



LOYOLA
UNIVERSITY MARYLAND

Orientation for New Faculty

Academic Policies 2021-2022

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LOYOLA
UNIVERSITY MARYLAND

Welcome!



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

Graduate Programs

- Approximately 1,460 students
 - Maryland resident 85%
 - Part-time 72%
 - Women 71%
 - Students of color 34%
 - International 1%
- Primarily professional programs built upon a traditional liberal arts foundation and infused with Jesuit values

Graduate Programs 2021-2022

Sellinger (SSBM)	Loyola College (LCAS)	School of Education (SOE)
Professional MBA Emerging Leaders MBA	Speech-Language Pathology (MS)	MEd: Ed Leadership, Ed Technology, Literacy, Kodaly Music Education, Montessori
Accounting (MAcc)	Clinical Professional Counseling (MS-CPC) Clinical Psychology (PsyD)	MA: Teaching, Curriculum & Instruction
	Forensic Pattern Analysis (MS)	School Counseling (MEd or MA)
	Emerging Media (MA)	
	Data Science (MS)	
	Theology (MTS)	

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>

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

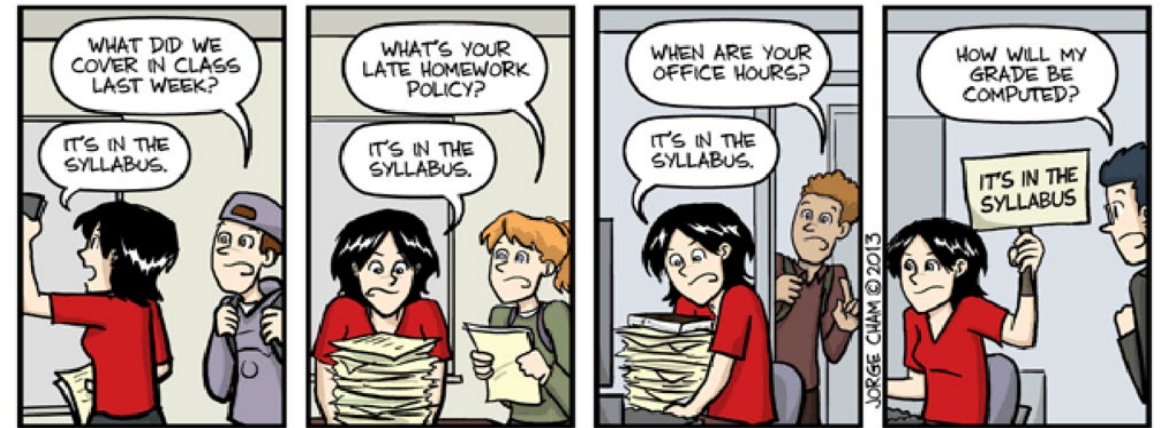
<https://www.loyola.edu/admission/graduate/learning-goals>

Policy and Procedures

- ◆ **Academic Calendar (Undergraduate and Graduate)**
<https://www.loyola.edu/department/records/calendar>
- ◆ **Academic Catalogue (Undergraduate and Graduate)**
www.loyola.edu/records
- ◆ **Faculty Handbook**
<https://www.loyola.edu/department/faculty-development/new-faculty>
- ◆ **Academic Advising and Support Center (AASC) (Undergraduate)**
www.loyola.edu/aasc / 410-617-5050
- ◆ **Office of the Dean of Undergraduate Studies**
Dr. Elissa Derrickson / 410-617-5547
- ◆ **Graduate Academic Affairs**
Dr. Beth Kotchick / 410-617-5290
- ◆ **Department Chair or Department Website**
- ◆ **Academic Affairs Website**
<https://www.loyola.edu/department/academic-affairs>

Course Structure and Syllabus

- ◆ Moodle: Use to post course materials and communicate with students
- ◆ Use first class to review syllabus and set the tone for the course.
- ◆ Syllabus:
 - ◆ Similar to Contract
 - ◆ Ask Chair or Program Director for samples
 - ◆ Faculty Handbook VIII-6 lists basic components of syllabi



IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

WWW.PHDCOMICS.COM

"Piled Higher and Deeper" by Jorge Cham

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
- ◆ **Graduate: Check with Chair or Program Director about other program-specific requirements**


School of Education Graduate Courses:

- ◆ Many 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

Rosters

- ◆ Confirm roster on first day of class:
 - ◆ **Moodle is an unofficial roster!** Official roster on [Loyola Self-Service > Daily Work](#).
 - ◆ Students attending class who are not on the roster should call Records Office to verify registration. Students should not attend more than the first class unless registered.
 - ◆ If you have drops/withdrawals, let the point person in your department/program know
 - ◆ Undergraduate add/drop ends at 5 PM on Friday, January 21st.
 - **No undergraduate students may add classes after this date.**
 - ◆ Graduate add/drop ends on January 24th.

Complete this form found in Self Service > Daily Work 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"/>
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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.

Grading

- ◆ Grades are entered and submitted by faculty through Self-Service (not Moodle), including incomplete expiration dates
- ◆ Turn your grades in on time (72 hours after papers, exams, projects are due)

Undergraduate Grades

- ◆ *A* Excellent (including -)
- ◆ *B* Good (including + and -)
- ◆ *C* Satisfactory (including + and -)
- ◆ *D* Unsatisfactory
- ◆ *F* Failure (fill out electronic Failure Report via Self Service)
- ◆ *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

Graduate Grades

- ◆ A Excellent (including -)
- ◆ B Good (including + and -)
- ◆ C Unsatisfactory (including +, No C- at the graduate level)
- ◆ No grades of D at the graduate level
- ◆ F Failure (no + or -) (fill out electronic Failure Report)
- ◆ I Incomplete (fill out electronic Incomplete Report including reason and expiration date 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 Self Service, not Moodle

- ◆ Electronically submitted by March 4, 2022
 - ◆ 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 report form electronically for each student earning C- or below at midterm
 - ◆ Form available in Self Service
 - ◆ Copy is automatically sent to student

Progress Reports

- ◆ AASC requests information on particular undergraduate students
 - ◆ Request sent via email
 - ◆ Faculty directed to form online
 - ◇ <https://www.loyola.edu/departments/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 1, 2022**
 - ◆ 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

Good Academic Standing: Graduate Programs

- Maintain a minimum 3.00 QPA
- QPA < 3.00 = academic probation; must bring to 3.00 within one semester
- 1 grade of C+ = academic probation
- 2 grades of C+ or lower = dismissal (all three schools)
- 1 grade of F = dismissal
- Students can appeal final grade or dismissal
- Consider counseling ***withdrawal*** from course *prior to the university deadline (see Academic Calendar)* if a student is likely to earn below a B-
 - **Last day to withdraw from a course varies by program (check Calendar)**
 - **It is the student's responsibility to complete and submit the withdrawal paperwork by the deadline**

Academic Integrity

- ◆ Policy in appropriate Academic Catalogue
- ◆ All students expected to uphold academic integrity expectations: No Cheating, Stealing, Lying, Forgery, or Plagiarism
 - Consider spending time in class discussing proper citation
 - Be clear in syllabus re: policy and consequences
 - Check on department policy regarding violations
 - Keep chair informed
- ◆ 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 Studies (MH 145)
- ◆ Graduate programs: check with Chair or Program Director about graduate program-specific policies or procedures.
- ◆ Student appeal process in catalogue

Standards of Conduct (Graduate):

- ◆ All graduate students are expected to conform to all policies and regulations of the University.
- ◆ Some graduate programs also have specific professional conduct policies – **check with the Chair or Program Director** to become familiar with those policies and your role in assessing professional behavior.

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 for verifying a student's enrollment. 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/departments/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
- ◆ **Faculty FAQs from the Records Office** (How to use Self Service, submit grades, etc.): <https://www.loyola.edu/departments/records/faculty>

Questions?

- Department Chair/Program Director
- Associate Dean of your school/college
- Undergraduate or Graduate 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 (undergraduate)
www.loyola.edu/aasc
410-617-5050
- AVP for Graduate Academic Affairs: Beth Kotchick bakotchick@loyola.edu