



LOYOLA
UNIVERSITY MARYLAND

Academic Policies for Graduate Courses Spring 2021

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Graduate Learning Goals

Master Knowledge and Skills:

- Skills, methods, and knowledge of discipline
- Synthesize knowledge using interdisciplinary approaches
- Acquire tools to continue professional development and life-long learning

Graduate Learning Goals

Think Critically:

- Access, analyze, and evaluate information effectively
- Disseminate and communicate information effectively

Graduate Learning Goals

Manifest Leadership and Social Responsibility in the Workplace and the Community

- Understand and value individual differences and diversity
- Comprehend Ethics
- Contribute professionally and personally to community
- Consider issues of justice in making decisions

Graduate Programs 2020-2021

- Just about 1,500 graduate students
- Business and Management (MBA and MAC)
- Data Science
- Education (Ed Leadership, Ed Technology, Literacy, School Counseling, Teacher Ed., Curriculum & Instruction, Montessori, Kodaly Music, Teaching English Language Learners)
- Emerging Media
- Forensic Pattern Analysis* F '21
- Psychology (Clinical Professional Counseling, Clinical Psych)
- Speech-Language Pathology
- Theology

Three Schools: Which School Are You?

- Loyola College
- Sellinger School of Business and Management
- School of Education

Academic Policy Information

Graduate Catalogue

where to go?

- Academic Program Handbook
- Academic Program/Department Website
- Academic Affairs Website
- New Faculty Website (Academic calendar, parking, Faculty handbook, teaching enhancement wkshops)
- **ASK Chair or Program Director**

First Day

- Consider going over syllabus/expectations
 - How will class meet during COVID
 - Routines (entering, exiting, cleaning, online assignments)
 - The [Faculty COVID-19 FAQ](#) document continues to be updated with new information to inform spring instruction. This will answer questions you may have related to syllabus, room assignments, available classroom technology and more
- If you have drops/withdrawals, let the point person in your department/program know
- Moodle is an unofficial roster, **Web Advisor is the official roster – please notify Records if a student does not attend your class**

Syllabus

- Similar to Contract
- Ask Chair or Program Director for samples
- Faculty Handbook VIII-J lists basic components of syllabi

Typical Syllabus Requirements

- Instructor contact information and office hours
- Required texts, reserved materials, etc.
- Assignments and due dates
- Detailed outline of class meetings
- Grading policies, including percentage to final grade
- Attendance Policy
- Disabilities Statement
- Academic Integrity with specific penalties
- Learning goals and outcomes, as required by program

Useful Forms – LU Home page

Menu

>	PAST DUE ITEMS	1
TODAY Monday, January 11th, 2021		0
You have no tasks for today.		
>	NO DUE DATE	13

Campus Feeds

LOYOLA NEWS

Ready for Anything 2021 Virtual Edition	In a month
MLK Tribute	In 17 days
MLK Convocation 2021	In 9 days

WebAdvisor

WEBADVISOR FOR FACULTY

Faculty Information

- Permit to Register (UG Advisors only)
- My To Do List
- My Advisees (Detailed information per advisee)
- Advisees (E-mail advisees here)
- Student Petitions Entry
- Class Roster
- Search for Sections (UG and GR course information)
- Faculty Adoption Form Link
- Grading: Fall Grades due January 4th at Noon
- Change of Grade Form
- Class Roster Verification
- Failure Report
- Incomplete Report
- Midterm Deficiency Report



Complete this form found on Webadvisor if your roster is different than class attendance



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Records Office
Maryland Hall Room 141
Baltimore Campus

Class Roster Verification (WebAdvisor)

NOTE: Complete this form for any course where the students in attendance and WebAdvisor 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 I.D. is required in order to submit. DO NOT submit this form if the WebAdvisor class roster and students in attendance match.

Additional Instructions

- Reset: Use the RESET button above to clear entire form and start over.
- Change Student Name: Place cursor in Student I.D. field, backspace, enter new I.D. and press Tab (name will repopulate).
- Delete Student Name: Use backspace to remove I.D., Last Name, First Name, and M.I.

Course # (ex. AC 101 01)*	Course Title*	Term*	<input type="text"/>
List students on roster but not attending			
Student ID	Last Name	First Name	M.I.
List students attending but not on roster			
Student ID	Last Name	First Name	M.I.



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Spring Re-Opening

- The [Spring Re-Opening website](#) is the officially university site with information about campus re-opening, with important links to health and safety, CARP and the Academic calendar



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University Policy

Many student issues occur when university policy are not followed.

Please know the Graduate Catalog houses these important policies.

University Policies: Records

- Class Rosters, Roster Verification Forms, Incomplete and Failure Reports are available on WebAdvisor
- Students attending class who are not on the roster:
 - Tell student to call Records and verify registration. The student should not attend more than the first class meeting unless registered
- Grades are entered and submitted by faculty through WebAdvisor, including incomplete expiration dates
- Turn your grades in on time (72 hours after papers, exams, projects are due) or you will be contacted by your Chair



Data Collection Requirements for the School of Education

- Many Graduate Courses have data requirements for NCATE or CACREP accreditation; check with the chair to find out what is needed
- Typical needs: scored rubrics and work samples

University policy: Academic Integrity

- No Cheating, Stealing, Lying, Forgery, or **Plagiarism**
- Consider spending time in class discussing citation
- Academic Sanctions for violation up to instructor
 - Be clear in syllabus
 - Check on department policy
 - Keep chair informed
- Appeal process in catalogue

University policy: Good Academic Standing Graduate Programs

- Maintain a minimum 3.00 QPA (*B-* average is below this)
- QPA below 3.00, student on probation
- 2 grades of *C+* or lower - dismissal (all three schools)
- **No grades of *F***
- Students can appeal dismissal
- Students can appeal final grade
- Consider counseling ***withdrawal*** from course before student earns below a *B-* *prior to the university date established for last day to withdraw in a given semester* – **be clear it is the student's responsibility to complete and submit the paperwork**

Grades

officially submitted in WEBADVISOR, not Moodle

- **A** Excellent (including -)
- **B** Good (including + and -)
- **C** Unsatisfactory (including +, No – at the graduate level)
- No grades of *D at the graduate level*
- **F** Failure (no + or -) (fill out electronic Failure Report via WebAdvisor)
- **I** **Incomplete** (fill out electronic Incomplete Report including reason and expiration date - past date turns into F - as discussed with student)
- Review all other grades in catalogue, such as P, S, U, L, GL, and when it is appropriate to use them

Student Evaluations of Teaching

- At evaluation time, be sure to follow university policy and leave the room. Student must turn in the forms to the appropriate box or person, not you
- When you receive your results, please share with your Chair.

University/Federal Policy, Laws Concerning Students

- According to FERPA: Cannot discuss personal/academic information about a student with a third party (parents, spouses, etc.) without the student's written consent
- Faculty will receive more FERPA information with the email from the Records Office concerning class roster availability
- The Records Office is responsible verifying a student's enrollment. Students may print Enrollment Verifications through Webadvisor

Technology Resources

- General Technology questions – 410-617-5555 or OTS@loyola.edu
- Classroom Technology Support Line-410-617-2255
- [Digital Teaching and Learning](#) Instructional Design Consultations
 - Advanced LMS (Moodle) Support
 - Document Scanning
 - Scantron machine (Scantron forms should be ordered via your department's Admin Assistant)
 - Lecture Capture support and training



Questions?

- Chair/Program Director
- Associate Dean of your school/college
- [Graduate Catalogue](#)
- [Faculty Handbook](#)
- [Academic Affairs Website](#)
- Marie Kerins (Academic Affairs): mkerins@Loyola.edu