Academic Policies for Graduate Courses
Fall 2020

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Associate Vice President for Graduate Studies
Graduate Learning Goals

Master Disciplinary 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:

▪ Understand and value individual differences and diversity
▪ Ethics
▪ Contribute professionally and personally to community
▪ Consider issues of justice in making decisions
Graduate Programs 2020-2021

- Just about 1,500 graduate students (4,000 UGs)
- Business and Management (MBA and MAC)
- Data Science
- Education (Ed Leadership, Ed Technology, Literacy, School Counseling, MAT, Curriculum & Instruction, Montessori, Kodaly Music, Teaching English Language Learners)
- Emerging Media
- Forensic Pattern Analysis
- Psychology
- Speech-Language Pathology
- Theology
Three Schools: Which School Are You?

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

Graduate Catalogue

where to go?

- Academic Program Handbook
- Academic Program/Department Website
- Academic Affairs Website
- New Faculty Website
- ASK Chair or Program Director
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 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
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.
First Day

- Consider going over syllabus
- Setting 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
Complete this form found on Webadvisor if your roster is different than class attendance.

### Class Roster Verification (WebAdvisor)

**Records Office**  
Maryland Hall Room 141  
Baltimore Campus

**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 ID 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 ID field, backspace, enter new ID, and press Tab (name will repopulate).
- **Delete Student Name:** Use backspace to remove ID, Last Name, First Name, and MI.

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<th>Course # (ex. AC 301 01)</th>
<th>Course Title</th>
<th>Term</th>
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**List students on roster but not attending**

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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
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
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
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
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.
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.
- Students may contact Records at 410-617-2263 for assistance.
Technology Resources

- General Technology questions – 410-617-5555 or OTS@loyola.edu
- Classroom Technology Support Line-410-617-2255
- Digital Teaching and Learning [www.loyola.edu/department/digital-teaching-learning](http://www.loyola.edu/department/digital-teaching-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](inside.loyola.edu/departments/dept-affa/acaf/Pages/information-for-faculty.aspx)
- Faculty Handbook
- Academic Affairs Website  
  [www.loyola.edu/department/academicaffairs](www.loyola.edu/department/academicaffairs)
- Marie Kerins (Academic Affairs): [mkerins@Loyola.edu](mailto:mkerins@Loyola.edu)