Academic Policies for Undergraduate Courses 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
Undergraduate Programs

▪ Approx. 4000 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
Undergraduate Catalog

Where to go?

▪ Academic Catalog
  ▪ www.loyola.edu/records

▪ Academic Advising and Support Center
  ▪ www.loyola.edu/aasc
  ▪ 410-617-5050

▪ Office of the Dean of Undergraduate & Graduate Studies
  ▪ Dr. Elissa Derrickson
  ▪ 410-617-5547

▪ Department Chair

▪ 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 Thursday, September 3rd. No undergraduate students may add classes after this date.
Complete this form found on WebAdvisor if your roster is different than class attendance
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
- Keep chair informed
- 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 October 16th, 2020
  - 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+, 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](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 November 9, 2020
- Signature of Instructor, Faculty Advisor, and member of the Academic Advising and Support Center
- Paperwork must be submitted by the student to AASC in MH 138 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 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

▪ The Office of Digital Teaching & Learning
  https://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
- Undergraduate Catalogue
- Faculty Handbook

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

- Academic Affairs Website
www.loyola.edu/department/academicaffairs

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