SAINT LOUIS UNIVERSITY

1818 ADVANCED COLLEGE CREDIT PROGRAM

Partner Handbook

2023-2024

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SAINT LOUIS UNIVERSITY

1818 ADVANCED COLLEGE CREDIT PROGRAM

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Introduction

About Saint Louis University

Founded in 1818, Saint Louis University is one of the nation's oldest and most prestigious Catholic institutions. Rooted in Jesuit values and its pioneering history as the first university west of the Mississippi River, SLU offers nearly 13,000 students a rigorous, transformative education of the whole person. At the core of the University's diverse community of scholars is SLU's service-focused mission, which challenges and prepares students to make the world a better, more just place.

The mission of Saint Louis University (SLU) is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community.

SLU Institutional and 1818 Program Accreditations

Institutional Accreditation
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). SLU has been continuously accredited since 1916. Additionally, SLU colleges and programs hold more than 40 national accreditations. For more information on SLU's HLC Accreditation, please visit https://www.slu.edu/provost/accreditation/accreditation.php .

1818 Program Mission and History

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 earn college credit from Saint Louis University and their high school at a significantly reduced tuition rate.

The 1818 Advanced College Credit Program originated in 1959 as a joint project between SLU and two Jesuit high schools, Saint Louis University High School and Xavier High School, as a means for accelerating the academic progress of highly motivated and high-achieving students.

Today, SLU is a premiere, nationally-recognized dual credit provider. The 1818 Program facilitates collaboration between high school and university faculties to provide rigorous university courses for high school students in the Jesuit educational tradition. Courses offered through the 1818 Program are

the same courses taken by SLU's undergraduate, degree-seeking students at our St. Louis, MO, campus and online programs.

The 1818 Program at SLU is administered by the Office of the Provost in collaboration with the College of Arts and Sciences and the Office of Enrollment Management.

A Primer on SLU's Dual Credit Program

In SLU's 1818 Program, the courses the student enrolls in are one course taught by one instructor at the student's high school for which credit earned is applied in two distinct educational contexts: high school and college. Therefore, students taking dual credit courses are both high school students seeking a standard high school diploma and college students typically classified as "non-degree seeking" or "visiting" students" whose credits earned 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. *However, 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.
- The academic records for the coursework are separately maintained by both the high school and the college.
- The college credit earned is recorded on the college/university transcript; the high school credit is also recorded on the high school transcript.

At SLU, this means an 1818 Program student is admitted to SLU as a "visiting" student and registered in our college course(s) - a course taught by a high school teacher serving as a SLU adjunct instructor - and taught simultaneously as a corresponding high school class. That student will have an official Saint Louis University academic record and transcript with their earned college credits from SLU via the 1818 Program, and the high school version of the dual enrollment course will be recorded on their high school transcript.

1818 Program 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, SLU credit is accepted at hundreds of U.S. colleges and universities. For details on the transferability of SLU 1818 Program credit, please consult the 1818 Program website.

Contacting 1818 Program Staff

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Becoming an 1818 Program Partner High School

Benefits of Partnering with 1818

The primary benefit of being an 1818 Program partner with SLU is the ability to offer highly motivated, high-achieving students the opportunity to earn transferrable college credit from a well-respected national research university while still in high school. The value -- financial and educational -- of that opportunity to students and parents is immense.

Well-respected college credits earned before graduating from high school enable many students to complete their college careers early and at considerable financial savings. For many other students, the transferable 1818 Program credits provide curricular flexibility while in college if they attend for a full four years (or the equivalent). Double majors, minors, internships, and study abroad programs become much more viable for students who enter college with 1818 Program credit as it frequently satisfies multiple graduation requirements at colleges and universities throughout the U.S.

In addition, the benefits for partner high schools and teachers as SLU adjunct faculty in the 1818 Program include the following:

- Tuition scholarships for 1818 Program faculty toward graduate education at SLU.
- Access to Saint Louis University's extensive educational resources including University libraries and research databases, software, etc.
- Annual discipline-specific professional development for 1818 Program faculty and Coordinators.
- Program awards as recognition for excellence and service.
- Mentoring to 1818 Program faculty provided from discipline-specific SLU faculty liaisons in the form of ongoing classroom visits and professional development to support faculty teaching.
- Support from and collaboration with an expansive network of other 1818 Program partners.
- Opportunities to serve on the 1818 Program Advisory Board.

Partner Application Process

SLU's 1818 Program welcomes partner high schools of all types and enrollments. We are especially interested in partnering with schools that share in SLU's Catholic, Jesuit educational identity, as well as schools that serve historically disadvantaged students who could most benefit from a high-quality, dual enrollment program. An outline of the application process is provided below.

***Note**: SLU's ability to operate in each U.S. state is governed by the laws and regulations of each state.*

Step 1

Contact the 1818 Program Director for a consultation. Call us at (314) 977-1818 or e-mail us at 1818@slu.edu. Our Program Director will take as much time as is needed to help prospective partners understand the program and its benefits in the particular context of a given high school.

Step 2
Share the high school curriculum guide via the Institutional Partnership Application with the 1818 Program Director.

Step 3
The 1818 Program Director will arrange for either an on-site or virtual visit to the prospective 1818 Program partner high school.

Step 4
If the 1818 Program Director, in consultation with SLU Faculty Liaisons, determines that the prospective partner high school will be able to successfully implement the 1818 Program at the school, the Director may choose to offer the prospective partner school an 1818 partner Memorandum of Agreement (described below).

Step 5
After signing an 1818 Partner Memorandum of Agreement, new partners work with 1818 Program staff and Faculty Liaisons on course selection, syllabus approval, approval of partner faculty to teach those courses, appointment of a partner Coordinator at the high school, and related planning. Partner participation in required orientation and professional development will always precede the offering of 1818 Program courses.

1818 Partner Memorandum of Agreement

SLU codifies its relationships with its 1818 Program high school partners via an 1818 Partner Memorandum of Agreement (MOA). The MOA serves as the contract between SLU and the partner and articulates the commitments each party makes to the other. The MOA commits the partner to compliance with SLU policies on faculty qualifications to serve as 1818 Program faculty, course and related syllabus policies, as well as all other policies and processes stipulated in the 1818 Program Handbook.

Non-compliance with the MOA can result in either SLU-required modifications to 1818 Program faculty, courses/syllabi, and/or administration at the partner school, as well as suspension or termination of the MOA.

1818 Program Partner Coordinator

SLU requires the chief educational administrator at each partner high school (typically the principal) to appoint one of its faculty or staff members as the school's 1818 partner Coordinator, although the Coordinator could be the principal.

The high school Coordinator is SLU's primary contact at each partner institution and is responsible for ensuring full compliance with the 1818 partner MOA and all policies/procedures addressed in this Program Handbook. Additionally, the partner Coordinator is responsible for:

- Maintaining the Course Ledger, which records the SLU 1818 courses being offered at the partner high school each term.
- Coordinating and maintaining accurate student course registrations
- Verifying the accuracy of class rosters and grades submitted.
- Assisting students, parents/families, and faculty with all 1818 Program-related questions, including those regarding tuition and payment, registration, grading, the applicability of 1818 Program courses/credits at SLU, and the acceptance of 1818 Program courses/credits at other colleges and universities. Ongoing training supporting high school Coordinators will be provided.

Course Approval Process/Scheduling Courses at the Partner School

Determining what 1818 Program courses the partner school will offer is a collaboration among SLU 1818 staff, SLU Faculty Liaisons, the high school Coordinator, and qualified partner faculty. SLU's approval of any 1818 Program course offering in any term is tied to its approval by the partner faculty member assigned to teach the course each time it is offered. Only fully qualified partner faculty may teach an 1818 Program course.

Once the Partner MOA is signed and a high school Coordinator has been appointed, SLU's 1818 Program staff will work with the Coordinator and SLU Faculty Liaisons to determine which partner school faculty are qualified to teach which SLU 1818 Program courses. The Coordinator and 1818 staff will then determine the schedule of 1818 Program courses to be offered. The schedule must be reviewed and approved by SLU each year.

Note: *This requirement regarding who can teach can present significant challenges if a high school partner faculty member leaves their position for any reason (resignation, leave of absence, etc.) during the school year. An approved 1818 course faculty member must be replaced by another approved faculty member to sustain the integrity of the college-level course. Only in rare circumstances can other arrangements be made.*

Impact of Changing Course Instructors During the Academic Year

In rare cases, 1818 Program courses at partner high schools may have to be cancelled, either mid-term or mid-year, when appropriately qualified faculty cannot be found to replace approved instructors who, for whatever reason, are unable to complete teaching their course(s). This is a burden unique to the dual-credit environment, and one that could be exacerbated by a pandemic or another major cause of disruption to the educational environment. While SLU will work with partner schools to exhaust all possibilities before reaching such a decision, partner schools must be aware of this reality and the implications of it for their students.

Course Continuity (Pandemic/Emergency Planning)

The COVID-19 pandemic has taught us that unplanned modifications to instruction in content, modality, or faculty assignment are even more challenging in a dual credit context. SLU's institutional standards and accreditation requirements mandate that our 1818 Program courses mimic those taught on-campus at SLU. That means that SLU might not be able to support a high school's move to either synchronous or

asynchronous distance education even when the move is caused by a pandemic, natural disaster, or other major emergency.

If your school plans to move to any form of distance learning for any 1818 course, your 1818 Coordinator should immediately contact the 1818 Program office for guidance. What your high school might consider an acceptable curriculum or pedagogical accommodation, including a pandemic or other natural disaster/emergency, SLU might not and vice versa. This is especially true in the context of courses with experiential components, such as science labs or art studio work. Accommodation can be made, but any changes must be discussed with and approved by your SLU Faculty Liaisons *prior to implementation*.

Course Ledger

As noted above, maintaining the Partner Course Ledger is a primary responsibility of the Program Coordinator at each partner school. The Course Ledger is the system in which all SLU 1818 courses to be offered at the partner high school each term is submitted to SLU; it's also the system in which all course faculty are assigned, and by which changes to these records are made.

1818 Academic Calendar

The 1818 Program Academic Calendar contains all key dates and deadlines for 1818 Program operations annually, including:

- registration period dates
- registration change deadlines
- tuition due dates
- final grade submission due dates

1818 Program Coordinators, faculty, and students are expected to be familiar with the Academic Calendar and all related obligations. Program Coordinators are responsible for ensuring that their faculty and students abide by all deadlines.

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1818 Faculty: Qualifications, Approval Process, Status at SLU

1818 Faculty Qualifications

The minimum qualifications required to be hired as a faculty member at SLU are detailed in SLU's Faculty Qualifications Policy. In summary, minimum qualifications for 1818 Program faculty are as follows:

- An earned master's degree (or higher-level degree) in the discipline or interdisciplinary field of study of the 1818 Program course the faculty member is to teach.

  OR

- An earned master's degree (or higher-level degree) in any discipline or interdisciplinary field of study that either a) included or b) was supplemented by an additional 18 graduate-level credit hours earned in the discipline or interdisciplinary field of study of the 1818 Program course the faculty member is to teach.

The relevance of an earned degree or its component courses to the course(s) which a prospective 1818 faculty member applies to teach is determined by the SLU 1818 Faculty Liaison. The Faculty Liaison is also responsible for approving a specific faculty member's hiring and teaching assignment (on behalf of the respective SLU academic department chair).

Official transcripts of all graduate-level coursework and degrees earned shall be maintained by the 1818 Program Office and shared with the University's Office of Faculty Affairs. Those who have earned their higher degrees from SLU do not need to submit their transcripts.

In exceptional cases, faculty who do not meet the minimum academic degree qualifications detailed above may be deemed qualified by SLU based on having a sufficient number of other types of *pertinent professional experience* (either solely or in combination with some amount of appropriate academic coursework and/or degrees) determined by SLU to be equivalent to the degree otherwise required.

Pertinent professional experience may include any combination of the following:

- Professional work experience (non-teaching) that includes a breadth and depth of experience in professional situations closely relevant to the course(s) to which the faculty member would be assigned.

- Experience teaching college credit-bearing courses very similar to those which the faculty member would be assigned as an 1818 faculty member.

***Note**: Previous similar teaching experience alone, regardless of the duration, is explicitly not sufficient; such experience must be meaningfully augmented by substantive amounts of other forms of pertinent professional experience.*

Final determinations of *pertinent professional experience* are made by the SLU Dean of the College/School offering the 1818 Program course that the prospective 1818 faculty member would teach; that decision will be made after consultation with the respective Department Chair and Faculty Liaison. All such decisions must conform fully to SLU's Faculty Qualifications Policy.

***Note:** Meeting the minimum qualifications to teach a SLU course does not guarantee SLU's approval of any prospective teacher of an 1818 Program course*.

SLU's policies on faculty qualifications satisfy the requirements of SLU's institutional accreditor, the Higher Learning Commission (see HLC Criteria 3.C.1, 3.C.2, and 3.C.4), as well as HLC's. These policies also satisfy applicable requirements of boards of higher education in those states in which SLU operates traditional on-ground programs, the 1818 Program, distance education, clinical/practicum oversight, etc. (for example, see the regulations of the Illinois Board of Higher Education). These policies are not negotiable. Assumed Practice B.2. These policies also satisfy applicable requirements of boards of higher education in those states in which SLU operates traditional on-ground programs, the 1818 Program, distance education, clinical/practicum oversight, etc. (For an example, see the regulations of the Illinois Board of Higher Education). These policies are not negotiable.

Applying to Become an 1818 Program Faculty Member

1. High school faculty from approved partner high schools who hold at least a master's degree in the discipline taught or a master's degree in a separate discipline with 18 graduate credits in the discipline taught may complete the application found here. Official transcripts must be submitted for the application to be considered complete.

2. Upon receipt of a completed application, the 1818 Program Manager conducts an initial review of the application and evaluation of the transcripts to determine if the instructor meets SLU's minimum academic credentials.

    - Instructors who meet the minimum criteria will have their application and transcripts forwarded to the appropriate SLU Dean's Office for review.
    - Instructors who do not meet the minimum criteria will be issued a denial letter with feedback on what steps the instructor may take to become eligible to teach a SLU credit-bearing class.

3. The Dean of the affiliated College at SLU conducts a review of the potential faculty credentials.

    - Instructors who meet the criteria will have their application and transcripts forwarded to the affiliated 1818 Faculty Liaison in the appropriate academic discipline(s).
    - Instructors who do not meet the minimum criteria will be issued a denial letter from the 1818 Program Office at the direction of the Dean with feedback on what steps the instructor may take to become eligible to teach a SLU credit-bearing class.

4. The affiliated Faculty Liaison will review the instructor credentials.

    - Faculty liaisons who deem that an instructor is eligible to teach courses in the 1818 Program will notify the 1818 Program Office, which will communicate with the applicant (see below).
    - Faculty liaisons who deem that an instructor does not meet the minimum criteria will be issued a denial letter from the 1818 Program Office at the direction of the Faculty Liaison with feedback on what steps the instructor may take to become eligible to teach a SLU credit-bearing class.

5. 1818 Office staff will contact instructors whose credentials have been verified to teach in the 1818 Program to connect them with their affiliated faculty liaison. This email will introduce the Faculty Liaison and explain the next steps in the approval process.

6. The Faculty Liaison will

    - Contact the instructor with guidelines for draft syllabus development, including learning outcomes; required texts, materials, assignments, and assessments; and provide at least one sample syllabus.
    - Inform the 1818 Program Office of the status of the syllabus submission.

7. Once syllabus submission and review are complete, the Faculty Liaison will contact the 1818 Program Office to communicate the status of the instructor and their syllabus, conferring approval to teach the 1818 course for which the instructor has provided an approved syllabus.

8. The 1818 Program Office will issue an approval letter detailing the academic credentials on which the eligibility approval is based and the 1818 courses the instructor is approved to teach. Approval to teach is renewed on an annual basis.

1818 Faculty Rights & Responsibilities as SLU Adjunct Faculty

Approved 1818 Program faculty serve as SLU adjunct faculty. As such, their contractual relationship with SLU is governed by the terms of their personal Instructor Memorandum of Agreement with SLU, the 1818 Partner Memorandum of Agreement between SLU and the respective partner high school, and SLU's Faculty Manual. *Note that this Partner Handbook is cited by reference in several of those documents and, as such, also governs all 1818 Program faculty.*

Each of these documents details, in various contexts, the rights and responsibilities of all 1818 Program faculty. 1818 Program faculty are responsible for knowing their rights and responsibilities as SLU adjunct faculty and can contact the SLU 1818 Program Director or assigned Faculty Liaison(s) with any related questions or concerns.

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Orientation & Professional Development

The 1818 Program is committed to continuous faculty improvement. Accordingly, a regular schedule of required and optional orientation and professional development programs are offered.

Required Events

Summer| Instructor/Coordinator Conference
Summer| New Faculty Orientation
Winter | Mid-year Coordinator Check-In Meeting
Fall/Spring | Annual Discipline-Specific PD for Instructors

Annual Program Updates

Each year the 1818 Program Office offers on-campus and/or online program update sessions that allow 1818 faculty and Coordinators to ask questions of 1818 Office staff and Faculty Liaisons, discuss program changes, network with colleagues, and plan for program implementation. All 1818 Coordinators are expected to attend one of these sessions; those unable to attend must review recorded presentations from the program to ensure understanding of 1818 requirements and expectations.

Professional Development Days

Throughout each year, the 1818 Program Office and SLU Faculty Liaisons offer a variety of professional development programs that advance faculty disciplinary knowledge and pedagogy while promoting collegiality and collaboration among partner faculty from multiple schools. Attendance at one such professional development session each year is mandatory. Online sessions will be made available for partners well outside the St. Louis/eastern Illinois region.

Additional Events

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

- Coordinator and Faculty Webinars
- Dual Credit Parent Presentations
- Dual Credit Student Presentations
- SLU Visit Days for 1818 students and families

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Academic Policies & Processes

Courses to be Offered

The 1818 Program at SLU offers undergraduate, 1000- and 2000-level courses from its current catalog; these are courses designed for first- and second-year degree-seeking students. Many satisfy requirements in SLU's various academic majors and nearly all satisfy requirements of SLU's current core curricula. Most 1818 Program courses are offered in SLU's College of Arts and Sciences and our School for Science and Engineering.

Per SLU policy, all sections of a given SLU course "must be designed to foster student achievement of a common, primary set of defined educational outcomes" as determined by the SLU academic department that offers the course. Additionally, "course content (textbooks, readings, supplemental materials, assignments, exams, assessments, calendar, etc.) and pedagogies employed in discrete sections of a given course may vary by section as deemed appropriate by the faculty member and the faculty member's supervisor/department."

Course Syllabi

1818 Program course syllabi must be approved in advance by the appropriate SLU Faculty Liaison. In some cases, 1818 faculty may be required to use a common syllabus template. Regardless, all SLU faculty are required to adhere to SLU's Syllabus Policy, which includes specific syllabus components, statements, and links to university resources. 1818 faculty are responsible for ensuring their syllabi complies fully with this policy. 1818 Program Faculty Liaisons will review 1818 course syllabi as part of annual and cyclical evaluations.

Site Visits

All 1818 faculty will be visited by their respective SLU liaison biannually for a site visit. These visits will be scheduled between the 1818 faculty member and SLU liaison in advance. During the visit, the SLU liaison will sit in the 1818 faculty member's class and evaluate if the course content and identify if the quality of teaching reflects what is being taught on a college campus. After each site visit, 1818 faculty will receive a Site Visit Report outlining the SLU liaison's evaluation of the visit. If the SLU liaison determines that the course is not being taught in a manner that reflects college rigor and academic integrity, the 1818 faculty member's participation in the program may be reevaluated after a series of consultations with 1818 faculty, Coordinator, liaison and director.

Assessment of Student Learning

SLU Faculty Liaisons will consult with 1818 faculty about required and optional assessments of student achievement of course learning outcomes. Common assessments are used to varying extents in sections of SLU courses, including those offered through the 1818 Program.

1818 Program staff and Faculty Liaisons will collect from 1818 faculty various forms of assessment data, as well as copies of the assessment instruments themselves. SLU's institutional accreditor, the Higher Learning Commission, requires that SLU compare the learning outcomes of students in dual enrollment courses with those of other student populations. Results from common assessments are regularly shared with 1818 faculty as part of professional development programs focused on academic quality and consistency.

Grading

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. For SLU, the grades are assigned according to the current grading scheme, detailed here, and any specific policies/grading scales of the SLU academic departments/colleges/schools that offer the 1818 course.

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.

Posting Course Grades in SLU's Banner System
Banner is SLU's electronic data system in which all student, faculty, curriculum, grading, and related information is input and maintained. Instructions on how to post grades may be found here.

"I"/Incomplete Grades (Extensions)
In extenuating circumstances (such as a major medical issue for an 1818 student), an extension beyond the end of the scheduled term for the completion of outstanding coursework may be granted with SLU's approval. 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.

Changing Grades After Submission
Grades in the Banner system may be changed by 1818 faculty for up to one year following the original grade submission due date for the respective term. To change grades after 1 business day after submission, please reach out to the 1818 Office at 1818@slu.edu or 314-977-1818.

Grade Appeals

Students and faculty each have their own rights when a student wishes to appeal a grade. 1818 uses the same grade appeal policies and procedures outlined by SLU's College of Arts and Sciences.

Academic Integrity

Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate our very reason for existence. They also demean and compromise SLU's primary activities of teaching, research, health care and community service. Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect.

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.

Student Course Evaluations

Purposes and Uses of Course Evaluations
Data from students' assessments of their courses and faculty plays an important role in faculty efforts to strengthen their instruction and overall course quality. Such data can also play a supporting role in a comprehensive faculty evaluation protocol, as well as in promotion and tenure decisions. Accordingly, SLU will administer end-of-term student course evaluations (SCEs) for all 1818 Program courses, every term. End-of-term SCE data may not be used for any purpose other than those expressly detailed in SLU's full Course Evaluation Policy.

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. This includes related improvement efforts offered by departments and colleges/schools/centers, as well as related programming offered by the Reinert Center for Transformative Teaching and Learning.

Per SLU's Policy, course instructors will not have access to SCE data (via reports produced by SLU's Office of Assessment) until after they have submitted all final course grades.

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. No incentives (including but not limited to course extra credit, faculty's timely submission of final grades, students being excused from a course assignment, cash, doughnuts, or any other form of compensation, etc.), may be offered to any student to solicit submission of an SCE.

SCE Data Access

Access to end-of-term SCE data is strictly controlled. The following parties have access to SCE data: Individual 1818 faculty in the courses they taught, their 1818 Program Faculty Liaisons, the associated SLU Department Chairs and Deans, and selected members of the Office of the Provost.

1818 faculty can access their course evaluation through their MySLU account under the "Blue Course Evaluations" app.

Student Eligibility to Enroll in 1818 Courses

Student Eligibility Criteria
Partner High Schools must commit to adhering to SLU's eligibility requirements for students to enroll in Program courses. These requirements are not only SLU's requirements but are also governed by national accrediting bodies, and in many cases, state boards of higher education (whose approval SLU often needs to offer the 1818 Program in certain states).

To be eligible to enroll in an 1818 Program course(s), students must meet the following requirements:

- Juniors and seniors must have a minimum 3.0 GPA on a 4.0 scale and electronic approval of the 1818 course instructor or 1818 Partner Coordinator.
- Sophomores are eligible to enroll in 1818 courses in certain circumstances, to include 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 (CSCI 1010). Sophomores may be approved by 1818 partners to enroll if the students have:
  - a minimum 3.5 GPA on a 4.0 scale and
  - completed the prerequisite course(s) with a grade(s) of "B" or higher and
  - provide a signed letter of recommendation from the principal and guidance counselor attesting to the student's suitability to take this course for college credit and
  - provide written permission from a parent or legal guardian and
  - electronic approval of the 1818 course instructor or 1818 Partner Coordinator
- Freshmen are not eligible to enroll in 1818 courses.

Course Load Limit
Students who wish to enroll in 1818 courses may enroll in a maximum of 11 credit hours per semester. For yearlong classes, the credit bearing will be split between the fall and spring semester. For example, a 3-credit-hour yearlong course will be considered 1.5 credit hours in the fall semester and 1.5 credit hours in the spring semester.

Student Application and Registration

Student Application
Students seeking to enroll in their first 1818 Program course(s) must complete an initial application form on SLU's website. The high school Coordinator is responsible for ensuring that all students applying to the 1818 Program meet Program eligibility requirements; student qualifications will be audited by SLU's 1818 Program Office during each registration period.

Student Registration

Registration for students admitted to the 1818 Program is conducted online. Students register themselves each term in 1818 Program courses, although high school Coordinators are responsible for verifying the accuracy of all student registration and for working with the 1818 Program Office on necessary corrections.

Changes to Registration
From the point of initial registration in an 1818 course through the designated "drop deadline" (consult the 1818 Program Academic Calendar) each term, students may make changes to their 1818 course registration(s).

Dropping an 1818 Program course after the published "drop deadline" is not allowed. Exceptions are rare and are typically limited to major medical and personal/family issues that preclude the student's participation in both the high school and 1818 college 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.

Students who withdraw from an 1818 course(s) are not eligible for a refund of any fees paid and must pay fees in full to obtain their academic transcript and to register for any subsequent terms in the SLU 1818 Program or at Saint Louis University.

Student Educational Records and Transcripts

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 college-related rights afforded by FERPA belong, generally, to the student rather than the parent, even if the student is a minor and also still in high school. For more information regarding FERPA at SLU, please review the full policy.

Transcripts
Records of student registration and performance in 1818 Program courses are recorded on official SLU transcripts, which are 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. They may be requested at any time via this link.

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SLU Support Services

SLU's Student Success Center is a "one-stop shop" for student support. While physically located on our St. Louis campus, our Student Success Center can also provide support to 1818 students through video conferencing, phone, and e-mail. Information about the various services is provided below.

1818 Program students wishing to take advantage of Student Success Center services should first contact the 1818 Program Office, whose staff can best direct students to the most appropriate support.

Academic Support

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.

Library Services
All 1818 students have access to resources through SLU's Pius XII Memorial Library; however, due to licensing restrictions, high school students may only access subscription resources (e.g., databases, ejournals, links to full-text articles) while on campus and must present their SLU identification card to check out books. Please contact the 1818 Library Instructor Coordinator, Paige Chant, at paige.chant@slu.edu or visit the 1818 library website if you have questions about library resources.

Disability Services/Accommodations

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 complex 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 accommodation (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.

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Tuition, Payment, and Scholarships

1818 Program Tuition
For all students in U.S. partner high schools, current tuition for all 1818 courses is $75 per course credit hour. For students attending international 1818 partner high schools, the per-credit tuition is $100.

These tuition rates are substantially discounted; SLU's tuition for most of these courses for our non-1818 students is $1250 per credit hour.

Payment
1818 Program tuition may be paid online, by mail, and in-person at SLU's St. Louis campus. 1818 Program Coordinators are responsible for communicating with students and parents/families about their payment options, and for reminding them at SLU's request about their payment responsibilities.

Tuition Scholarships for 1818 Students
SLU has established a generous scholarship fund designated for 1818 students. The 1818 Program Office works directly with each partner high school to determine scholarship funding for each school according to the percentage of students at that school who demonstrate financial need. The on-site Coordinator at each partner high school is then responsible for establishing a process to award designated scholarships to students in need and communicate the names of scholarship recipients from their school to the 1818 Program Office. Students selected to receive a scholarship from their high school's pool of scholarship funding will be notified by the 1818 Program Office.

In addition to designated scholarship funding, individual partner high school faculty may waive receipt of their annual stipend to award directly to a student of their choosing. One 3-credit hour class fee waiver is also available each academic year to children or dependents of SLU employees.

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Scholarships for Graduate Coursework & Degrees at SLU (1818 Faculty)

Scholarships

SLU invests generously in the professional development of its faculty. This generosity extends to 1818 Program partner faculty. In addition to required and optional professional development programs held annually, approved 1818 partner faculty are eligible for several continuing education scholarship opportunities, described below.

Limited scholarships for graduate education at SLU:

- Up to six graduate credit hours per academic year for the 2023-2024 academic year and beyond (used for individual courses or full-degree programs).

Limited reimbursement of tuition paid for graduate education at other colleges and universities:

- Up to six graduate credit hours per academic year for the 2022-2023 academic year and beyond (used for individual courses or full degree programs).
- Per-course and academic year award maximums apply.

Participants are responsible for all applicable fees (beyond tuition) associated with their enrollment. Tuition for any credit earned beyond the six-credit annual scholarship maximum is the responsibility of the participant.

Eligibility Criteria

Scholarship funds can only be used if the partner school is offering 1818 Program courses in the academic year in which the scholarships are provided. Additionally, participating faculty must be approved 1818 Program faculty and be teaching at least one 1818 Program course in each academic year for which the scholarship is provided.

Scholarship funds are not available for any partner school faculty in a SLU academic year during which the partner school does not offer any 1818 Program courses. If either SLU or the partner school terminates its 1818 Program agreement for whatever reason, these scholarship benefits cease at the end of the SLU academic term in which the agreement termination takes effect.

Applying for Admission to SLU

Eligible 1818 partner faculty must apply for admission to SLU as either degree/certificate seeking or non-degree seeking students. Details on admission and the admission process are available here.

- A list of all SLU graduate degree and certificate programs is available here.
- 1818 Program faculty who have submitted all of their application materials may email the 1818 Program Office and request that we forward their transcripts to SLU's Office of Graduate Admission.

All questions about admission as a graduate student at SLU should be directed to the desired academic program or the Office of Graduate Admission (314-977-2500 or graduate@slu.edu).

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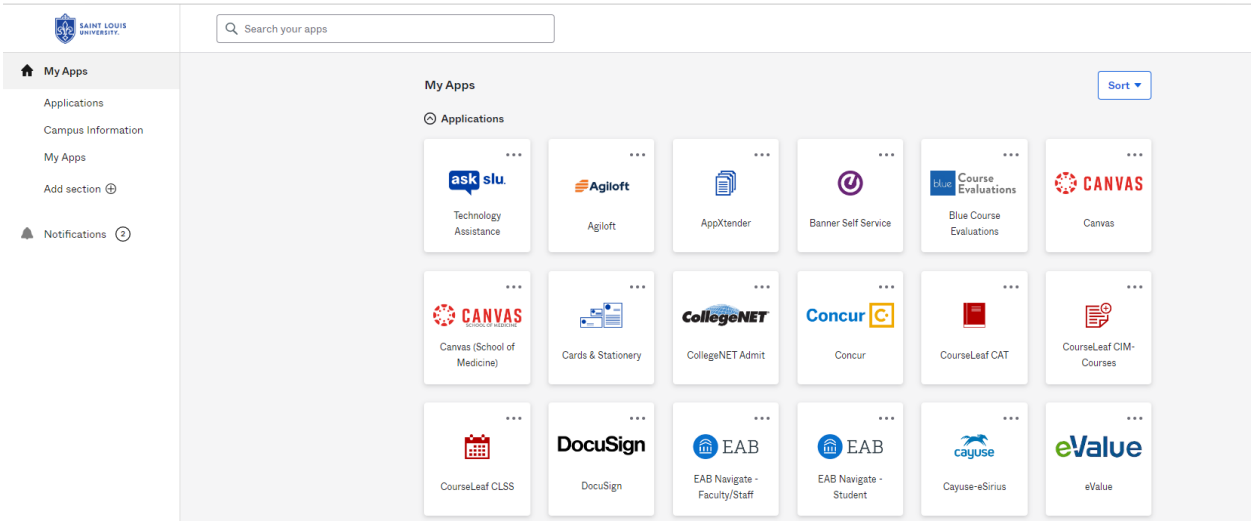
SLU Electronic Systems and Access

MySLU Portal

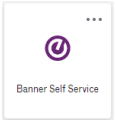
The "MySLU" portal is the "one-stop shop" for SLU's suite of software/systems available for faculty, staff, and students. All 1818 Program participants will receive an email with directions on how to set up their MySLU portal. The screenshot below shows some of the systems 1818 faculty have access to within the portal:



Workday

Workday is one of SLU's two primary administrative software systems (Banner Self-Service, described below, is the other). In Workday, SLU stores your basic information as a SLU faculty member: name, address, contact information, etc.

Banner Self-Service

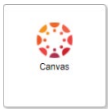


Banner Self-Service is where you'll find your course rosters ("class lists") and several screens related to submitting and reviewing mid-term and final course grades.

Outlook E-Mail

SLU uses Microsoft 365 Outlook as their e-mail system. All 1818 faculty members and students will have SLU e-mail accounts, which are accessible via this icon on the MySLU portal.

Canvas



Canvas is SLU's course management system (similar to Moodle or Blackboard). This system creates a course web page on which you can post syllabi, readings, assignments, videos, photos, etc. In Canvas you can also set up an electronic gradebook, create quizzes, etc.

Google Suite: Drive, Docs, Sheets, Slides, Sites

SLU makes available to all faculty a full suite of Google applications. Each has a separate icon on the mySLU.edu portal.

Blue Course Evaluations

SLU's end-of-term course evaluation system is called Blue, from a company called Explorance. Via the Blue link on the myslu.edu portal, you can access your course evaluation reports per SLU policy. You will also receive e-mails each term providing you with links to the Blue system.

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SLU Name and Logo Usage

SLU Name and Logo Usage

Active partner high schools may use the Saint Louis University name, brand, and logo on high school marketing materials (print or online) if used exclusively to promote awareness of their dual credit partnership with SLU. **Partner Coordinators are required to notify SLU's 1818 Program Office in advance of any such use and provide a sample/mock-up of the communication**.

Additionally, partners must follow all University policies and procedures related to the use of the SLU name, brand, and logo as stipulated by SLU's Marketing and Communication Department.