

# ACADEMIC POLICIES AND PROCEDURES

## 2024-2025

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# WHERE DO I START?

- Academic calendar
- Campus information
- Navigating Self-Service (rosters, room assignments)
- Syllabus guidelines
- Navigating Moodle



# IMPORTANT FA24 DATES (UG)

- Sept 3: Fall Semester begins
- Sept 9: Add/drop ends
- Oct 18: UG Midterm grades due by 3 PM, No UG classes
- **Nov 25-26: Virtual classes**
- Nov 27-29: Thanksgiving break
- **Dec 2: Withdrawal deadline** (last day to withdraw with grade of W)
- Dec 9: Last Day of UG classes
- Dec 10: Study day (no classes)
- Dec 11-19: UG Final Exams (including Sat)
- Dec 23-Jan 1: University closed



Link to Academic Calendar:

<https://www.loyola.edu/department/registrar/calendar/>

Inclusive Scheduling Resource

<https://www.loyola.edu/department/equity-inclusion/resources/inclusive-scheduling>

# IMPORTANT DATES (FA24 GRAD)

	First Eight-Week Session	Second Eight-Week Session	Regular Fall Semester
Session Begins	Aug. 26	Oct 21	Sept 4
Last Day to Withdraw	Sept 27	Nov 22	Dec 2
Session Ends	Oct 18	Dec 20	Dec 19

- **Nov 25-26: Virtual Classes**
- Nov 27-29: Thanksgiving Break
- Dec 23-Jan 1: University closed

Link to Academic Calendar:

<https://www.loyola.edu/departments/registration/calendar/>

Inclusive Scheduling Resource:

<https://www.loyola.edu/departments/equity-inclusion/resources/inclusive-scheduling>

# CAMPUS INFO (KEY BUILDINGS)

## Evergreen Campus (North Charles Street and Cold Spring Lane):

### Primary academic buildings:

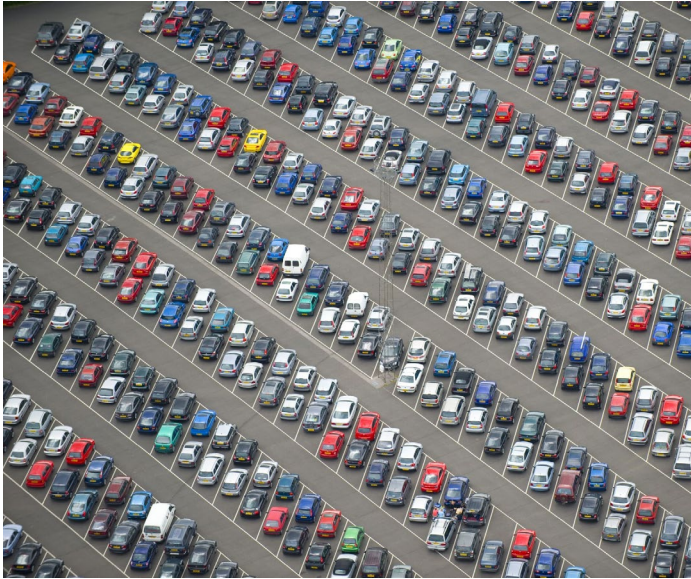
- Fernandez Center (FC)
- Beatty Hall (BE; connected to Fernandez Center)
- Maryland Hall (MH)
- Sellinger Hall (SH; connected to Maryland Hall)
- The Humanities Center (HU)
- Donnelly Science Center (DS)
- Knott Hall (KH; connected to Donnelly Science)

### Some classrooms located in:

- Cohn Hall (CO; under the Chapel)
- College Center (CT)
- Belvedere Square (LCC or BELV)\*

- The Office of the Provost and Academic Affairs: Jenkins Hall (JH 120)
- Administrative offices (Student Development, Finance and Administration) and some student services (the Study, Title IX Office, Student Athlete Support Services): Jenkins Hall

# PARKING AND SHUTTLES



Campus map:

<https://www.loyola.edu/media/files/campus-map.pdf>

- See options and register for parking online: <https://www.loyola.edu/departement/financial-services/parking/>
- Shuttles run from satellite parking at the Cathedral lot (leave some extra time)
  - Shuttle information: <https://www.loyola.edu/departement/parking-transportation/transportation/shuttle-service/>
- Street (free) parking:
  - Charles Street and Cold Spring Lane with restrictions – no parking between 7-9 am or 4-6 pm (depending on direction)
  - Millbrook Road (mostly south of Cold Spring Lane)
  - East Cold Spring Lane along triangle lot (across from reservoir)

# NAVIGATING LOYOLA SYSTEMS

[Inside.Loyola.edu](https://inside.loyola.edu)

The screenshot shows a SharePoint site for Loyola University Maryland. The browser address bar displays `studentsloyola.sharepoint.com/sites/InsideLoyola`. The navigation bar includes links for "ild Psych Stuff", "House Stuff", "Research Methods", "Higher Ed Stuff", "Smartsheet", "Adobe Acrobat Home", and "Home - Workday".

The main content area features a banner with the text "THIS IS GREYHOUND NATION" and a paw print icon. Below the banner is a grid of system icons categorized into three sections:

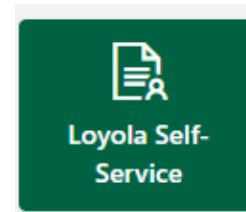
- Teaching, Learning, Working:** A 3x4 grid of icons including A-Z Index, Academic Catalogs, Appointments, Assessment, Catalogs, College Portal, College Tools, Email, Governance, Handbooks, Home/Work Dashboard, Library, Learning, Loyola Self-Service (circled in red), Loyola Workspace, Microsoft Teams, Moodle, Office 365, and Personal Experiences.
- Around Campus:** A 2x6 grid of icons including Career Resources, Clubs & Organizations, Digital Transformation, Campus Shuttle, Evergreen Card, Facilities Maintenance, Employment Alerts, Loyola Athletics, Loyola Today, Loyola Voice, Mental Health Resources, Report an Incident, SGA, and The Bridge.
- Resources for Employees:** A 1x3 grid of icons including Employee Self-Service, Employee Wellness Training, and Workday (circled in red).

## Workday



- Use for personal/employee tasks:
  - Edit/maintain employee profile
  - HR tasks (manage benefits, payroll, leave)
  - Budgeting
  - Grant management
  - Supervisor responsibilities
- Workday training information:  
<https://loyola.teamdynamix.com/TDClient/1866/Portal/KB/ArticleDet?ID=150554>

## Self-Service



- Use for academic/faculty tasks
  - Class information (room locations, roster)
  - Grading
  - Reports (mid-term action, failure, incomplete)
  - Advising (course schedule, advisees)
- Self-Service training:
  - ✓ <https://www.loyola.edu/department/registrar/faculty/>
  - ✓ see also this [handout](#)
- Also check out the “How-To” videos posted to the [New Faculty webpage](#) for more guidance!



## HOW DO I FIND MY CLASSROOM?

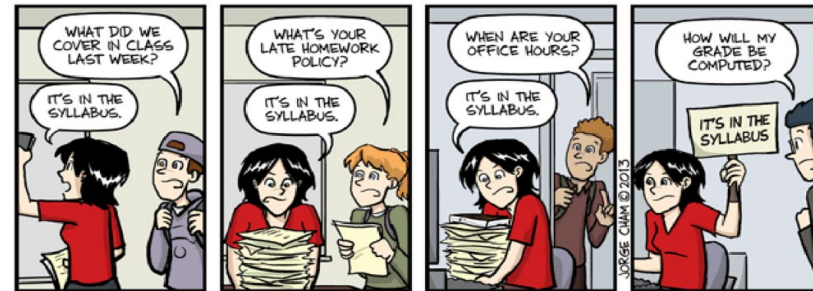
- Classroom assignments are available on [Inside.Loyola.edu](https://inside.loyola.edu)  
→ Self-Service → Course Catalog.
  - Select Advanced Search, select the Term, and search. On the list of Courses and Course Sections, use the Filter Results on the left to select a specific instructor.
- 🎬 Watch this [video](#) to learn more about finding your class information.

## HOW DO I FIND MY CLASS ON MOODLE?



- Moodle is accessed on [Inside.Loyola.edu](https://inside.loyola.edu) or [Moodle.Loyola.edu](https://moodle.loyola.edu)
  - 🎬 Watch this [video](#) to learn how to find and navigate Moodle.
  - [ODTL](#) is available to help you with Moodle organization and course design.

# SYLLABI AND COURSE ORGANIZATION



## IT'S IN THE SYLLABUS

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

[WWW.PHPCOMICS.COM](http://WWW.PHPCOMICS.COM)

*"Piled Higher and Deeper" by Jorge Cham*

- PLEASE use Syllabi Guidance (sent from the Provost)
- Other things to include on syllabus
  - Important dates for the course, **including withdrawal date**
  - How to address you (pronunciation?), reach you (office, email, etc.) and when (office hours)
    - Please do not text students! (unless via Outlook through Loyola)
- How grading is structured: what counts and how it counts
- Information about the Honor Code and generative AI, and how they apply to your course
- Absence policy (see catalog for Loyola's Excused Absence policy)
- **Ask for sample syllabi from your departments**

# STUDENT ATTENDANCE AND GRADING



- Roster verification
- Attendance and absence policies
- Student athletes
- Grading (mid-term, final)
- Incomplete grade policy

# ROSTERS

- Official rosters are found on Self-Service; **Moodle is not the official roster!**
  - ▶ Watch this [video](#) to find your roster and the roster verification form
- **IMPORTANT:** Notify the Records Office as soon as possible (after add/drop) if you have students attending who are not registered and/or are registered and not attending. *Students who are not registered should not be permitted to attend your class.*
  - ▶ Report discrepancies using the electronic Class Roster Verification Form (only when errors are found)

The screenshot shows the 'Class Roster Verification (Loyola Self-Service)' form. At the top left is the Loyola University Maryland logo and 'Records Office, Maryland Hall 141, Baltimore Campus'. The title 'Class Roster Verification (Loyola Self-Service)' is on the top right. A note states: 'NOTE: Complete this form for any course where the student is in attendance and Loyola Self-Service 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. It is unnecessary to complete this form if the students on the Loyola Self-Service Class Roster are all in attendance.' Below the note are 'Additional Instructions' and a 'Reset' button. The form has three input fields: 'Course # (ex. AC 101 01)', 'Course Title', and 'Term'. Below these are two tables. The first table is titled 'List students on roster but not attending' and has columns for Student ID, Last Name, First Name, and M.I. The second table is titled 'List students attending but not on roster' and has the same columns. A 'Comments' field is at the bottom. At the very bottom, there is a 'Sign/Submit' button and a note: 'Select the Sign/Submit button to apply signature and date'.

# ATTENDANCE AND EXCUSED ABSENCE POLICY

- Follow departmental attendance policy (if applicable) and include attendance requirements on the syllabus. Departments and faculty may be less restrictive, but not more restrictive, than the university excused absence policy.
- Students are excused from class attendance for:
  - ✓ scheduled varsity athletic competitions
  - ✓ observance of religious holidays
  - ✓ mandatory military duties
  - ✓ court dates
  - ✓ travel to and participation in special University events as designated in writing by the Provost or designee
- Students are responsible for making up missed work according to the terms set by the instructor.
- Attendance alone should not be rewarded (it is a basic university expectation).

# Unplanned Absences



- Extended absences (more than three consecutive days): undergraduate students contact ODUGS [odugs@Loyola.edu](mailto:odugs@Loyola.edu); graduate students inform graduate program director or DPO
- These offices/administrators request and review any documentation required and will provide either notify faculty of the student's extended absence or provide the student with a statement they can share with instructors.
- Instructors should not request documentation from students to excuse absences.
- Student Health Services does not provide notes for brief absences due to illness or injury.
- Documentation of a health provider visit does not automatically excuse an absence or exempt students from course requirements and class attendance policies. *Decisions about ability to make-up classwork and assignments are made solely by the instructor.*



# SPECIAL STUDENT SITUATIONS

- Students with disabilities register and request accommodations through [Disability and Accessibility Services](#) (DAS).
- At the student's request, DAS will contact instructors about approved accommodations.
- Please see [FAQ's for faculty](#) for more guidance.
- Student athletes receive support from [Student-Athlete Support Services](#), including progress monitoring and proctoring support. Please respond to their requests for information.
- Student athletes are expected to provide instructors with copies of their travel letters. Please sign one copy for them to return to their advisor.
- Absences are excused for competition.

# MID-TERM GRADING AND PROGRESS REPORTS (UG)



- Due by 3 PM Friday, October 18: Submit via Self-Service (Moodle is not the official record for grades)
  - 🎬 Watch this [video](#) to learn more about how to submit grades and Midterm Action Report
- Enter mid-term grades for all undergraduate first-year students and all undergraduate students with C- or below
- For students with grades C- or below: complete Midterm Action Report
- Other progress report requests may come from AASC and/or SASS between midterm and withdrawal date (please respond promptly)





# COURSE WITHDRAWAL AND INCOMPLETE GRADES

- For undergraduates, last day to withdraw is December 2nd
- Graduate withdrawal deadlines vary by program – you can find the right date on the graduate [Academic Calendar](#).
- A temporary grade of “I” may be issued when:
  - The student is **passing a course** but extenuating circumstances interfere with ability to complete required coursework before the end of the semester
  - Arrangements for the “I” are made prior to the final examination, or if no exam, prior to the final day of class.
  - Follow guidance from appropriate catalogue for setting deadlines for work to be completed.
  - Submit a change of grade request to change “I” to earned final grade before deadline.
  - Submit an Incomplete Report via Self-Service.



See this [video](#) for more information about Incomplete Grades

# UNDERGRADUATE\* FINAL EXAM POLICY

- Final, cumulative (or comprehensive) exams are required, unless waived by your department Chair.
- Exams cannot be given before classes end and must be given during the assigned time on the schedule (found at <https://www.loyola.edu/department/records>) and in the same classroom
  - Three hour time slots; do not need to use entire three hours
- Inclement weather delays/closings: exams will occur online as scheduled (relatively NEW)
- Students with extended time: make sure they schedule with DAS!! Encourage at beginning of semester

\*Final exams in graduate courses administered during last class session (if appropriate).

# GRADING SCALE

## Undergraduate

- A Outstanding (including -)
- B Well above acceptable standards (including + and -)
- C Acceptable level of achievement (including +)
- Substandard performance:
  - C- Unsatisfactory
  - D Inadequate (D+; no D- is given).
  - F/FW Failure and Failure to Withdraw


## Graduate

- 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 -)

Review all other grades in catalogue, such as I, P/F, S/ U, L, and when it is appropriate to use them



# SUBMITTING FINAL GRADES

- Due within 72 hours of final exam (UG)/last day of class (GR)
  - Submit via Self-Service
  - For grades of F: also submit "Failure Grade Report" (UG)
  - Change of Grade Form also via Self-Service
-  Watch this [video](#) to learn more about how to submit grades

# ACADEMIC AND UNIVERSITY POLICIES



- Academic standing
- Grade appeals
- Honor Code/Academic Integrity
- FERPA





# ACADEMIC STANDARDS - UNDERGRADUATE

- Good academic standing requires a minimum of 2.00 QPA\*
  - QPA < 2.00\* results in academic dismissal or probation depending on number of F grades
  - Terms of probation can vary (Student Success Workshops, LOY111 course, etc.)
  - Specifics in [Undergraduate Catalog - Academic Standing](#)
- Students can appeal final grades or dismissal

\*1.80 for first-years after first and second semesters of study

# ACADEMIC STANDARDS - GRADUATE

- Good academic standing requires a minimum of 3.00 QPA
  - QPA < 3.00 → academic probation; must bring to 3.00 within one semester (full-time students) or equivalent (part-time students; 3 courses/9 credits)
  - 1 grade of C+ → academic probation
  - 2 grades of C+ or lower → dismissal
  - 1 grade of F → dismissal
- Students can appeal final grades or dismissal
- Consider counseling withdrawal from course prior to the university deadline if a student is likely to earn below a B-
- Some graduate programs have additional requirements for professional competencies and behavior standards – if not met, can result in dismissal
- More information in [Graduate Catalogue – Academic Standards and Dismissal](#)

# ACADEMIC INTEGRITY

- Undergraduate students sign a pledge to uphold [Honor Code](#).
- Graduate students are expected to uphold [Academic Integrity policy](#) outlined in Graduate Catalogue.
- Be clear on syllabus re: policy, expectations, and consequences
- Check on department-specific policies
- When a violation occurs, inform chair and follow process outlined in catalogue





# GENERATIVE AI



- The use or prohibition of generative AI should be decided by faculty at the department and course level in accordance with practices in specific disciplines and fields.
- Your stance on the use of AI tools in your course should be clear in your syllabus and/or assessment directions.
- All written work, whether in draft or final form, should be the students' own work or must clearly acknowledge the source in ways that are consistent with your discipline and Loyola's Honor Code.



# INCLEMENT WEATHER/CLASS CANCELLATION

- Faculty expected to meet for all scheduled classes during a semester.
- Think ahead about your contingency plans in event of university closure or cancellation of classes:
  - How will you communicate with students?
  - Will you move to synchronous or asynchronous instruction?
  - Note: If hold remote/synchronous classes, keep same time with flexible attendance
- Include plan for replacing canceled classes and maintaining instructional continuity on syllabus
- Online courses and online components of hybrid courses are unaffected by University closures



# STUDENT PRIVACY AND FERPA



The Family Educational Rights and Privacy Act (FERPA) protects privacy of student education records.

Avoid disclosing or discussing student academic performance with parents without written consent of student (can direct to Chair)

Be mindful of what you write in emails or other documents that become part of student record.

Faculty will receive more FERPA information in an email from the Records Office

The Records Office is the entity responsible for verifying a student's enrollment. Students may contact Records at 410-617-2263 for assistance.



# HELPFUL RESOURCES

[Calendar](#) – Dates Loyola is closed, registration dates, drop/add dates, course withdrawal deadline, final exam schedules.

[Catalogue](#) – THE source for policies and procedures related to undergraduate and graduate academics at Loyola.

[Academic Advising and Support Center \(AASC\)](#) – Information for advisors, worksheets for majors and minors (undergraduate only)

[Office of Undergraduate Studies \(ODUGS; Dean\)](#) – more complicated student issues that may involve multiple offices/ issues; stretching across campus; more pressing concerns – leave of absence, withdrawal, honor code, parents, etc. (Mike Puma, Dean of Undergraduate Studies / 410-617-5547 / [mpuma@loyola.edu](mailto:mpuma@loyola.edu))

[Graduate Student Information](#) - useful and practical information, opportunities for students to connect, services and resources, and university policies related to graduate education (Beth Kotchick, AVP for Graduate Academic Affairs / 410-617-5290 / [bakotchick@loyola.edu](mailto:bakotchick@loyola.edu))



# OFFICE ACRONYMS

- AASC: Academic Advising and Support Center [aasc@loyola.edu](mailto:aasc@loyola.edu)
- DAS: Disability and Accessibility Services [dss@loyola.edu](mailto:dss@loyola.edu)
- ODUGS: Office of the Dean of Undergraduate Studies [odugs@loyola.edu](mailto:odugs@loyola.edu)
- SASS: Student Athlete Support Services [sass@loyola.edu](mailto:sass@loyola.edu)
- ALANA: African, Latinx, Asian and Native American Services [alana@loyola.edu](mailto:alana@loyola.edu)
- CCSJ: Center for Community Service and Justice [ccsjassist@loyola.edu](mailto:ccsjassist@loyola.edu)
- ORSP: Office of Research and Sponsored Programs [orsp@loyola.edu](mailto:orsp@loyola.edu)
- OTS: Office of Technology Services [ots@loyola.edu](mailto:ots@loyola.edu)
- ODTL: Office of Digital Teaching and Learning [odtl@loyola.edu](mailto:odtl@loyola.edu)



# HELP WITH MOODLE OR OTHER TECHNOLOGY

- Office of Technology Services (OTS)  
[ots@loyola.edu](mailto:ots@loyola.edu)  
(410)617-5555  
<https://loyola.teamdynamix.com/TDClient/1866/Portal/Home/>
- Office of Digital Teaching and Learning (ODTL)  
[odtl@loyola.edu](mailto:odtl@loyola.edu)  
(410)617-2180  
<https://www.loyola.edu/department/digital-teaching-learning>



# MORE HELPFUL RESOURCES

- **Faculty Handbook**  
<https://www.loyola.edu/department/faculty-development/new-faculty>
- **Academic Affairs Website**  
<https://www.loyola.edu/department/academic-affairs>  
<https://www.loyola.edu/department/faculty-development/new-faculty>
- Sign up for text alerts and sign into LiveSafe app:  
<https://www.loyola.edu/department/public-safety>



# QUESTIONS?



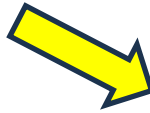
**LOYOLA**  
UNIVERSITY MARYLAND

**MORE THAN READY. LOYOLA READY.**

Loyola University Maryland Internal Use Only



# CONNECT AND ENGAGE



[Teaching Enhancement Workshop](#) – Wednesday, August 28th, 9 am – 2:00 pm; McGuire Hall

Faculty Assemblies (first is Wednesday, August 28<sup>th</sup>, from 3-5 pm, Holthaus Plaza at the Fernandez Center – new faculty will be introduced!)

Faculty Fridays (social events coordinated/sponsored by different departments or offices – watch email for information)

Fall Faculty Reception (hosted by the Provost and President) – Friday, October 25<sup>th</sup>, 3-5 pm

Classroom Technology Happy Hour hosted by Office of Technology Services - Tuesday, August 27th, from 3:00 – 5:00 PM – meet in MH 058

More [faculty development opportunities](#) can be found on the Academic Affairs website, under Academic Resources