



LOYOLA
UNIVERSITY MARYLAND

Orientation for Affiliate Faculty

Academic Policies 2020-2021

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Welcome!



Undergraduate Learning Aims

- Intellectual Excellence
- Critical Understanding, Thinking, Reading, and Analyzing
- Eloquentia Perfecta
- Aesthetics
- Leadership
- Faith and Mission
- Promotion of Justice
- Diversity
- Wellness

<https://www.loyola.edu/admission/undergraduate/academics/learning-aims>

Undergraduate Programs

- Approx. 4,000 Undergraduate Students
 - Mostly traditional age and residential
- Degrees Offered
 - Bachelor of Arts
 - Bachelor of Business Administration
 - Bachelor of Science
 - Bachelor of Science in Engineering
- Approximately 30 majors, many with areas of specializations or concentrations

Three Schools: Which School Are You?

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

Policy Information

Where to go

- **Academic Catalog**
 - www.loyola.edu/records
- **Faculty Handbook**
 - <https://www.loyola.edu/department/faculty-development/new-faculty>
- **Academic Advising and Support Center (AASC)**
 - www.loyola.edu/aasc / 410-617-5050
- **Office of the Dean of Undergrad. & Grad. Studies**
 - Dr. Elissa Derrickson / 410-617-5547
- **Department Chair or Department Website**

Syllabus

- Similar to Contract
- Ask Chair or Program Director for samples
- Faculty Handbook VIII-6 lists basic components of syllabi

Typical Syllabus Requirements

- Instructor contact information, office hours
- Required texts, reserved materials, etc.
- Assignments, 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, outcomes, as required by program



First Day

- Consider going over syllabus
- Set the tone
- 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**
- Undergraduate add/drop ends at 5 PM on Friday, January 22nd. **No undergraduate students may add classes after this date.**

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.

Academic Integrity

- No Cheating, Stealing, Lying, Forgery, or **Plagiarism**
- Consider spending time in class discussing citation
- Undergraduate Programs
 - Academic sanctions for violation assigned by the instructor
 - No later than 30 days after informing the student, report infraction in writing, using the Honor Code Violation Report form
 - Form submitted to the Dr. Elissa Derrickson, Dean of Undergraduate and Graduate Studies (MH 145)
- Be clear in syllabus
- Check on department policy regarding violations
- Keep chair informed
- Student appeal process in catalogue

Grades

officially submitted in WEBADVISOR, not Moodle

- *A* Excellent (including -)
 - *B* Good (including + and -)
 - *C* Satisfactory (including + and -)
 - *D* Unsatisfactory
 - *F* Failure (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

Midterm Grades – Undergraduate Programs officially submitted in WEBADVISOR, not Moodle

- Electronically submitted by March 5, 2021
 - Due by 3:00 PM
- **Must be given to all first-year students**
- Must be given to all other students in which unsatisfactory work is being performed; i.e., C- , D, or F
- Submit midterm deficiency form electronically for each student earning deficient grade at midterm
 - Form available on WebAdvisor
 - Copy is automatically sent to student

Progress Reports

- AASC requests information on particular students
 - Request sent via email
 - Faculty directed to form online
 - <https://www.loyola.edu/department/academic-advising/faculty/progress-report-form>
 - Information received from faculty is EXTREMELY important and used in individual advising sessions
 - Please fill out form(s) promptly

Good Academic Standing Undergraduate Programs

- Must have a cumulative QPA of 1.8 or above after the first or second semester of the first year
- Must have a cumulative QPA of 2.0 or above after the end of the 3rd semester
- Grades of D and above may fulfill graduation requirements
- **Withdrawal Deadline: 5 PM on April 6, 2021**
 - Withdrawal requires signature of Instructor, Faculty Advisor, and member of the Academic Advising and Support Center
 - Paperwork must be submitted by the student to AASC by the 5 PM deadline

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 in an email from the Records Office
- The Records Office is responsible verifying a student's enrollment. Students may print Enrollment Verifications through Webadvisor

Technology Resources

- **Office of Technology Services**
 - General technology questions
 - 410-617-5555 or OTS@loyola.edu
- **Faculty FAQs from the Records Office**
 - How to use WebAdvisor, submit grades, etc.
 - <https://www.loyola.edu/departments/records/faculty>
- **The Office of Digital Teaching & Learning**
<https://www.loyola.edu/departments/digital-teaching-learning>

Questions?

- Chair/Program Director
- Associate Dean of your school/college
- Undergraduate Catalogue

<https://www.loyola.edu/departments/records/catalogues>

- Faculty Handbook

inside.loyola.edu/departments/dept-affa/acaf/Pages/information-for-faculty.aspx

- Academic Affairs Website

www.loyola.edu/departments/academicaffairs

- AASC (www.loyola.edu/aasc or 410-617-5050)