Orientation for New Faculty
Academic Policies 2021-2022

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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
<table>
<thead>
<tr>
<th>Sellinger (SSBM)</th>
<th>Loyola College (LCAS)</th>
<th>School of Education (SOE)</th>
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<tbody>
<tr>
<td>Professional MBA</td>
<td>Speech-Language Pathology (MS)</td>
<td>MEd: Ed Leadership, Ed Technology, Literacy, Kodaly Music Education, Montessori</td>
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<td>Emerging Leaders MBA</td>
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<td>Accounting (MAcc)</td>
<td>Clinical Professional Counseling (MS-CPC) Clinical Psychology (PsyD)</td>
<td>MA: Teaching, Curriculum &amp; Instruction</td>
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<td>School Counseling (MEd or MA)</td>
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<td>Forensic Pattern Analysis (MS)</td>
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<td>Emerging Media (MA)</td>
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<td>Data Science (MS)</td>
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<td>Theology (MTS)</td>
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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](https://www.loyola.edu/department/records/calendar)

- **Academic Catalogue (Undergraduate and Graduate)**
  [www.loyola.edu/records](www.loyola.edu/records)

- **Faculty Handbook**
  [https://www.loyola.edu/department/faculty-development/new-faculty](https://www.loyola.edu/department/faculty-development/new-faculty)

- **Academic Advising and Support Center (AASC) (Undergraduate)**
  [www.loyola.edu/aasc](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](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
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, September 10th.
    - No undergraduate students may add classes after this date.
  - Graduate add/drop varies but ends on September 14th.
Complete this form found in Self Service > Daily Work if your roster is different than class attendance
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 October 15, 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 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/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 Nov. 15, 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
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-
  - 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/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
- Faculty FAQs from the Records Office (How to use Self Service, submit grades, etc.)
  - https://www.loyola.edu/department/records/faculty
Questions?

- Department Chair/Program Director
- Associate Dean of your school/college
- Undergraduate or Graduate Catalogue
  - [https://www.loyola.edu/department/records/catalogues](https://www.loyola.edu/department/records/catalogues)
- Faculty Handbook
  - [inside.loyola.edu/departments/dept-affa/acaf/Pages/information-for-faculty.aspx](inside.loyola.edu/departments/dept-affa/acaf/Pages/information-for-faculty.aspx)
- Academic Affairs Website
  - [www.loyola.edu/department/academicaffairs](www.loyola.edu/department/academicaffairs)
- AASC (undergraduate)
  - [www.loyola.edu/aasc](www.loyola.edu/aasc)
  - 410-617-5050
- AVP for Graduate Academic Affairs: Beth Kotchick [bakotchick@loyola.edu](mailto:bakotchick@loyola.edu)