

Undergraduate Student Academic Affairs Policies and Guidelines for Faculty

College of Arts and Sciences

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ACADEMIC INTEGRITY

Academic Integrity

Academic misconduct of any kind gravely jeopardizes the scholarly integrity of the academic process. Instructors must be vigilant in maintaining the security of all examinations, tests, and quizzes prior to their administration as well as in proctoring examinations, tests, etc., throughout the semester. Proctoring of tests may include taking attendance, patrolling the room, changing the usual seating arrangement, checking prior to the test to see that students' materials are inaccessible (e.g., in a closed backpack, and not on hand-held devices or cellular phones) and collecting (for later retrieval) other material that students are not to use during the test, such as loose notes, books, calculators, or other devices. Instructors should not leave the room or neglect to observe activity in the room. All tests and exams are to be proctored by the instructor.

Students are sometimes unclear as to what constitutes academic misconduct in general and plagiarism in particular. Instructors should define these terms in class and the ground rules of the course syllabus; instruct students in what they should do (e.g., cite reputable sources) to avoid coming under the suspicion of plagiarism; and make themselves available to answer any questions that students may have. Instructors should communicate to students that the use of peer editing, or other forms of approved consultation, do not make using another's—even a family member's—words or ideas anything other than plagiarism. For a very clear and thorough discussion of this subject, please see—and send students to—the English Department's Web site for [Writing Programs](#).

The University has secured access for instructors to use [Turnitin.com](#), an online plagiarism-detection tool. Department chairpersons have information about how instructors can access this site. Instructors are encouraged to use it systematically. Please be aware that students too may submit drafts of their papers directly to [Turnitin.com](#). The site advertises this feature as alerting students to any places they have inadvertently omitted citation-information when they quote from a source. Unfortunately, [Turnitin.com](#) cannot control for when students re-phrase the quotation rather than adding the citation: instructors should always make plain to their students that academic integrity requires them to cite sources for information they paraphrase as well as for direct quotations, since plagiarism consists of any uncredited appropriation of the ideas of a source. Instructors must also remain alert to all forms of plagiarism, many of which [Turnitin.com](#) does not catch.

Instructors must review the penalties for academic misconduct and the policies and procedures for academic grievances available [here](#). These policies and procedures are binding upon faculty. Instructors must remind students at the beginning of each course of the penalties for academic misconduct as indicated there. Instructors should include the relevant sections of this policy in the course syllabus. *All penalties should be*

described specifically in the course syllabus. If the penalty for dishonest behavior is an “F” for the course, instructors must be aware that the instructor will have to call the student’s academic dean’s office to block the student from withdrawing from the course so that an F, rather than a W, will be recorded on the student’s transcript.

Instructors must report all incidents of academic misconduct to their chairperson and to the [Assistant Dean for Student Academic Affairs](#), in the CAS Dean’s Office. Reports of academic misconduct must include:

- 1) course number and name;
- 2) student’s name and Loyola ID number;
- 3) description of the academic misconduct;
- 4) the sanction (penalty) the instructor assigned for the misconduct;
- 5) documentation (scanned, if e-mailed), including copies of the sources and copies of the student work or exam/tests/quizzes that demonstrate the academic misconduct.

Instructors must inform students that findings of academic misconduct are reported to the academic dean’s office, where they are entered as part of the student’s academic records.

Related Web sites:

- [CAS Statement on Academic Integrity](#)
- [University Policy on Academic Integrity](#) (*Undergraduate Studies Catalog*)

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COURSE MANAGEMENT

Class Absences

On a strictly limited and pre-approved basis, a student may be allowed to miss a class in order to participate in a University-sponsored event. This situation normally includes such events as official athletic games or Loyola-sponsored competitions, e.g., debate, etc. It is the student's obligation to inform the instructor of such an authorized absence in a timely fashion; in most cases, this information can be made available to the instructor at the beginning of the semester. For athletic events, an instructor should receive a written schedule of off-campus athletic event dates from an academic advisor from Athletics. If the absence is authorized, the instructor is to assist the student in making up the work that she or he has missed. If the instructor has any questions about whether the requested absence is legitimate, the instructor should not hesitate to call the College of Arts and Sciences Dean's Office.

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Class Rosters

Class rosters are available on-line through LOCUS. If an instructor needs assistance printing a class roster, the instructor should check with the academic department's administrative staff.

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Registration and Attendance

Students may not attend classes for which they are not officially registered. For each academic term semester, students are able to add and drop classes via LOCUS through the end of the Late Registration period. Instructors must inform any students who are not registered on the first day that they must register through LOCUS and bring print-outs of their electronic registration to the instructor to confirm their registration by the next class session (alternatively, instructors may review online class rosters in LOCUS to confirm the students are registered for the course). After the end of the Late Registration period, students may not register for and may not be registered for any additional classes. Instructors should check their online class roster(s) during the second week of classes to verify that all students are properly registered. If students are not registered for the course section, instructors must direct them to leave the class.

In fairness to students who follow the rules, under no circumstance may unregistered students "wait it out" in a full class to register later.

Every registered student is expected to attend all classroom and laboratory sessions. Precisely how class participation is taken into account in the final grade is at the discretion of the individual instructor and should be based on affirmative actions by the

student and not mere presence in the classroom. It is incumbent upon the instructor to indicate clearly, in written ground rules, if, how, and what type of participation will be calculated into the final grade. Also, instructors should indicate how students are to be penalized for missing a quiz, exam, or classroom exercise.

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Syllabi

Instructors must file one copy of each course syllabus with the academic department's chairperson at the beginning of each semester. This is very important, as a syllabus may be needed for grade appeals, other course-related student academic grievances, or for sudden teaching replacements. In planning a course syllabus and exam dates, instructors should be respectful of the major religious holidays that might affect students' attendance in class. Instructors may consult Campus Ministry's Web site for the [dates of religious holidays](#).

Ground Rules

Most students' academic grievances are the result of a lack of communication between the instructor and students concerning course requirements and/or guidelines. Instructors should distribute a written statement of the ground rules as part of a course syllabus on the first day of class and adhere to these rules during the semester. Ground rules may include: relative weights (described as points or as percentages of the course grade) given to all gradable aspects of the course, e.g., quizzes, mid-term and final exams, papers, lab attendance, and so forth; dates of examinations, including final exams; deadlines for completion of assignments; the penalty for academic misconduct of any sort. If students are able to calculate their own final grades for the course, it is easy to show how no injustice has been done. It is the responsibility of students to be aware of ground rules governing the classes in which they are enrolled. Also, instructors must stipulate in the syllabus that a student's lack of appropriate course prerequisites constitutes grounds for being withdrawn from the class at any time.

Office Hours

All CAS instructors are to maintain and post office hours. Instructors should submit a copy of their office hours to their academic departments so that when students call department administrative staff, the students may be provided with accurate information about faculty office hours. When classes are in session, an instructor should maintain office hours sufficient to meet the needs of students in each class as well as other students the faculty member may be advising. Instructors should be aware that an instructor's presence and accessibility are crucial for student success.

Examinations and Faculty Availability During and After Final Exams

No exams (with the exception of brief, 10-minute quizzes) may be given during the last week of classes in a given Fall or Spring semester. Instructors should include a link to the official [University academic calendar](#) in the course syllabus.

Instructors are expected to administer their final exams and to be available not only during the period of final exams to advise students, but also after scheduled exams, through the full period of their contract, in order to address any student concerns about final grades. In addition, instructors who do not give a final exam for their courses should be available to their students and offer them an appropriate educational experience during the scheduled final exam period.

Students with Disabilities

The University may be able to provide special services or assistance for students with disabilities. Questions in this regard should be directed to Services for Students with Disabilities (SSWD) (773.508.3700). Students may visit the [SSWD Web site](#) for more information. In documented cases that require academic accommodations, the student must present the instructor with a letter from Loyola's SSWD office.

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Teaching Obligations

An instructor should never cancel a class session without a serious reason and only as an absolute last resort. In the event an instructor is unable to meet a class, the instructor must inform the chairperson immediately, and every effort should be made, by the chairperson or the instructor (as department policy dictates), to find a colleague to teach the class.

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CURRICULAR MATTERS

Core Curriculum Requirements

Courses carrying Core Curriculum credit are identified as such in LOCUS. Students may search for Core courses via the Class Search function in LOCUS. Only courses that are designated in LOCUS with a Core course attribute will satisfy Core requirements, as applicable to the student's specific academic requirements. Students may also contact core@luc.edu with questions about the Core Curriculum.

Related Web sites:

- [University Core Curriculum](#)
- [University Requirement: Engaged Learning](#)

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Writing-Intensive Sections

Only course sections that are labeled with “W” in their section numbers and that have a requirement designation of “Writing Intensive” are considered writing-intensive sections of those courses. Students may not “contract” with an instructor to convert a non-writing-intensive section or course to count as writing-intensive. Instructors should not refer to sections that are not labeled with a “W” as “writing-intensive.” Academic departments and instructors may not give permission for students to enroll in closed, full writing-intensive sections. For information regarding admission to closed writing-intensive courses, instructors and students may contact the CAS Dean's Office.

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FINAL EXAMINATIONS

Final Examinations

Final examinations must be administered only during the officially scheduled final examinations period. Please review the University academic calendars for the [final examinations schedule](#). No exams may be given during the last week of class in a given Fall or Spring semester. The only permissible exceptions would be minor tests or quizzes associated with a particular segment of the course and given so as to help consolidate the learning of that segment in preparation for a comprehensive final exam administered in the final exam period. Students who would need to study for such an “early” final examination neglect their work for their other courses in which instructors expect them to be prepared.

No testing of any sort may be scheduled during the Study Day. The Study Day is intended to allow students to prepare for their scheduled final exams. The study day ends at 4:15 p.m.; final exams scheduled for 4:15 or later on must be administered as scheduled.

Instructors may not reschedule final exams for a class for another day and/or time during the final exam period. There can be no divergence from the posted schedule of dates for final exams. Individual students who have four (4) final examinations scheduled for the same date may request to have one of those exams rescheduled. If a student reports having four final examinations scheduled for the same date, students should be directed to e-mail a petition to the [Assistant Dean for Student Academic Affairs](#).

Related Web site:

- [University Academic Calendars and Schedules](#)

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Faculty Availability During and After Examinations

Instructors are expected to administer their final exams and to be available not only during the period of final exams to advise students, but also after scheduled exams, through the full period of their contract, in order to address any student concerns about final grades. In addition, instructors who do not give a final exam for their courses should be available to their students and offer them an appropriate educational experience during the scheduled final exam period.

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GRADING

Academic Probation

Students who are on academic probation are not eligible to register for a future academic term unless they obtain academic progress reports (i.e., grades calculated as of mid-semester) from each of their instructors and submit (or e-mail) those to their academic advisor. (Please note that students who are on academic probation will request that instructors report their mid-semester grade to their academic advisor or complete an Academic Progress Report form.)

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Grade Entry

All instructors must submit final course grades through LOCUS within 72 hours after the scheduled final examination period for that particular course section, *not* 72 hours after the last day of examinations. Instructors must ensure that they are entering final grades on the final grade roster in LOCUS. Note: When entering grades in LOCUS, instructors should make certain the cursor is not located in the cell/field of the last grade that is being entered when saving the grades; otherwise, that student's grade will not be posted.

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Grade Changes

Any instructor who has reason to change a grade after she/he submits final grades for her/his students must complete a grade-change request via LOCUS. **Instructions** are available online. The approval process takes place in the academic dean's office of the student's school/college via LOCUS. When entering the grade-change request in LOCUS, *a narrative explanation is required* in the Comments area. After submitting a grade-change request via LOCUS, the instructor should see "Pending" next to the grade-change request, indicating the request was submitted successfully. Grade-change requests are individually reviewed by the academic dean's offices, and grade-changes, if approved, are posted on the student's record within a few days.

Grade changes may be requested to assign a letter grade (including "F") to replace an Incomplete, to correct computational or transcribing errors, or to account for appropriate work that the student handed in during the semester but that was misplaced or not recorded by the instructor. It is unlikely that requests made for other reasons will be approved by the dean's office. The CAS Dean's Office reviews all grade-change requests carefully and may ask the instructor for evidence to support requests based on computational or transcribing errors. Instructors should provide as much information in the Comments area of the grade-change request in LOCUS to explain the reason for the request. Except in the case of Incompletes, full evaluation of the quality

and quantity of a student's work should occur *before* a grade is originally submitted at the end of the semester.

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Incompletes ("I" grades) and Missed Final Exams

Students are responsible for initiating requests for Incompletes (temporary "I" grade) with their instructors and must submit the [Undergraduate Request for a Mark of Incomplete](#) to their instructor. Instructors have the authority to grant or deny requests for Incompletes. If granted, **the instructor must submit a copy of the request form via e-mail to the Assistant Dean for Student Academic Affairs and to incomplete@luc.edu**. Instructors should remember that a temporary grade of Incomplete is only appropriate for a student who experiences a sudden, unexpected, or catastrophic life event at the end of the semester. Moreover, in making decisions about granting an Incomplete, instructors should make a sincere attempt to balance compassion for the individual student with fairness for the class as a whole. An instructor may reject a student's request for a temporary Incomplete if she or he feels the request is inappropriate; such a request could be denied, for example, if the motive for the request is solely to improve a student's grade, or if the student is unable to provide appropriate documentation for the reason for the request.

Instructors may not assign Incompletes without consulting with the student and agreeing on the remaining exams/work *and* a specific deadline (not to be later than six weeks into the next semester). Instructors may *not* set *later* deadlines. Some departments require that instructors consult with the department's chairperson before granting a grade of Incomplete. In all other departments, the responsibility and final decision of whether to accept a student's Undergraduate Request for a Mark of Incomplete lie with the instructor.

If an "I" grade is assigned, the instructor and student must discuss and agree to a deadline to complete all remaining course work and/or final exams, making note of the remaining assignments and deadlines on the Undergraduate Request for a Mark of Incomplete. This request form is to be completed and signed by both the instructor and the student, and each should keep a copy for his or her records. If an instructor grants an "I" grade, the instructor must enter the "I" grade when submitting all other students' final grades via the grade roster in LOCUS at the end of the semester.

Please note: Students who are on academic probation may not request Incompletes.

Missed final exams are to be regarded as *incomplete work*, and their completion should follow the same procedure as that for other incomplete work. Students must submit an Undergraduate Request for a Mark of Incomplete to the instructor. It is the

instructor's responsibility to determine whether a make-up exam should be given for a missed final exam, to set a time for administration of the make-up exam, and to proctor the make-up exam.

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Incompletes from the Previous Academic Term

The deadline for undergraduate students to complete work for temporary "Incomplete" grades that were granted for a previous semester (or Summer Session or January Term) is six weeks into the next immediate semester. (Instructors may have set earlier deadlines with the student.) Instructors must enter a grade-change request through LOCUS within one week of this deadline. (Please note: Requirements for Incompletes granted to *graduate students* differ from those for undergraduate students. Consult [The Graduate School](#) if you are granting an Incomplete to a graduate student.)

To change a temporary "I" grade to a final letter grade, instructors must submit a grade-change request through LOCUS. Instructors have *one week after the undergraduate deadline to submit work for an Incomplete* to submit grade-change requests via LOCUS. Review the [University academic calendar](#) for specific dates.

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Mid-Term Grades

Instructors must report mid-term grades directly to their students before the last day to withdraw with a "W" grade (which is the end of the 10th week of the Fall or Spring semester; see the [University academic calendar](#) for specific dates for these and other academic terms). This will allow all students to make informed decisions about whether to withdraw from or remain in the class. Regardless of the students' current grades or academic-alert status, instructors must evaluate (through exams, quizzes, papers, etc.) and inform students of their academic progress prior to the last day to withdraw with a grade of "W." These mid-term progress grades may be entered on the Mid-Term Grade roster in LOCUS, and students will be able to view these mid-term progress grades in LOCUS under the "mid-term indicator" tab. Alternatively, instructors may use some other mechanism to inform students of their mid-term grades (e.g., writing it at the end of an assignment being returned to the student). Regardless of which method an instructor uses, the instructor must inform students of their mid-term grades or, if the instructor has entered mid-term grades in LOCUS, direct students to view their "mid-term indicators" tab in LOCUS.

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Pass/Fail Conversion Deadlines and Auditing Classes Policy

An undergraduate student may convert a course registration either in or out of the "Pass/No-Pass" or "Audit" status only within the first two weeks of classes each Fall or

Spring semester (review the [University academic calendar](#) for specific dates for these and other academic terms). Students must submit a request for Pass/No-Pass or Audit to their academic advisor. Students who audit courses are required to attend classes; these students are indicated by an “AU” on class rosters. If a student fails to satisfy the audit attendance requirements, instructors must send a memo about the student’s lack of attendance to the Office of Registration and Records, where a final grade of “W” will be entered for the course.

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Withdrawal (“W” Grade) Policy

In LOCUS, students may withdraw from a course and receive a mark of “W” without penalty up until and through the end of the 10th week of the Fall or Spring semester (review the [University academic calendar](#) for specific dates for these and other academic terms), also known as the last day to withdraw with a “W” grade. After the 10th week of the Fall or Spring semester, students may request to withdraw from a course until and through the last day of classes, but they will be assigned the penalty grade of “WF.” (Please note: In order to drop from full-time to part-time status, to drop any course as a part-time student, or to withdraw from a course(s) after the end of the 10th week of the semester, the student must meet with an academic advisor.) The obligation of instructors to evaluate and inform students of their academic progress prior to the last day to withdraw with a “W” grade is implicit in this policy.

Clear communication is important in discussing a student’s progress. Instructors should never convey to a student that they insist that the student withdraws from the course, nor should they predict that the student will do better and should remain in the course. Students should be given all the relevant information and course-component grades in order to make their own decisions about remaining in or withdrawing from a course.

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Withdrawals After the Last Day to Withdraw with a “W”

Undergraduate students who wish to withdraw from a course after the last day to withdrawn with a “W” grade may request to do so (with their academic advisor) through the last day of classes for the term and receive a “WF” grade; a “WF” grade factors into the GPA the same way an “F” grade does. Instructors should never direct students to “request a ‘W’ grade.” Students may not withdraw with a “W” grade after the last day to withdraw with a “W” grade has passed. Students who wish to learn how an academic withdrawal might affect their academic standing should be directed to meet with their academic advisor: If the student is a freshman or sophomore, his/her academic advisor is in the First and Second Year Advising (FSYA) Office, Sullivan 260. If the student is a junior, senior, or transfer student, his/her academic advisor is in his/her respective school’s academic dean’s office. *Please note: The decision to assign a “W” grade after*

the withdrawal deadline is made only by the dean's office of the student's home college/school and only in very unusual, documented, extenuating circumstances. Instructors must never encourage students to appeal for a "W" grade.

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STUDENT SUPPORT

Academic Advising

Freshmen and sophomores who have earned fewer than 55 credit hours are advised by academic advisors in the Office of First and Second Year Advising (FSYA), located in the Sullivan Center, Room 260 (Phone: 773.508.7714). FSYA academic advisors advise freshmen and sophomores across all undergraduate schools. Juniors, seniors, and transfer students are advised within their respective school's academic dean's office. CAS juniors, seniors, and transfer students receive their primary academic advising within the CAS Dean's Offices (Sullivan Center 235 or Lewis Towers 930). An instructor who has a student who needs academic advising, yet is uncertain where to direct the student, should call 773.508.3500 (CAS Dean's Office at LSC) or 312.915.6520 (CAS Dean's Office at WTC).

Related Web sites:

- [CAS Dean's Office Academic Advising](#) (Juniors, Seniors, Transfers)
- [First and Second Year Advising \(FSYA\)](#) (Freshmen, Sophomores)

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Academic Alerts

Beginning in the 7th week of a regular semester (Fall/Spring) and lasting through the end of the 9th week of a regular semester, instructors must submit academic-alert grades (Early Alert grades) for undergraduate students who are earning C-, D+, D, F, or NR* in the class. Instructors must submit this information via LOCUS for all undergraduate students who are earning a C- or lower in the course. In order for academic advisors to contact students in a timely fashion, academic-alert grades must be entered in LOCUS no later than the end of the 9th week of a regular semester, via the Mid-Term Grade roster, accessed through the Faculty Center in LOCUS. [Instructions](#) for entering academic alert grades are available [online](#). Additional assistance can be requested by contacting locus@luc.edu. In LOCUS, instructors are not able to include comments with their academic alert grades. Therefore, if an instructor has a significant comment that will be useful for the student's academic advisor, the instructor must e-mail her or his comments to EARALERT@luc.edu with the student's *name*, *Loyola ID number*, and the *course number* in the subject line.

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*NR Grade

The "NR" (no record) is to be entered on a Mid-Term Grade roster *only* if the student in question is registered but has *never* attended the course and has *never* completed any work for the course. If a student has attended the course, even once, the instructor must not assign an "NR".

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Office Hours

All CAS instructors are to maintain and post office hours. Instructors should submit a copy of their office hours to their academic departments so that when students call department administrative staff, the students may be provided with accurate information about faculty office hours. When classes are in session, an instructor should maintain office hours sufficient to meet the needs of students in each class as well as other students the faculty member may be advising. Instructors should be aware that an instructor's presence and accessibility are crucial for student success.

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Students with Disabilities

Instructors with a student with a disability in their classes should be aware that the University may be able to provide special services or assistance. Any questions in this regard should be directed to Services for Students with Disabilities (SSWD) (773.508.3700). Instructors may also visit the [SSWD Web site](#) for more information. Documented disabilities may necessitate certain adjustments from instructors. In documented cases that require academic accommodations, the student will present the instructor with a letter from Loyola's SSWD office. Instructors must comply with whatever the law requires.

Related Web site:

- [Services for Students with Disabilities](#)

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