

FAQ's for New Affiliate Faculty, Loyola College in Maryland

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1. *What is the Office of the Dean of First-Year Students & Academic Services?*

This office oversees academic programs for first-year students as well as all academic advising for Loyola College, which takes place under the auspices of the Academic Advising & Support Center (AASC), located in Maryland Hall, 043 (410-617-5050).

Our mission is to provide as much help and support to faculty as possible with regard to issues related to the academic side of our students' lives. Please call us if you have questions about:

- Students who are not attending class
- Students who are not fulfilling their responsibilities in your class
- Students who are ill or seem emotionally stressed
- Students who are problems in class for other reasons
- Students who wish to leave the College, permanently or for a Leave of Absence.

We will either work with the student directly or route him/her to the appropriate resources.

2. *What is the Academic Advising and Support Center (AASC)?*

AASC coordinates the core and major advising system and provides learning resources and academic counsel to guide students to achieve their fullest intellectual and personal potential.

AASC offers the following academic services and support to students.

- Learning Disability Services
- Tutoring Services
- Academic Skills Workshops
- Academic Probation Monitoring
- Degree Audits
- Graduation Clearance
- Part-time Student Services
- Transfer Student Services
- Leave of Absence Processes
- Student Departure (withdrawal) Processes
- Professor Notification of Illness or Other Emergency.

AASC handles the following academic processes:

- Declaration of Major
- Change of Major
- Change of Registration (Add/Drop)
- Sixth Course Requests
- Repeating/Replacing a Course
- Approval of Transfer Courses
- Course Withdrawal
- Assignment of Academic Advisors
- Support and Training, for Academic Advisors

AASC runs “The Study” in Jenkins Hall, a comprehensive learning and tutoring center.

3. *What academic processes do I, as a faculty member, need to know about right away?*

First Day of Class: Class Rosters. You should already have been given class rosters for your courses, but please remember they are still changing. You may find students leaving and entering your classes through January 17th, the last day of add/drop.

PLEASE DO NOT ALLOW STUDENTS WHO ARE NOT ON YOUR ROSTER TO ENTER YOUR CLASS UNLESS THEY PRESENT YOU WITH A PRINTED CLASS SCHEDULE THAT PROVES THEY ARE OFFICIALLY REGISTERED. Students are not allowed to attend your class in the hope that someone will drop so they can claim the spot. More than likely another student will claim an empty seat via web advisor, and the “squatting” student will face being left without enough classes. Faculty may not override their own classes. Only the department chair may give permission for a student to register for a closed class. Loyola does not allow students to add a class after the add/drop period even if they have been attending your class prior to the add/drop deadline.

Foreign Language, Math, and applied Music Courses: Adjustments to placement can be made by faculty with the chair’s permission up to the 3rd Friday of class, but not later.

Final Class Roster for the Semester: You will receive a final class roster about 3 weeks into the semester. Students cannot be added to this roster, but you may indicate to the Records Office the names of students who have NEVER attended your class.

Change of Registration Form: Students who wish to withdraw from your class after January 17th are required to obtain your signature on a “Change of Registration Form.” *The last day to withdraw from a class for the spring 2008 semester is March 31.* After that, only complete medical withdrawals from the entire semester are permitted, with appropriate documentation.

4. *What is Academic Monitoring?*

AASC may contact you for information about the progress of students on academic probation and student athletes who are registered in your classes. Three times each semester AASC will send you a roster of students in these categories and ask you to provide specific information on them. This helps probation monitors and academic advisors offer appropriate guidance to these students.

5. *What is Loyola's Grading System?*

Loyola's grading scale is described on p. 56 of the *Undergraduate Catalogue, 2007-08*. Grades range from A to F, and a plus-minus system is used.

Mid-Term Grades: At mid-term, faculty must submit grades for ALL first-year students, regardless of the grade earned, and for all upper-classmen-and-women who are standing at a C- or below. A grade of C- is considered a deficient grade at Loyola College. *A deficiency report outlining the reasons for the poor grade must be submitted for each student who earns a C- or below.*

Final Grades: At the end of the semester, grades must be issued for all students in your classes, *and a "Failure Report" must be submitted for all students who earn an "F" for the course.*

- Incomplete grades: An "I" (Incomplete) may be given to a student who is passing a course but for an emergency beyond the student's control cannot complete the work of the course on time. An "Incomplete Form" that outlines the terms for completion of the work (in accordance with catalogue policy on pp. 58 and 59) and is signed by the student and the professor must be submitted to the Records Office when the grades for the semester are due.

As the *Undergraduate Catalogue* states: "A grade of I should not be used to complete academic requirements of the course (except as noted above, repeat the course, complete extra work, or because of excessive absenteeism or the student's absence from the final exam.)"

- Seniors may not be given an Incomplete at the end of the spring semester without the Dean's signature.
- **Change of Grade:** Final grades should be changed for reason of computational error only. Students should not be allowed to do extra credit to raise their grades after the end of the semester. The grade appeal process for students who question the accuracy of a grade is outlined on p. 58 of the *Undergraduate Catalogue*.

6. *How do I handle academic integrity matters?*

Honor Code violation forms should be submitted to the office of the Dean of First-Year Students & Academic Services. The original is kept in the Dean's office and a copy is sent to the Honor Council for Adjudication. The Dean of First-Year Students can council faculty on academic integrity matters.

7. *Where do I find comprehensive information on College policies?*

The Undergraduate Advising Handbook and *The Undergraduate Catalogue* contain detailed information on all academic policies of Loyola College.

8. *What if I want to know more about AASC?*

The AASC Website site gives a detailed description of all AASC services as well as Major and Minor worksheets.