



LOYOLA

UNIVERSITY MARYLAND

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**MORE THAN READY.
LOYOLA READY.**

ACADEMIC POLICIES AND PROCEDURES

2023-2024

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FIRST THINGS FIRST:

<https://www.loyola.edu/departament/faculty-development/new-faculty>

OTS Technology Access
ID cards
Parking



- | | | | | | | | | | | |
|--------------------|------------------------------|---------------------------------|------------------------|-------------------------|---|---|--|---------------------------------|---|----|
| 1 Newman Towers | 16 Alumni Memorial Chapel | 26 Diane Geppi-Aikens Field | 39 305 Rossiter Avenue | 51 Loyola/Notre Dame | Academic Advising and Support Center | 22 Computer Science Department | 14 Forbes Idea Lab | 17 McManus Theatre | 23 September 11 Memorial | 16 |
| 2 Avila Hall | 17 Beatty Hall | 27 Bookstore | McEneaney Cottage | Library | 19 Academic Affairs | 20 Counseling Center | 20 Fourth Floor Program Room | 25 Military Science/ROTC | 41 Sociology Department | 17 |
| 3 Bellarmine Hall | 18 The Miguel B. Fernandez | 28 Stamp It! | 303 Rossiter Avenue | 52 Ahern Hall | 21 Accounting Department | 21 Data Visualization Lab | 21 Green and Gray Café | 18 Modern Languages and | 22 Speech-Language-Hearing Sciences | 18 |
| 4 Claver Hall | Family Center for | 28 Student Mail Room | 301 Rossiter Avenue | 53 McAuley Hall | 57 Accounts Payable | 19 Dean of Students | 19 The Greyhound Student Newspaper | 3 Literatures Department | Starbucks | 23 |
| 5 Dorothy Day Hall | Innovation and Collaborative | 29 Armiger House | Justin Ocher House | 54 Aquinas Hall | 20 Admission, Undergraduate | 20 Dean of Undergraduate Admission | 20 Health Services-Health Education Programs | 7 Mother's Room | 17, 19 | 23 |
| 6 Campion Tower | Learning | 30 Rev. Brian F. Linnane, S.J., | 42 Early House | 55 Rahner Village | 30 Advancement Events and Donor Relations | 22 Dean of Undergraduate and Graduate Studies | 22 History Department | 20 National Fellowships Office | 14 Student Administrative Services | 22 |
| 7 Seton Court | Jenkins Hall | Alumni House | 304 Rossiter Avenue | 56 5104 York Road Annex | 25 ALANA Services | 25 Dean, Loyola College of Arts and Sciences | 20 Hag Lounge | 20 Payroll | 58 Student Athlete Support Services | 19 |
| 8 Southwell Hall | Rev. Francis X. Knott, S.J., | 31 Ignatius House | St. Alphonus Rodriguez | 57 5104 York Road | 30 Alumni Relations | 23 Dean, School of Education | 23 Human Resources Service Center | 20 Philosophy Department | 20 Student Development | 19 |
| | Humanities Center | | House | | 23 Archives | 26 Dean, Sullinger School of Business | 21 Human Resources | 58 Phronathon Center | 6 Student Government | 25 |
| | | | | | 51 Julio Fine Arts Gallery | 21 and Management | 1 Iggy's Market | 13 Physics Department | 13 Student Engagement Association | 25 |
| | | | | | 24 Athletics Department | 19 Director of Title IX, Compliance, | 19 Information Systems and Operations | 21 Political Science Department | 20 Student Life | 7 |
| | | | | | 24 Biology Department | and Assessment | 51 The Innovation Center | 51 President's Office | 20 Student Support and Wellness Promotion | 7 |
| | | | | | 23 Black Box Theatre | 23 Disability Support Services | 10 Innovation Lounge | 25 Pride Resource Room | 25 The Study | 19 |
| | | | | | 23 Economics Department | 21 Economic Department | 10 | 57 | 25 | 19 |

SEMESTER WORKFLOW

- Before semester starts
- Beginning of semester
- Midterm
- End of semester



IMPORTANT DATES (UG)

Office of Equity and Inclusion → Resources → Inclusive Scheduling

<https://www.loyola.edu/department/equity-inclusion/resources/inclusive-scheduling>

- Jan 16: Fall Semester (UG/GR) begins*
- Jan 19: Add/drop ends (UG)
- Jan 22: Add/drop ends (GR)*
- March 1: UG Midterm grades due by 3 PM
- **March 4-10: Spring Break** (No Classes)*
- **March 28-April 1: Easter Break** (No Classes, except GR classes meet Monday April 1)
- April 29: Last Day of UG classes
- April 30: Study day (UG; no classes)
- May 1-9: UG Final Exams (including Sat, May 4th)
- May 9: GR classes end

*Some differences for GR 8-Week sessions – see [GR calendar](#)

IMPORTANT: LAST DAYS TO WITHDRAW FROM COURSES

	Session/Term Begins	Last Day to Withdraw	Session/Term Ends
Undergraduate	January 16 th	April 15 th	May 9 th (classes end April 29)
Graduate – 15-Week Session	January 16 th	April 15 th	May 9 th
Graduate – First 8-Week Session	January 15 th	February 16 th	March 8 th
Graduate – Second 8-Week Session	March 18 th	April 19 th	May 9 th

Please note appropriate withdrawal deadline on syllabus



OFFICE ACRONYMS

- AASC: Academic Advising and Support Center aasc@loyola.edu
- DAS: Disability and Accessibility Services das@loyola.edu (formerly DSS)
- ODUGS: Office of the Dean of Undergraduate Studies odugs@loyola.edu
- SASS: Student Athlete Support Services sass@loyola.edu
- ALANA: African, Latinx, Asian and Native American Services: alana@loyola.edu



BEFORE SEMESTER STARTS

- inside.loyola.edu: useful tiles
- Finding schedule/classroom(s) → inside.loyola.edu → Self-service
- Moodle → inside.loyola.edu tile OR moodle.loyola.edu
- Class Roster → inside.loyola.edu → Self-service
- Finalizing syllabus

PLEASE use Syllabi Guidance (email forthcoming from Office of the Provost)

- Teaching Enhancement Workshop: January 10th
- Sign up for text alerts and sign into LiveSafe app:
<https://www.loyola.edu/departments/public-safety>

SYLLABI AND COURSE ORGANIZATION



IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

WWW.PHDCOMICS.COM
"Piled Higher and Deeper" by Jorge Cham

- **It is OK for syllabi to be long!**
- PLEASE use Syllabi Guidance (forthcoming email from Office of the Provost)
- Important dates for the course, including withdrawal date
- How to address you (e.g., title, pronunciation, pronouns), reach you (office, email, etc.) and when (office hours)
 - Please do not text students! (unless via Outlook through Loyola)
- How grading is structured: what counts and how it counts
- Information about the Honor Code, generative AI, and how they apply to your course
- Absence policy (see catalog for Loyola's Excused Absence policy)
- **Ask for sample syllabi from your departments**

BEGINNING OF SEMESTER

- Add/drop and registration changes (see [Academic Calendar](#) for deadlines)
- Travel letters for student-athletes
- DAS accommodations
- Class Roster verification due **January 20th** (will get email)

MOODLE IS NOT OFFICIAL ROSTER

Loyola University Women's Lacrosse Travel Schedule 2022 Spring Semester

OPPONENT	Home or Away	Date & Time Leaving	Date & Time of Game	Date & Time Returning	Class Periods Missed
Hopkins	Away	Saturday 2/19 at 8am	Saturday 2/19 at 11:00am	Saturday 2/19 after game	Any Messina or service learning activities on Saturday 2/19
Towson	Home	N/A	Wednesday 2/23 at 4:00pm	N/A	Wednesday 2/23 from 1:30pm on
Penn	Away	Tuesday 3/1 at 12:30pm	Wednesday 3/2 at 5:00pm	Wednesday 3/2 after game	Tuesday 3/1 from 12:30pm on; Wednesday 3/2 All Day
Lehigh	Away	Friday 3/18 at 11:00am	Saturday 3/19 at 1:00pm	Saturday 3/19 after game	Friday 3/18 from 11:00am on; Any Messina or service learning activities on Saturday 3/19
Princeton	Home	N/A	Wednesday 3/23 at 7:00pm	N/A	Wednesday 3/23 from 4:30pm on
Boston University	Home	N/A	Saturday 3/26 at 4:00pm	N/A	Any Messina or service learning activities on Saturday 3/26
Syracuse	Away	Monday 3/28 at 9:00am	Tuesday 3/29 at 6:00pm	Wednesday 3/30 at 3:00pm	Monday 3/28 from 9:00am on; Tuesday 3/29 All Day; Wednesday 3/30 until 3:00pm
Holy Cross	Away	Friday 4/1 at 8:00am	Saturday 4/2 at TBD	Saturday 4/2 after game	Friday 4/1 All Day; Any Messina or service learning activities on Saturday 4/2
Colgate	Home	N/A	Saturday 4/9 at 12:00pm	N/A	Any Messina or service learning activities on Saturday 4/9
American	Away	Wednesday 4/13 at 11:00am	Wednesday 4/13 at 4:00pm	N/A	Wednesday 4/13 from 11:00am on

LOYOLA UNIVERSITY MARYLAND
Records Office
Maryland Hall 141
Baltimore Campus

Class Roster Verification (Loyola Self-Service)

NOTE: Complete this form for any course where the student is in attendance and Loyola Self-Service Class Roster differ, and direct students to the Records Office to resolve their registration issues (i.e., adding/dropping the course). At least one student ID is required in order to submit. It is unnecessary to complete this form if the students on the Loyola Self-Service Class Roster are all in attendance.

Additional Instructions

Enter the correct student information.

Term: Spring

Name: M.I.



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EXCUSED ABSENCE POLICY

In Catalog under Policies

Due to Health or other Emergency: students contact ODUGS odugs@loyola.edu or DPO

"Students are excused from class attendance for travel to and participation in
(1) all their scheduled varsity athletic competitions and
(2) special University events as designated in writing by the Provost and Vice President for Academic Affairs or designee."

Student-Athletes will present Travel Letters for you to sign; their responsibility to remind you and make arrangements.

"While students may not be penalized for excused absences (assuming make-up work is completed according to the terms set by the instructor), neither may they be rewarded for attendance alone, which is a basic University expectation."




GENERATIVE AI

- The Office of Academic Affairs views artificial intelligence applications as a tool for teaching and learning and the use or prohibition of generative AI should be decided by faculty at the department and course level in accordance with best practices in specific discipline or fields.
- It's important to set clear expectations around the use of generative AI tools for students, and state those expectations on the course syllabus
- Resources about generative AI in higher education and at Loyola are provided in the email from the Provost about the start of the spring semester.



MIDTERM GRADING AND PROGRESS REPORTS (UG)

- Due by 3 PM Friday, March 1: Submit via Self-Service
 - All undergraduate first-years and all undergraduates with C- or below
- Guides AASC, ODUGS, DAS and SASS to intervene and advise
- Grades C- or below: complete Midterm Action Report
- Progress report requests: AASC and/or SASS between midterm and withdrawal date



END OF SEMESTER: UNDERGRADUATE* FINAL EXAM POLICY

- Final, cumulative (or comprehensive) exams are required, unless waived by your department Chair.
- Exams cannot be given before classes end (Monday, April 29th) and must be given during the assigned time on the schedule (found at Quick Links under <https://www.loyola.edu/department/records>) and in the same classroom
 - Three hour time slots; do not need to use entire three hours
- Inclement weather delays/closings: exams will occur online as scheduled (relatively NEW)
- Students with extended time: make sure they schedule with DAS!! Encourage at beginning of semester

*Final exams in graduate courses (if appropriate) administered during last class session.

END OF SEMESTER: GRADING

Undergraduate

- A Outstanding (including -)
- B Well above acceptable standards (including + and -)
- C Acceptable level of achievement (including +)
- Substandard performance:
 - C- Unsatisfactory
- D Inadequate (D+; no D- is given).
- F/FW Failure and Failure to Withdraw

Graduate

- A Excellent (including -)
- B Good (including + and -)
- C Unsatisfactory (including +, No C- at the graduate level)
- No grades of D at the graduate level
- F Failure (no + or -)

Review all other grades in catalogue, such as I, P/F, S/ U, L, and when it is appropriate to use them



INCOMPLETE GRADES

- A temporary grade of “I” may be issued when:
 - The student is passing a course but extenuating circumstances interfere with ability to complete required coursework before the end of the semester
 - Arrangements for the “I” are made prior to the final examination, or if no exam, prior to the final day of class.
 - Follow guidance from appropriate catalogue for setting deadlines for work to be completed.
 - Submit a change of grade request to change “I” to earned final grade before deadline.
 - Submit an Incomplete Report via Self-Service.



SUBMITTING FINAL GRADES

- Due within 72 hours of final exam (UG)/last day of class (GR)
- Submit via Self-Service
- F: also submit "Failure Grade Report" (UG)
- Change of Grade Form also via Self-Service



ACADEMIC STANDARDS - UNDERGRADUATE

Good academic standing requires a minimum of 2.00 QPA*

- QPA < 2.00* academic dismissal or probation depending on number of F grades
- Terms of probation can vary (Student Success Workshops, LOY111 course, etc.)
- Specifics in Catalog under Academic Standing

Students can appeal final grades or dismissal

Consider counseling withdrawal from course prior to the university deadline

*1.80 for first-years after first and second semesters of study



ACADEMIC STANDARDS - GRADUATE

- Good academic standing requires a minimum of 3.00 QPA
 - QPA < 3.00 → academic probation; must bring to 3.00 within one semester (full-time students) or equivalent (part-time students; 3 courses)
 - 1 grade of C+ → academic probation
 - 2 grades of C+ or lower → dismissal
 - 1 grade of F → dismissal
- Students can appeal final grades or dismissal
- Consider counseling withdrawal from course prior to the university deadline (see Academic Calendar; deadlines vary by program/course format) if a student is likely to earn below a B-
- Some graduate programs have additional requirements for professional competencies and behavior standards – if not met, can result in dismissal

WHAT IF...?

- There is inclement weather/classes are canceled?
- Student gets sick/family emergency?
- I suspect cheating?
- A parent calls me?
- I need help with Moodle or other technology?





WHAT IF...THERE IS INCLEMENT WEATHER/CLASSES ARE CANCELED?

- Announcement via email/text/website/local news
- Think ahead about your contingency plans:
 - How will you communicate with students?
 - Will you move to synchronous or asynchronous instruction?
 - Note: If remain remote/synchronous, keep same time with flexible attendance



WHAT IF...STUDENT GETS SICK/FAMILY EMERGENCY?

- Extended time (more than three consecutive days) absent: have undergraduate students contact ODUGS odugs@Loyola.edu; inform graduate program director or DPO for graduate students
- Email notification from above offices or student is sent an email from ODUGS to forward/show you
- Towards end of semester: possible Incomplete

WHAT IF...I SUSPECT CHEATING?

- Undergraduate students sign a pledge to uphold Honor Code. Graduate students are expected to uphold Academic Integrity policy outlined in Graduate Catalogue.
- Be clear on syllabus re: policy, expectations, and consequences
- Check on department-specific policies
- When a violation occurs, inform chair and follow process outlined in catalogue



WHAT IF...A PARENT CALLS ME?

The Family Educational Rights and Privacy Act (FERPA) protects privacy of student education records.



Avoid disclosing or discussing student academic performance with parents without written consent of student (can direct to Chair)

Be mindful of what you write in emails or other documents that become part of student record.

Faculty will receive more FERPA information in an email from the Records Office

The Records Office is the entity responsible for verifying a student's enrollment. Students may contact Records at 410-617-2263 for assistance.

WHAT IF...I NEED HELP WITH MOODLE OR OTHER TECHNOLOGY?

- Office of Technology Services (OTS)
ots@loyola.edu
(410)617-5555
<https://loyola.teamdynamix.com/TDClient/1866/Portal/Home/>
- Office of Digital Teaching and Learning (ODTL)
odtl@loyola.edu
(410)617-2180
<https://www.loyola.edu/department/digital-teaching-learning>



HELPFUL RESOURCES

[Calendar](#) – Dates Loyola is closed, registration dates, drop/add dates, course withdrawal deadline, final exam schedules.

[Catalogue](#) – THE source for policies and procedures related to undergraduate and graduate academics at Loyola.

[Academic Advising and Support Center \(AASC\)](#) – Information for advisors, worksheets for majors and minors (undergraduate only)

[Office of Undergraduate Studies \(ODUGS; Dean\)](#) – more complicated student issues that may involve multiple offices/ issues; stretching across campus; more pressing concerns – leave of absence, withdrawal, honor code, parents, etc. (Mike Puma, Dean of Undergraduate Studies / 410-617-5547 / mpuma@loyola.edu)

[Graduate Student Information](#) - useful and practical information, opportunities for students to connect, services and resources, and university policies related to graduate education (Beth Kotchick, AVP for Graduate Academic Affairs / 410-617-5290 / bakotchick@loyola.edu)

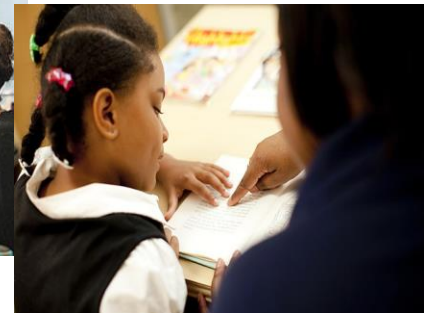


MORE HELPFUL RESOURCES

- Faculty Onboarding course (on Moodle)
- Faculty Handbook
<https://www.loyola.edu/department/faculty-development/new-faculty>
- Academic Affairs Website
<https://www.loyola.edu/department/academic-affairs>
<https://www.loyola.edu/department/faculty-development/new-faculty>



QUESTIONS?



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