
- Educational hardware or software
- Scholarships for 1818 ACC student tuition

Incentive Award Rubric

<table>
<thead>
<tr>
<th>Growth of</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 9%</td>
<td>$500</td>
</tr>
<tr>
<td>10 - 99%</td>
<td>$750</td>
</tr>
<tr>
<td>100% +</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

High School Partner Policies
Saint Louis University encourages all instructors, coordinators, and administrators to continue his/her education. In some cases, individuals are required to take additional courses to gain full approval into the 1818 Program.

Individuals who only need coursework and not seeking a degree are considered unclassified students.

It is important that individuals pay close attention to deadlines and due dates for applications and for registering for classes.

Individuals wishing to utilize this benefit are required to follow the same procedures and policies, set forth by the Office of Graduate Admissions, as a regular student regarding deadlines, admission process, registration, and course needs.

Individuals with questions surrounding graduate education or needing support regarding their graduate program, should contact the Graduate Admission Program Office.

Applying for a Degree Program
Individuals seeking a graduate degree to teach 1818 courses or individuals seeking an additional degree for professional development should apply to the appropriate department to be admitted.

To apply for a graduate degree program at SLU, please:

1) Go to slu.edu/graduate
2) Scroll down and click “Apply for Graduate Admission”
3) Create an account and fill out the application.

Graduate Admissions will notify you of acceptance or denial. All questions regarding your application should be directed to the Office of Admission.

You are responsible to register for your courses once approved.

Applying as an Unclassified Student
Individuals seeking to take graduate courses without seeking a degree should submit an Unclassified Student Application by:

1) Apply online through Graduate Admissions as an unclassified student at: https://www.applyweb.com/slugrad
2) If you have transcripts on file with the 1818 office, email 1818@slu.edu with a request to forward them onto Office of Graduate Admission.
3) Graduate Admissions will notify you of acceptance or denial into SLU via an email and formal letter in the mail.
4) You are responsible to register for your courses and submit the appropriate scholarship request to the 1818 office once approved.

All questions regarding your application should be directed to the Office of Admission.

Contact Graduate Admission for additional help at:

Saint Louis University
Graduate Admission
p: (314) 977-2500
e: graduate@slu.edu
Registering for Graduate Courses

Individuals taking graduate coursework are responsible for registering on time for their courses via Banner Self-Service.

To register for courses, please:

1) Log into MySLU
2) Student Tab
3) Add or Drop Classes
4) SelectTerm
5) Enter CRNs under Add Classes Worksheet
6) Submit Changes

If you have any issues with registration or receive any error messages, please contact the Office of the University Registrar at registrar@slu.edu.
 Scholarships to take graduate coursework at Saint Louis University is a major benefit and investment in the development of qualified expert faculty teaching in the 1818 Program.

**Eligibility Requirements**

Scholarships eligibility requirements include:

- Prospective instructors seeking necessary degree or additional credit hours for approval must agree to teach for the 1818 Advanced College Credit program.

- Current instructors using the scholarship for professional development must have and maintain program enrollment in their course for the duration of the scholarship request.

- Coordinators seeking the necessary credentials to teach for 1818 must agree and certify that they will teach for the program at their high school.

- Administrators using the scholarship for professional development must have enrollment in the 1818 Program at the school and maintain good standing of their institution in the program.

**Internal Scholarships**

Internal tuition scholarships are available for local program partners, particularly current and prospective 1818 Advanced College Credit program adjunct instructors, coordinators and high school administrators. Scholarships will cover up to nine graduate credit hours per academic year per individual.

Applying for An Internal Scholarship

1) Individuals should be enrolled in a degree program at SLU or enrolled as an unclassified student at SLU.

2) Individuals should register for their courses each semester first.

3) Individuals should submit the internal scholarship request form each semester.

You will be notified by the 1818 Advanced College Credit program office via email once the scholarship is processed.

The request form can be found at:

[slu.edu/1818](http://slu.edu/1818) -> Partners -> Partner Benefits -> Scholarships -> Internal Scholarships

**Internal Scholarship Deadlines**

In order to ensure the timely distribution of funds to students receiving 1818 graduate scholarship assistance, individuals should pay attention to the following deadlines:

**Fall:** September 09th

**Spring:** January 31st

**Summer:** July 01st

No scholarship will be awarded after these deadlines. Individuals who miss the deadline will have to either pay for the course out of pocket or drop the course.
**PARTNER GRADUATE SCHOLARSHIPS**

**EXTERNAL SCHOLARSHIPS**

External scholarships may be available under special circumstances to partners.

Special circumstances include the use of the scholarship by a defined distance partner high school, who is more than 250 miles from the SLU campus, an individual teaching in a program where SLU does not offer or have a graduate program or graduate classes, or an individual teaching in a department that does not offer graduate courses in the evening or online.

The scholarship may be used by individuals who are provisionally approved and seeking to replace tested experience with graduate coursework or who are working to meet requirements to apply for to teach in the program.

External scholarships can only cover tuition costs up to the cost of nine graduate credit hours at SLU per academic year.

**Applying for An External Scholarship**

1) Prior to enrolling your course, seek approval from the SLU department of the degree or coursework.

2) Upon completion of your coursework, submit copies of your transcript to the 1818 Advanced College Credit program office.

3) Submit the external scholarship request online.

You will be notified by the 1818 Advanced College Credit program office via email once the scholarship is processed.

The request form can be found at [slu.edu/1818](http://slu.edu/1818) -> Partners -> Partner Benefits -> Scholarships

**INDIANA UNIVERSITY AND SLU PIPELINE PARTNERSHIP**

Due to the changes to the dual credit instructor credentials, the 1818 Program has partnered with Indiana University to allow 1818 instructors in need of additional graduate credits to become fully approved to take courses online through Indiana University that SLU will pay for.

Indiana University will provide Saint Louis University with a catalog of available courses each semester that the 1818 Program will disseminate via email and at [slu.edu/1818](http://slu.edu/1818) -> Partners -> Partner Benefits -> Scholarships.

Instructors must apply through Indiana University as an unclassified student and follow all of Indiana University policies related to graduate education.

Instructors taking classes each semester will be required to submit an IU and SLU Pipeline Scholarship request to have their tuition paid by SLU.

Individials may take up to 9 hours per academic year at Indiana University that SLU will pay for.

Only prospective and provisionally approved individuals may participate in the pipeline partnership program.

The registration information and scholarship request form can be found at [slu.edu/1818](http://slu.edu/1818) -> Partners -> Partner Benefits -> Scholarships
As a certified partner, SLU grants access to its systems and technologies to ensure a comparable experience at the high school level. These tools are intended to act as resources to promote collegiate rigor.

**Administrative Technologies**
SLU supports a variety of administrative systems, including mySLU portal, Banner Self-Service, and the emergency notification system.

**mySLU**
Provides access to all academic technologies, personal records, and academic data. To access mySLU:

Navigate to mySLU: [http://myslu.slu.edu](http://myslu.slu.edu)
1) Enter SLUNet ID
Example: cuaycongy
2) Enter Password
Default: Id123456
BannerID:000123456
3) To reset password to default call SLU IT at 314-977-4000

**Banner Self-Service**
Is the central management system for campus information and data. To access Banner Self-Service:

Navigate to mySLU: [http://myslu.slu.edu](http://myslu.slu.edu)
1) Log into mySLU
2) Click on the Tools Tab
3) Click on the Banner Self-Service icon

**Emergency Notification System**
This is an optional system which provides up to date notifications about on-campus emergencies. To opt out of this service:

Navigate to mySLU: [http://myslu.slu.edu](http://myslu.slu.edu)
1) Log into mySLU
2) Click on the Tools Tab
3) Click on the Banner-Self-Service icon
4) Click on the Personal Information Tab
   a. Click on Campus Emergency Notification System
   b. Clear information
   c. Select the “I have no cell phone number…”
   d. Submit

**Academic Technologies**
SLU provides many products and services to help facilitate a challenging and rewarding learning environment. For technical assistance with the listed software below, please contact ITS at 314-977-4000.

**Blackboard**
Is an online management system for courses. To access the system click on the respective icon in the Tools Tab of mySLU.

**Google Apps**
SLU offers access to the following Google applications:
- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Sites

To access the system click on the respective icon in the Tools Tab of mySLU.
Skype for Business
SLU offers access to Skype for Business, the video conferencing and online collaboration system. To access the system, navigate to
1) http://myslu.slu.edu
1) Log into mySLU
2) Click on the Tools Tab
3) Click on Office 365 Email
4) In the top ribbon in Outlook there will an “S”
Skype icon, click on that for the chat dropdown.
5) At the bottom of the chat drop down there is
a link to install Skupe Business to your
computer.
6) Your SLU email address will be your Skype Business account username and necessary to access and use the resource.

Qualtrics
Creates and delivers web-based surveys.
To access the system, click on the respective icon in the Tools Tab of mySLU.

Office 365
SLU offers access to the following Microsoft applications:
• Outlook
• One Drive
• Microsoft Word
• Microsoft Excel
• Microsoft PowerPoint
• One Note

To access the system, click on the respective icon in the Tools Tab of mySLU.

Respondus
Creates and manages exams that can be printed or published directly to a Blackboard course. To access the system, click on the respective icon in the Tools Tab of mySLU.

Blue Course Evaluations
SLU offers course evaluations for 1818 adjunct instructors and their respective courses. To access the system, click on the respective icon in the Tools Tab of mySLU.

SLU Email through Outlook
All 1818 instructors are provided with a “slu.edu” email address. To access your email and retrieve your SLU email address, please:
1) http://myslu.slu.edu
1) Log into mySLU
2) Click on the Tools Tab
3) Click on Office 365 Email
4) You can click on your Profile at the top right to retrieve your official SLU email address.
In order to ensure that the 1818 Program continues to be a collaborative effort and to meet the needs of high schools, the 1818 Program established an Advisory Board composed of peers to help direct and oversee the mission and vision of 1818 program.

**Board’s Directive**
The 1818 Program is a founding member and fully accredited program of the National Alliance of Concurrent Enrollment Partnerships (NACEP). As an active member of NACEP, the 1818 Program upholds and adheres to accreditation standards including standards involving the necessity for dual credit program to be rooted in relationship and partnership. In adherence to NACEP Accreditation Standard Partnership 2 (P2), which states:

“The concurrent enrollment program has ongoing collaboration with secondary partners,”

the 1818 Program has established an Advisory Board (the Board) comprised of high school instructors, program coordinators, high school administrators, university faculty, and university administration.

As an effort to increase collaboration, the Board is intentionally comprised of various audiences to ensure representation of all voices in planning and guiding the program. The Board serves as representatives and liaisons for their respective roles.

The 1818 Program Advisory Board is an autonomous unit of the 1818 Program, which holds responsibility for advising the program and enacting programmatic changes. The Board is responsible for the review of 1818 Program policies and procedures, management of adherence to NACEP accreditation, program improvement decisions, and further development and improvement of the 1818 Program. It is chaired by a representative associated with the program.

While the Board holds no administrative decision making, it is established to function as an independent committee of the 1818 and University administration to:

1. Ensure adherence to NACEP Accreditation Standards,
2. Advise on program policy and procedures,
3. Create proposals for program improvement,
4. Recruit new partners and institutions to the program,
5. Recommend changes to the program,
6. Represent the various interest and groups of the program,
7. Promote the interest of the 1818 Program to representative bodies including administrations, local governments, state governments, etc.,
8. Advocate the benefits of dual credit,
9. Envision the program for the future,
10. Provide an outside voice to the University leadership on behalf of the program.

The Board shall have autonomy in recommendations, except as follows:

- On an annual basis, the Board may propose a budget and any changes in fees for consideration by the Director.

- The Director and University must approve revisions to the policies. The Board shall draft proposed changes, with input from the University leadership and the 1818 membership.
**Board Size and Composition**

The Board shall be comprised of 13 individuals, 8 directly elected by active partners and 5 (including the Chair, Vice Chair, Student positions, and Members at Large) appointed by the 1818 Director with approval of the Board.

The 1818 Program Director, 1818 Data and Assessment Coordinator, 1818 Program Relations Manager, Dean of Arts and Sciences, Dean of Admission, and 1818 Director Emeritus shall be ex-officio, non-voting members of the Board.

The Board shall include:
- a Chair (appointed) - can be reappointed for a second consecutive term
- a Vice Chair (appointed)
- Two Representative of 1818 student alumni (appointed)
- Four Representatives of public high schools (elected)
- Four Representatives of private high schools (elected)
- Two Representatives of the SLU faculty 1818 liaisons (elected)
- Two Representatives from distance partnerships (elected)
- Members-at-Large as needed per Chair and Director consultation (appointed)

**Board Elections**

Board elections and appointments are held in the spring, with terms beginning immediately after the spring Board meeting.

Board members’ terms shall last for three years, with a three-time term limit with a mandatory year off in between terms.

Terms will be staggered, with appointments and elections occurring for half of the positions in even years and the other half during odd years.

Designated representatives of the 1818 partnerships will elect the institutional representatives on the Board, voting only in the elections for representatives from the type of category they represent (e.g. public, private, liaisons, etc.).

A nominating subcommittee will identify candidates for elections or suggest candidates for appointments and review the qualifications of all nominees and decide on which names shall appear on the ballot. The nominating committee shall be comprised of the elected members whose positions are not up for election.

In absence of a candidate, the Board may appoint an individual to a vacant position. In making appointments, the Board should consider the geographical regions represented and the institutional roles (e.g. program administrators, faculty, academic affairs administration) that individuals hold.

In the event of a mid-term vacancy in the Board, the Chair shall appoint an individual to serve out the remainder of the term. In the event of a Chair vacancy, the Vice Chair shall serve out the remainder of the term and the 1818 Director will appoint a new Vice-Chair.
An institution may have a representative serving in one elected role per term on the Board. Deviations from the guidelines can be made at the discretion of the Chair in consultation with the 1818 Director.

Current Members

Chair: Brandon Hentze, Ed.D.
Belleville West High School
Belleville, IL

Vice Chair: Erin Gabriel
Dowling Catholic High School
Des Moines, IA

1818 Alumnus: Adi Mueller
Saint Louis University
St. Louis, MO

1818 Alumnus: Molly Diehl
Saint Louis University
St. Louis, MO

Private Rep: Dennis Matreci
St. John Vianney HS
St. Louis, MO

Private Rep: Ken Luecke
De Smet High School
St. Louis, MO

Private HS Rep: Stephanie Kraleman, Ed.D.
Chaminade College Prepatory
St. Louis, MO

Private HS Rep: Tom Becvar
St. Louis U. High School
St. Louis, MO

1818 Public Rep.: James Beatty, Ph.D.
Lindbergh High School
St. Louis, MO

1818 Public Rep.: Stacie Miller
Granite City High School
Granity City, IL

Public HS Rep: Eric Knost, Ed. D.
Rockwood School District
Eureka, MO

Public HS Rep: Paula Gyllenborg
Aftton High School
St. Louis, MO

SLU Faculty Rep: Michal Rozbicki, Ph.D.
Saint Louis University
St. Louis, MO

SLU Faculty Rep: John Kalliongis, Ph.D.
Saint Louis University
St. Louis, MO

Distance Rep: Fran Maloney
Marquette University High School
Milwaukee, WI

Distance Rep: Kimberlee Gill
Summit Christian Academy
Lee Summit, MO

(Secretary): Kimberlee Gill
Summit Christian Academy
Lee Summit, MO

Member-At-Large: Laurie Russell, Ph.D
Saint Louis University
St. Louis, MO
Quality is a hallmark of the 1818 Program. Parents, students and schools can rest assured that Saint Louis University holds the highest academic standards. This is evident in the multiple accreditation standards and state compliance guidelines that the program upholds and adheres to.

Accreditation and compliance is a guarantee by outside professionals that Saint Louis University is a quality and rigorous program.

**Higher Learning Commission Accreditation**
The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region.

As an institution, Saint Louis University is fully accredited by the Higher Learning Commission (HLC). SLU has been continuously accredited since 1916.

For more information on SLU’s HLC Accreditation, please visit: [https://www.slu.edu/the-office-of-the-provost/accreditation](https://www.slu.edu/the-office-of-the-provost/accreditation)

**State Compliance**
Saint Louis University adheres to all state rules and guidelines that the institution operates in. Additionally, the 1818 Program adheres to policies regarding dual credit in the territories it works in.

For more information concerning dual credit policies and compliance rules, please see: [https://www.ecs.org/dual-concurrent-enrollment-policies/](https://www.ecs.org/dual-concurrent-enrollment-policies/)

**National Alliance of Concurrent Enrollment Partnerships Accreditation**
Higher education institutions in the United States utilize nongovernmental peer review accreditation as an essential component of external review for quality assurance and quality improvement of educational programs. Since 2004, NACEP has served as a national accrediting body for concurrent enrollment partnership programs.

Accreditation is awarded to programs after a comprehensive peer review by a team of experienced representatives of NACEP-accredited concurrent enrollment partnerships. Applicants conduct a self-study and prepare an accreditation application with evidence documenting how the college or university implements NACEP’s 17 national standards for program quality in the areas of: curriculum, faculty, students, assessment, and program evaluation.

Saint Louis University’s 1818 Advanced College Credit Program was last accredited in April 2015.

The accreditation lasts for seven years when the program must re-apply for accreditation.

For full accreditation information, please visit: [https://sites.google.com/slu.edu/slu-1818-nacep-accreditation/home](https://sites.google.com/slu.edu/slu-1818-nacep-accreditation/home)

For access to SLU’s full application, please contact the 1818 office.
Who Can Participate in 1818?
Students admitted to the 1818 Program are typically juniors or seniors with at least a 3.0 GPA. Exceptions to grade level and GPA requirements may apply.

Is 1818 Accredited?
The 1818 Program is nationally accredited through the National Alliance for Concurrent Enrollment Programs (NACEP) and the Higher Learning Commission. The 1818 Program also complies with all state guidelines and regulations in the state in which it operates.

What if You Miss Registration?
If you miss the deadline to register, you cannot register for 1818 courses that semester. Saint Louis University and the high school will communicate deadlines to students. It is the student’s responsibility to meet the deadlines. There are no exceptions.

How Do I Find Out My Tuition?
Tuition bills are mailed to your home and emailed to the addresses provided on your application. You can also login to mySLU and view your invoice through the payment suite under the “Tools” tab. All tuition-related bills and 1818 Advanced College Credit correspondence is addressed to the student.

What if I Don’t Pay?
If you do not pay your tuition bill in full by the appropriate deadline, you will be dropped from your 1818 courses and your record will be removed from SLU’s system.

Can I Reinstated if Dropped?
If you have been dropped for non-payment you can be reinstated into your college credit courses only if the tuition balance is paid in full, the reinstatement fee is paid, and reinstatement is processed within the immediate following semester. The deadline to be reinstated into a fall semester course is May 1 of the same academic year. The deadline to be reinstated into a spring semester course is December 01st of the following academic year.

To be reinstated, write a check for the total balance of your full tuition, plus a $50 reinstatement fee. The check should be payable to Saint Louis University and the memo line should include your full name, Banner ID number, and the reinstatement term.

Mail your check to:
1818 Advanced College Credit Program
One Grand Blvd., DB 150
Saint Louis, MO 63103

Do I Get a Report Card?
Saint Louis University does not issue paper grade report cards to students. The Office of the Registrar issues grades electronically to students through Banner-Self-Service after the close of the semester.

Does 1818 Transfer Elsewhere?
Students report 1818 credit transferring to more than 100 schools in the United States.


How Do I Get a Transcript?
To transfer 1818 credit, you should request that a transcript be sent from SLU’s Office of the Registrar to your university.

Is AP and 1818 the Same Thing?
No, the 1818 Advanced College Credit program is not affiliated with the Advanced Placement program.

What If I Can’t Login to My Account?
You may be locked out of your account, your password may have expired, or you have the wrong username or password. Contact SLU IT at (314) 977-4000 for assistance. You will need your SLUnet ID, Banner ID, date of birth, home address and last four digits of your social security number to verify your identity.
**Bretton M. DeLaria, MA**  
**1818 Program Director**

As program director of the 1818 Program, Mr. DeLaria establishes the program’s goals and budgeting priorities, serves as liaison to high school partners, deals with personnel and academic issues, observes classrooms, sets strategic initiatives, maintains compliance and reporting, and recruits new national and international partner schools.

Additionally, Mr. DeLaria oversees, serves as the director, and innovates additional SLU early college programming including the Visiting Young Scholars Program, SLU Leads the Way, Gifted Arts Program, 1818 Online Pilot, 1818 International, Arrupe pilot, and summer immersion pilot.

**Arline Cravens, Ph.D.**  
**1818 Program Relations Manager**

As the partnership relations manager for the 1818 Program, Dr. Cravens engages current regional 1818 partners in program development, event programming, bringing classes to campus, classroom visits, observations, faculty development, oversight of SLU faculty liaisons, student engagement, and recruitment of new local schools to the 1818 Program.

Dr. Cravens retains a part-time faculty appointment in the Department of Languages, Literatures and Cultures and continues to serve as the 1818 French Liaison.
Yvonne Fisher, MS  
Data and Assessment Coordinator

As data and assessment coordinator of the 1818 Program, Mrs. Fisher manages the student registration processes, including new and returning student enrollment, course drops, reinstatements, course evaluations, programmatic scholarships, course listings, course creations, and provides families support.

She also oversees all program records, student data, instructor data, and advises the director on program improvement through engagement of programmatic data and surveys.

Edward Ibur, Ph.D.  
Dual Enrollment & Gifted Arts Manager

As dual enrollment and Gifted Arts program manager, Mr. Ibur collaborates with the 1818 Program director regarding growth of new early college models, including the Visiting Young Scholars Program, Gifted Arts Program, and summer enrichment camps.

Mr. Ibur oversees the recruitment, student registration process, and student support facilities for all other early programs operated by the 1818 Program.

He serves as the brainchild of the Gifted Arts Program and retains appointment as an instructor of the courses through the program while serving as the secondary 1818 English Liaison.