

STUDENT ACADEMIC SUCCESS AT LOYOLA

OFFICE OF THE DEAN OF UNDERGRADUATE STUDIES (ODUGS)

- www.Loyola.edu/department/undergraduate-deans
- odugs@loyola.edu
- Phone: 410-617-5547
- Maryland Hall 145

Who we are:



Michael Puma, PhD
Dean of Undergraduate
Studies
(Class of 2025 & 2026
Primary Contact)



Mary Beth Mudric, PhD
Assistant Dean of
Undergraduate
Studies
(Class of 2027 & 2028
Primary Contact)



Leslie Chiles
Director of Student
Success Initiatives
(Academic
Probation & Ignatian
Scholars Program)



Sandra Dargakis
Executive Assistant
ODUGS



Moesha Graham
Program Assistant
ODUGS & Messina

What we do:

- Develop and assess student success and retention initiatives
- Answer questions about academic concerns beyond the scope of faculty members or advisors
- Process absence notifications, personal/medical leave of absences and withdrawals
- Oversee Academic Standards and monitor students on academic probation
- Receive academic integrity violations and initiate honor council follow-up
- Review academic policies and work with students who request exceptions to policies
- Develop programs that promote first generation student success
- Oversee Academic Components of Messina and the Ignatius Scholars Program
- Recognize first-year students who make the Dean's List

Throughout the year, we will ask you for information that helps us support students by submitting:

- Progress reports (student athletes, probation students, Ignatian Scholars- submitted via e-mail)
- [Class Roster Verification](#) (week 1 or 2 of the semester – submitted through Self -Service)
- [Midterm Action Reports](#) (submitted through Self-Service)
- [Incomplete and Failure Reports](#) (submitted through Self-Service)
- [Honor Code Violations](#)

We also welcome your inquiries and e-mails to odugs@loyola.edu about:

- Students with prolonged absences (1-2 weeks) without communication
- Behavioral changes (appearance, attentiveness)
- Student not responsive to outreach and is in danger of failing course
- Classroom disruptions
- Consultation regarding sensitive student matters

These are some reasons you will hear from us:

- An e-mail “Confirming a Student Absence”
 - ODUGS has vetted information (illness, family emergency, death in family)
 - We will request and support modifications if you are able to provide them.
- An e-mail titled “Information Concerning one of your students”
 - Way of supporting a student to disseminate sensitive information
- A request to verify a student’s attendance in your class
- Course performance inquiries for
- Notifying you of a student who takes a leave of absence or withdraws from the University notification

Advising and Learning Support Resources:



Victoria Gue
Director, Academic
Advising Support Center
Maryland Hall 138



Justine Khadduri, PhD
Director of Learning
Support
Jenkins Hall 3rd Floor Study



Megan LePore
Assistant Director of
Learning Support
Jenkins Hall 3rd Floor Study



Heidi Fuentes
Academic Success Coach
Jenkins Hall 3rd Floor Study

Academic Advising Support Center (AASC), www.loyola.edu/aasc, aasc@loyola.edu, Maryland Hall 138, 410-617-5050

- [Registration and Advising Support](#) for students and faculty members
- Help students explore majors and discern their academic path at Loyola
- Confirm credit awarded for transfer, Advanced Placement, IB and dual enrollment courses
- Review degree audits and clear students for graduation.
- Provide [Academic Worksheets for core requirements, majors and minors](#)

The Study/Learning Support - <https://www.loyola.edu/department/the-study/>, Jenkins Hall – 3rd Floor, thestudy@loyola.edu, 410-617-2104

- The Study offers a range of services including peer tutoring, academic coaching, academic success workshops.
- Over 4600 individual tutoring sessions took place during the 2023-2024 academic year. Accessing tutoring is correlated positively with passing a course.
- We employ over 120 undergraduate peer tutors each year. Our tutors also take advantage of tutoring.
- Students make tutoring and coaching appointments through the web page for [The Study \(WC Online\)](#).
- Learning Support also takes place in
 - The Writing Center - <https://www.loyola.edu/department/writing-center/>
 - Loyola-Notre Dame Library - <https://www.lndl.org/>
 - Student Athlete Support Services - <https://www.loyola.edu/department/student-athletes/>
 - Disability and Access Services - <https://www.loyola.edu/department/das/>

WE LOOK FORWARD TO WORKING WITH YOU – WELCOME TO LOYOLA!