



SAINT LOUIS UNIVERSITY

—  
1818 ADVANCED COLLEGE CREDIT  
PROGRAM

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# Student/Parent Handbook

## *2022-2023*

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## Accreditation

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[The Higher Learning Commission \(HLC\)](#) is an independent corporation founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the Midwest and beyond.

As an institution, Saint Louis University is fully accredited by the Higher Learning Commission (HLC). For more information on SLU's HLC Accreditation, please visit <https://www.slu.edu/provost/accreditation-compliance/accreditation.php>.

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## 1818 Program Overview

### 1818 Program Mission and History

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Founded in 1959, Saint Louis University's 1818 Advanced College Credit Program is the oldest dual credit program in America west of the Mississippi River. The 1818 Program has a long history of providing high school students the opportunity to simultaneously earn high school credit from their secondary school and college credit (at a significant tuition discount) from Saint Louis University.

The mission of the 1818 Program is to provide high-achieving secondary school students the opportunity to enroll in college-level courses, with their attendant rigor and complexity, while earning transferable college credit. This college credit is available in selected academic disciplines that are hallmarks of a SLU liberal education in the Jesuit tradition.

### What is Dual Enrollment?

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In SLU's 1818 Program, the high school and college courses in which students are simultaneously enrolled are one course taught by one instructor. Students taking dual credit courses are high school students, seeking a standard high school diploma, and college students, taking classes that will be transferable to multiple colleges/universities.

Administratively, however, the high school and college courses are separate from one another. For example:

- A student may drop/withdraw from their college-level dual credit course but remain enrolled in the corresponding high school course. *The student may not remain in the dual credit/college course after dropping/withdrawing from the high school course.*
- The grading systems and final grades assigned to students at the high school may be different from those at the college offering the dual credit.
- Academic records for courses are separately maintained by both the high school and college.
- Students will have an official transcript with their earned college credits from SLU as well as a high school transcript listed with the high school equivalent course(s).

### 1818 Program vs. AP or IB

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Unlike Advanced Placement (AP) or International Baccalaureate (IB), There is no formal examination that determines if the student will receive credit or not. The student's successful completion of the course confers college credit. Whether that credit is accepted by a transferring institution is discussed in "Transfer of 1818 Credits" on page 7.

## Course Rigor – Is 1818 Right for Me?

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It should be noted that expectations for program participants are high. Qualifying 1818 high school courses maintain the same rigor and demands as courses taught on campus and include similar academic consequences as those taking undergraduate courses on campus. While our program offers some flexibility, 1818 students should be aware of the following before registering:

- If a student wishes to remove themselves from/'drop' 1818 course, they must do so during the [specified drop period](#). *Students who fail to drop or withdraw from a course before the end of these time frames will receive the grade earned for class on their official SLU transcript, even if it is a failing grade.*
- **Drop period:** Drop periods typically run during the length of 1818 course registration. If a student requests to drop a course during the drop period, the course and grade are completely removed from the student's transcript and a refund for the course is issued.
- **Withdrawal period:** Withdrawal periods occur after the drop period and run until the midterm time frame for the course. If a student requests to withdraw from a course by the specified deadline, the course will remain on their transcript, but a "W" status will replace the grade. This could have either a neutral or negative impact on a student's college application depending on the university they are applying to. A refund for the course is not issued.

While our program is mostly open to juniors and seniors with a GPA of 3.0 or higher, certain exceptions may qualify some of our younger students to participate. Students should speak with their 1818 instructor, parent, or guardian before registering.

## Courses Offered

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The 1818 Program at SLU offers select undergraduate, 1000- and 2000-level courses from its current [catalog](#); these are courses designed for first and second-year degree-seeking students. Participating high schools select courses to offer from the catalog annually based on instructor availability and eligibility to teach. Students should speak with their school's 1818 coordinator to see what classes are available at their high school.

## Student Eligibility

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To participate in the 1818 Program, students must meet the following requirements:

- Juniors and Seniors: must have a minimum of 3.0 GPA on 4.0 scale
- Sophomores: are only eligible to enroll in 1818 courses in certain sequenced 1818 courses in mathematics (College Algebra, Pre-Calculus, Calculus I, Calculus II, Calculus III), foreign languages (courses numbered 1010 or above) and computer science. Sophomores may be approved for enrollment in these courses if they have:
  - a minimum 3.5 GPA on a 4.0 scale and
  - completed all pre-requisite course(s) with a grade(s) of "B" or higher and
  - a signed letter of recommendation from the principal and guidance counselor and
  - written permission from a parent or legal guardian and
  - approval (electronic) of the 1818 course instructor or 1818 Partner Coordinator

- Freshman: are not eligible to participate

**Course Load Limit**

In any single 1818 Program term (Fall, Spring), no student may register for more than 11 credit hours of 1818 courses. There are no exceptions to this limit.

**Program Expectations**

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Participation in the 1818 program is contingent upon the student meeting eligibility requirements as well as registration deadlines. If a student does not register by our specified deadlines, they will not be eligible to receive credit, even if they are enrolled at the high school level.

Students are responsible for their own experiences as 1818 students, including meeting deadlines and managing their registration. We encourage students to practice managing their own collegiate experience with parents/guardians support through this process.

Aside from taking 1818 courses, students should utilize their MySLU Student Portal. Through MySLU, students may view their registration and grades, submit course evaluations, and more. 1818 students receive student credentials and directions on how to setup their MySLU account upon registration.



## Transfer of 1818 Credits

### Transferability of 1818 Credits

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#### 1818 Credits at SLU

Grades earned through the 1818 Advanced College Credit program are SLU grades and will become part of your undergraduate GPA if you enroll at SLU as a full-time student.

#### 1818 Credits at Other Institutions

If you are not planning to attend SLU, please note that most institutions typically do not accept grades lower than a "C" for transfer credit. It is your responsibility to investigate how other institutions transfer credits earned at SLU. Please refer to our transfer resources or contact your university of interest to learn more about their transfer policies. Students considering applying to medical school should carefully evaluate the transferability of dual credit courses for medical school admission at all institutions, including SLU.

### Transfer Resources

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#### Transferology.com

A free site that requires account creation. Allows you to list all your SLU 1818 courses and search through participating universities to see how the credits traditionally are articulated at the institution. Saint Louis University is a partner institution of the website and regularly updates its courses to ensure maximum accuracy.

### Transfer Appeal Process

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It is the student's responsibility to contact prospective institutions before enrolling to find out how credits will transfer, the 1818 Program will assist you if you encounter transfer issues. SLU does not assume responsibility for a host university's decision not to accept dual credit.

If you have transfer issues, please follow these steps:

- Request from your university/institution, an explanation why the course was not transferred and offer to provide your course syllabus for review. If you do not have a copy of your syllabus, please contact [1818@slu.edu](mailto:1818@slu.edu).
- If after review of the syllabus you still cannot transfer your credit, please contact the 1818 Program at [1818@slu.edu](mailto:1818@slu.edu) and we will attempt to resolve the transfer issue by working with the faculty in the appropriate discipline in each institution.

## Ordering a SLU Transcript

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SLU has partnered with the National Student Clearinghouse to offer current students and alumni official electronic transcripts (eTranscripts) in PDF format. Students may request an eTranscript directly through the National Student Clearinghouse's [website](#).

Students may request their SLU transcript at any time and share it with other colleges/universities to which they are applying for admission or seeking to transfer their SLU academic credit. While transfer of SLU credit is solely the determination of the college/university to which the student seeks to attend, we have verified that SLU credit is accepted at hundreds of U.S. colleges and universities nationwide.

To submit a request the student will need to provide the following:

- Their social security number or Banner ID number
- A \$5 credit card fee



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## Registration and Tuition

### Registering for 1818 Coursework

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Students seeking to enroll in their first 1818 Program course(s) must complete an [initial application form](#). Student eligibility will be audited by SLU's 1818 Program Office during each registration period. If a student does not meet the outlined requirements to participate, the student will be removed from the course.

Registration for returning students is completed [online](#) using the login credentials from their initial application form. Returning students should never create a new account to register for additional coursework. Simply log back into the registration portal and add courses under the "1818 Registration" tab.

Depending on their high school's registration processes, students register themselves each term either in the classroom, or at home with a parent/guardian.

### Viewing My Registration and Grades

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#### MySLU (Student Account) Setup

Within 1-3 business days of registering for courses, each 1818 student receives a MySLU student account with login credentials. After receiving login credentials, students may begin setting up their student account by visiting [MySLU.slu.edu](http://MySLU.slu.edu) and using the directions found [here](#).

#### Viewing Registration and Grades through MySLU

In MySLU, click on the "Tools" tab. Here you'll find a number of applications that students may use during their time as an 1818 student. To view past and present registration, click the "Banner Self-Service" app.

Once in Banner Self-Service, click "Registration" under the student tab. Here you'll find an unofficial academic transcript outlining all past and previous registrations. Courses listed as "in progress" mean we are awaiting a grade submission from an instructor. We recommend checking your registration regularly to ensure that your unofficial transcripts are correct, and all courses are listed.

### Cancelling My 1818 Registration

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Each term, students may remove themselves from a course one of two ways. Each action below must be taken during the specified period outlined in our [academic calendar](#). All courses and grade statuses active after the drop and withdrawal deadline are final.

### **Dropping a course**

If a student wishes to fully cancel their registration so their coursework does not show on an official SLU transcript, they must do so before the designated “drop deadline” which typically correlates with the registration deadline. Exceptions to this policy are rare and are typically limited to major medical and personal/family issues that preclude the student’s participation in high school and college coursework.

**Withdrawing from a course:** Students who withdraw fully from a Partner High School during a term in which they are enrolled in an 1818 Program course will be administratively withdrawn from all 1818 Program courses; a registration notation of “W” will be assigned to the students’ SLU academic record.

## **Tuition & Payment**

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For all students in U.S. Partner high schools, tuition for 1818 courses is \$75 per course credit hour. These tuition rates are substantially discounted; SLU’s current tuition for these same courses for our non-1818 students is \$1,250 per credit hour.

1818 Program tuition may be [paid online, by mail, and in-person at SLU’s St. Louis campus](#). Payment is not due at the time of registration. Please refer to our [Academic Calendar](#) for payment deadlines.

Our payment portal allows for families to pay for courses in installments. Families may pay in as many custom installments as they would like during the payment period.

### **Late Payment/Failure to Pay**

There are no late fees associated with late payment. Registration and transcript holds are placed on the student’s account after the payment deadline has passed. This prevents the student from registering for future 1818 courses and hinders the ability to send their 1818 credits to their host university. These holds are lifted once payment is received.

## **Scholarships**

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SLU has established a scholarship fund designated for 1818 students. Each year, 1818 Coordinators request scholarship funds for students with demonstrated financial need. For details, contact your high school’s 1818 Coordinator before the start of semester in which you intend to take courses.



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## How SLU Can Support You

### Academic Support

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#### **Tutoring**

Highly qualified peer tutors are available to guide students through the challenges of many of SLU's 1000- and 2000-level courses.

#### **Writing Services**

University Writing Services is committed to the improvement of student writing through one-on-one peer consultation, workshops, and writing groups.

Students who are seeking tutoring or writing services support should contact the 1818 Program office.

### Disability Services/Accommodations

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SLU's Center for Accessibility and Disability Resources (CADR) supports students' educational experiences by helping them access academic accommodations and services. CADR coordinates aids and services to meet the needs of students with disabilities to create a safe and supportive learning opportunities for everyone. They partner with students, faculty, academic departments, and service providers to facilitate equal access to and opportunity to participate in all University programs, services, and experiences. For 1818 students, CADR can provide support in situations where accommodations might impact a student's ability to fully engage in the course as a result of the disability

All inquiries received by Disability Services about the availability of University-related accommodations are confidential. Information about approved accommodations (although not the reasons for them) will be shared with the respective course faculty. Students can contact CADR at (314) 977-2372 or [kendra.johnston@slu.edu](mailto:kendra.johnston@slu.edu) for more information.

### Library Services

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Certain resources are available to 1818 Students through SLU's Pius XII Memorial Library. Due to licensing restrictions, high school students may access subscription resources (databases and ejournals) on campus only. This includes links to full text.

Before visiting the library, please visit the Office of Parking IDs and Transportation Services to receive a SLU ID located in the Wool Center on South Campus.

Please contact Lori Kupsky, [lori.kupsky@slu.edu](mailto:lori.kupsky@slu.edu) or visit our [library website](#) if you have any questions about using library resources as an 1818 student.



## Academic Policies & Procedures

### Course Syllabus

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At the beginning of each course, each student receives a SLU-approved syllabus from their instructor. This syllabus outlines the expectations and content for the course and is the first document traditional college students receive when they walk into the classroom. Students should keep a copy of their syllabus, as it is common for colleges/universities to request a syllabus when the student seeks to transfer their 1818 credits.

### Grading

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1818 faculty assign course grades both for students' high school and SLU's collegiate records. For the high school, grades are assigned according to the approved high school grading policy. SLU's grading scheme is [detailed here](#). SLU academic departments that offer the 1818 course often have their own specific grading scales/policies.

The grades earned through the 1818 Program are official SLU grades that will be part of all students' permanent SLU academic records and transcripts, regardless of a student's decision to ever enroll again at SLU after participation in the 1818 Program.

#### **"I"/Incomplete Grades (Extensions)**

In extenuating circumstances such as a major medical issues for an 1818 student, an extension beyond the end of the scheduled term for the completion of outstanding coursework may be granted. In such cases, a grade of "I"/Incomplete should be submitted for the student.

Grades of "I"/Incomplete may only be entered after the faculty's submission of a "Petition for Extension" to the Office of the University Registrar. For additional information, consult SLU's full [policy on extensions/Incomplete grades](#).

#### **"W"/Withdrawal Status**

If a student requests to withdraw from a course by the specified deadline, the course will remain on their transcript, but a "W" status will replace the grade. This could have either a neutral or negative impact on a student's college application depending on the university to which they are applying.

#### **Repeating a Course**

Repeated courses, grades and credits will be recorded on the academic transcript with the most recent course included in the the grade point average and noted as "included," while the previous courses will be noted as "excluded."

All courses designated as excluded will:

- Not be included in cumulative earned credit totals
- Not be awarded quality points and therefore not calculated in a student's cumulative grade point average
- Not apply toward graduation requirements

## Grade Appeals

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### The Right of Fair and Equal Evaluation of Students

All final course grades must be based on evidence of the student's performance in a course; each student must have access to that evidence. Instructors must be willing to explain the basis upon which grades were determined, and that the grades were determined in accordance with policies/procedures referenced in each course syllabus.

### Reasons for Grade Appeals

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

- miscalculation of grade.
- the assignment of a grade to a particular student on some basis other than performance in the course.
- the assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section.
- the grade assigned results from different standards than the criteria for performance and evaluation outlined in the course syllabus.

A student must initiate a grade appeal within 90 days of the date that the course grade was posted. The grade appeal process must be resolved within one calendar year of the initiation of the appeal.

### Appeal Procedure

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.
2. If after consultation with the instructor the student believes that a grade is unfair, the student will then reach out to [1818@slu.edu](mailto:1818@slu.edu) to organize next steps in the appeal process.

## Academic Integrity

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SLU's [Academic Integrity Policy](#) sets out principles that are implicit in the ethos of the University but that call for explicit formulation to guide the practice of the entire institution. In establishing necessary definitions and minimal procedures to be followed in adjudicating violations, it also allows academic units to set forth the details of their own honesty policies in ways appropriate to their disciplines. Because the vast majority of 1818 Program courses are offered by SLU's College of Arts and Sciences, the College's Academic Integrity policy is linked [here](#). 1818 Program faculty and students are responsible for knowing and abiding by these policies.

## Instructor Course Evaluations

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### Purposes and Uses of Course Evaluations

The primary purpose of end-of-term SCEs is to solicit feedback from students that informs faculty efforts to improve their course designs and pedagogy.

### Process

Each term (fall, spring, summer), a single, web-based end-of-term SCE survey will be administered by the Office of Assessment to all students registered in all 1818 courses.

### Voluntary Nature of SCEs

Neither faculty nor academic administrators may require student submission of an SCE for any course; end-of-term SCEs, administered first and foremost for the purpose of improving course design and pedagogy, must be entirely voluntary for all students.

## FERPA/Academic Transcripts – Your Rights as a Student

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### Student Educational Records (FERPA)

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) 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. At the post-secondary level, the rights afforded by FERPA belong, generally, to the student rather than the parent. 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 SLU student records policy are available from the Office of the University Registrar. For more information regarding FERPA at SLU, please review the [full policy](#).

### Academic Transcripts

Records of student registration and performance in 1818 Program courses are recorded on official SLU transcripts – the same transcripts SLU uses for all its students. Transcripts include specific data about each course for which students were officially registered, final course grades, credit hours and related grade points earned, term and cumulative grade point averages, etc. Transcripts – and the student records on them – are maintained by SLU's [Office of the University Registrar](#).

## Academic Calendar

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1818 Program dates and deadlines differ from SLU's traditional dates and deadlines. Please take a moment to review our [academic calendar](#) to learn more about our registration and payment deadlines.