

GRADUATE SCHOOL OF EDUCATION
M.ED, ED.S. and ED.D.

ACADEMIC POLICIES

ACADEMIC POLICIES INDEX

*Please note the index links to the page rather than the section. It may be necessary to scroll down to the appropriate section.

[Academic Advising](#)

[Academic Grievance Procedures](#)

[Academic Integrity](#)

[Academic Standing](#)

[Attendance](#)

[Communication from Academic Deans](#)

[Comprehensive Assessments](#)

[Course Unit](#)

[Degree Conferral \(Graduation\)](#)

[Depth and Collateral Areas](#)

[Dissertation](#)

[Doctoral Candidacy](#)

[Enrollment Status](#)

[Examinations](#)

[Grades](#)

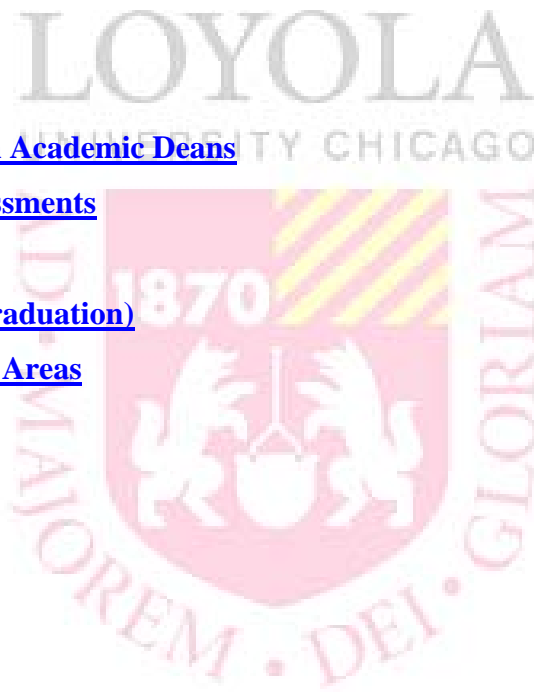
[Graduate Credit](#)

[Time-Limit for Degree Completion](#)

[Transcripts and Records](#)

[University Student Handbook](#)

[Withdrawal from the University](#)



Academic Advising

A member of the faculty will be assigned as academic advisor to each student accepted for a graduate degree. Students may retain the same faculty advisor throughout their programs or they may select a different faculty member to serve as their dissertation director. Students are expected to confer with their advisors as often as may be necessary. It is the student's responsibility to seek conferences with the advisors, to secure supervision of the dissertation, and to keep the dissertation director informed of progress in the research and writing. It is important that students confer with their advisors prior to initial registration. Most programs in the School of Education also provide email groups and electronic advisory newsletters. Each student is responsible for participation in those services provided within his or her program.

Academic Grievance Procedures

Students, faculty, and administrators are strongly encouraged to discuss informally and to resolve problems they encounter in the academic process. Unresolved issues or violations of Loyola's ethical standards may call for the use of the School of Education's grievance procedure. The following procedure is intended for use in the management of controversies in academic matters involving students in the School of Education, i.e. those in undergraduate Education, M. Ed., and Ed.D. programs. Students in Ph.D. or M.A. programs should consult the grievance procedure in use at The Graduate School. The following procedure governs such academic matters as ethical questions as well as those of scholarly competence. Thus, controversies arising from charges, e.g., of cheating in examinations, falsification of research data, plagiarism, evaluation of students, failure of the institution to recommend certification, and dismissal from programs are included within the meaning of "academic" as well as "grievable." With regard to the evaluation of students, the academic grievance procedure applies only to those cases in which the evaluation of the student is alleged to be capricious, in significant violation of clearly established written school policies, a result of improper procedures, or improperly discriminatory. An evaluation of a student is capricious if the evaluation is: 1) based partially or entirely on criteria other than the student's performance; 2) based on standards different from those standards of evaluation applied to other students; or 3) based on a substantial departure from announced standards of evaluation. In cases other than those noted above, an evaluation of a student is not a basis for an academic grievance. Controversies arising from clearly non-academic matters fall within the jurisdiction of the division of student affairs. Such cases may include: allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual orientation, disability, national origin, or religion. In cases in which jurisdiction is unclear or mixed, the Dean of the School of Education, in consultation with the Vice President for Student Affairs, will determine the correct jurisdiction.

Step 1- Informal Resolution

The first step in this grievance procedure is an informal one. Efforts should be made by the student to communicate the complaint or problem in writing within 30 days to the person most directly involved (e.g., the instructor in the course, the program director). Where appropriate, the problem should be resolved at this informal step. It is the practice that most issues can be resolved at the program level.

Step 2. – Petition to the Associate Dean of Academic Programs

1. If the student is unable to achieve a satisfactory solution to the problem at the informal level, the student is expected to submit a written request within the following 30 days (use an [Academic Grievance Form](#)), for a hearing to the Associate Dean of Academic Programs. The request for a hearing must specify the nature of the dispute and the attempts to resolve the matter. Specifically, a student who believes that he or she has valid grounds for a grievance under these procedures should submit a written and signed [Academic Grievance Form](#), setting forth the specific allegations with reasonable particularity and identifying the individual(s) grieved against.
2. The Associate Dean of Academic Programs will refer the dispute to the School of Education Grievance Committee (SEGC), which is a standing committee of the Academic Council and consists of three faculty members from the School of Education. If any of the three faculty members comprising the committee are involved in the dispute, other board members will be appointed from the School of Education at the recommendation of the Dean.

3. The Chairperson of the Grievance Committee will establish a time and date for the hearing and notify the student and faculty involved, along with the other members of the Committee. The student will receive written notice of any charges to be considered, and an effort will be made to schedule the hearing within 30 days of the receipt of the materials offered in support of the formal grievance. The hearing will be private and all persons present at the hearing will consider all information presented to be confidential. If, however, the student disseminates information disclosed during the hearing, the student's interest in the confidentiality of the hearing will be deemed waived. Both the student and the faculty member involved may request assistance in presenting their case at the hearing by any members of the university community other than an attorney. Students must inform the Chairperson of the Grievance Committee of the name(s) of their representative and any witnesses before the hearing date. Additionally, the SEGC shall provide all parties the opportunity to present written and oral information relevant to the grievance. The SEGC may also request information from other sources. Copies of all written information and summaries of pertinent oral information provided to the SEGC shall be provided to all parties and shall include:
 - I. A statement of committee procedure
 - II. A summary of relevant information including documentation of all written and oral information presented to the SEGC
 - III. Relevant University rules and policies
 - IV. SEGC recommendations and reasons for such recommendations

Individuals appearing before the board have the responsibility of presenting truthful information. The board in reaching its decision will evaluate the credibility of the witnesses. Presentation of evidence will be made only during the hearing. Any party may present witnesses or other evidence. The conduct of the hearing is informal, and the board is not bound by rules of evidence or court procedures. Matters of procedure will be decided by the Chairperson of the School of Education Grievance Committee. All decisions of the board will be determined by a majority vote of the members present. The student and faculty member will be informed in writing of the Committee's decision within two weeks of the hearing.

Group Actions

Two or more students with substantially the same grievance may join in group action. A single statement of grievance shall be submitted and processed in the manner described herein for individual grievances, but all those joining in such a group action must sign the statement.

Step 3. Appeal Process

The student may appeal the decision of the hearing board in writing to the Dean of the School of Education within 30 days notice of the hearing board's decision. The appeal should clearly indicate the alleged errors that occurred in the SEGC hearing. The Dean may approve, modify, or reverse the decision of the board and will notify the student of her/his decision within two weeks of receiving the appeal, if practicable. The decision of the Dean is final in all cases.

Withdrawal of Grievance

A grievant may withdraw his or her grievance from further consideration at any time by submitting a written request to the administrator with whom the grievance was originally filed. No reason needs to be given for such a request.

Academic Integrity

In general, a violation of academic integrity occurs when the nature or source of academic work is misrepresented. This occurs in incidents such as, but not limited to, claiming work as one's own when it is not (e.g., plagiarism and cheating on tests) and/or falsifying data. It's the responsibility of the student to review the [full policy](#).

Academic Standing

Good Standing

A degree-seeking student is in good academic standing if he or she: 1) meets the standards of quality of his or her academic program and the School of Education; 2) makes satisfactory progress toward completion of

degree requirements within the established time limit; 3) fulfills the School of Education's requirement regarding continuous registration; and 4) fulfills the School of Education's requirement regarding grade-point average. Students who are not in good academic standing are not eligible to receive a degree and may not hold a merit award.

Continuous Enrollment

Students are to maintain the status of continuous enrollment during their program of studies. This means that during each semester of each academic year (excluding Summer Sessions), each student must enroll in a least one course. Once a student has completed all coursework and is still considered a degree-seeking student in good standing in a graduate program, he/she must continue to maintain his/her registration during the regular academic year until all degree requirements are completed. In most instances, this will be accomplished by enrolling in an appropriate internship, practicum course or dissertation supervision. Registration must be completed on the dates listed in the academic calendar and class schedules for each semester.

Students who do not meet the requirement of continuous registration are considered inactive and not in good academic standing. .

To request reinstatement to active status:

1. One to two semesters: email the Associate Dean of Student Academic Services to request re-activation. If enrollment for dissertation supervision was appropriate, back registration must also occur for the terms missed.
2. One to five years: complete the ReApplication Form and a statement justifying request for readmission (for students at the dissertation level, back registration must also occur for the terms missed).
3. Beyond the time limit for degree completion: Full application and a statement justifying request for readmission. Students are reviewed for admission following the standard admission process.
4. If permitted to resume studies, the student must meet the program requirements in effect at the time of readmission. This may include new requirements for the degree, prerequisites, and/or state licensure requirements.

Reinstatements are not automatic, and students whose requests are denied will not be permitted to continue in their programs. Repeated failure to maintain continuous registration is, itself, grounds for denying a request for reinstatement.

Grade Point Average

Graduate students are expected to maintain an average of "B" or better. Not more than two grades of "C" may be counted for a degree. Some programs require students to repeat particular key courses if they receive grades of C in such courses. No grades of "D" or "F" may be counted as fulfilling degree requirements (such grades, however, will be calculated into the grade point average). No student will be graduated with less than a 3.0 average for all graduate and undergraduate courses taken as part of the degree program.

All students are subject to annual review of progress. Students who earn more than two grades of "C" or show other aspects of insufficient progress may be subject to withdrawal from the program. Students who fail to maintain at least a 3.0 GPA will be placed on academic probation. If the GPA is not raised to a 3.0 during the next two consecutive terms in which the student registers, the student will be dismissed for poor scholarship. If a student is dropped from degree candidacy, he or she may be readmitted only under exceptional circumstances.

Dismissal from the Graduate School of Education

1. Failure to maintain a cumulative grade point average of 3.0 or better. Students whose cumulative grade point average falls below 3.0 are considered to be on academic probation. Students may continue on academic probation for no more than two semesters (the summer sessions are considered in this instance as a single semester); failure to raise, within that period of time, the cumulative grade point average to 3.0 or better

results in dismissal from graduate study. Students dismissed for this reason may appeal in writing to the dean of the School of Education whose judgment is final.

2. *Academic Dishonesty*. In general, academic dishonesty occurs when the nature or source of academic work is misrepresented. This occurs in incidents such as, but not limited to, claiming work as one's own when it is not (e.g., plagiarism and cheating on tests) and/or falsifying data. For incidents of academic dishonesty occurring in a course, the professor may assign a grade of "F"; the standard grievance procedures are (see [Academic Grievance Procedure](#)) available to students in these instances. Faculty may also request that a hearing board impose additional sanctions for academic dishonesty including dismissal. In all cases, the student involved may appeal the decision of the hearing board in writing to the dean within thirty days of notice of the hearing board's decision. The decision of the dean, who may approve, modify, or reverse the decision of the hearing board, is final in all cases except that of dismissal for academic dishonesty; the sanction of dismissal may be imposed only by the office of the senior vice president and dean of faculties upon recommendation of the dean.
3. *Failure to pass the required comprehensive examinations*. Students pursuing the M.Ed. will, as a matter of course, be allowed two attempts at passing the comprehensive examination. If they fail the second examination, a third examination will be permitted only after completion of four additional courses. Failure to pass the examination after three attempts will result in no M.Ed. degree being conferred. Students pursuing the Ed.D. will be allowed a second attempt at the examination only if the student's advisor and program director so recommend. Students who are dismissed for failing the examination may appeal in writing to the dean of the School of Education whose judgment is final.
4. *Failure to successfully sustain annual progress evaluations*. The performance of each student is reviewed annually by his or her program faculty. Students may be terminated from their programs if found substantially deficient in their knowledge, skills, or dispositions for the field. If a student is dropped from degree candidacy, he or she may be readmitted only under exceptional circumstances.

Attendance

All graduate students are expected to attend classes and laboratories regularly. Specific regulations are subject to program decision. Certain programs also require attendance at professional seminars and special program meetings. Consult each program for information.

Communication from Academic Deans

Official notices are presented to students through the deans' office, Loyola emails, and LOYOLA FOCUS for Graduate Students. Students are individually responsible for this information and should check their e-mail regularly. For reasons of confidentiality, as well as efficiency, communications to students will be sent to students' Loyola email accounts and not to any other email address. Students are responsible for checking this account and/or setting up a forwarding system. The Dean's Office may refuse to provide confidential information using a non-Loyola email account.

Comprehensive Assessments

Most programs require the completion of written and/or oral examinations, portfolios or final projects to assess the student's knowledge of the field and at the doctoral level to determine competency to undertake independent research. The comprehensive assessment, if required, is to be completed successfully before the student prepares a dissertation proposal for review by her or his committee.

Failure to pass the required comprehensive assessment. Students pursuing the M.Ed. will, as a matter of course, be allowed two attempts at passing the comprehensive assessment. If they fail the second assessment, a third attempt will be permitted only after completion of four additional courses. Failure to pass the assessment after three attempts will result in no M.Ed. degree being conferred. Students pursuing

the Ed.D will be allowed a second attempt at the major assessment only if the student's advisor and program director so recommend. Students who are dismissed for failing the major assessment twice may appeal in writing to the dean of the School of Education whose judgment is final.

Course Unit

Unless otherwise specified, graduate courses normally provide three semester hours of credit. Each semester hour implies a lecture period of at least fifty minutes or a laboratory period of at least one hundred minutes a week.

Degree Conferral (Graduation)

While the commencement ceremony is every May, degrees can be conferred May, August, and December. Students must apply for graduation/degree conferral. Students should apply for graduation in the semester they anticipate completing all degree requirements. Failure to meet application deadlines may result in a delay of the conferral of the degree to the following semester.

[Applications for Degree Conferral](#) are due:

- December Degree Conferral--August 1
- May Degree Conferral –December 1
- August Degree Conferral – February 1

Depth and Collateral Areas

The student's depth area is the field of specialization. Groups of related courses are known as the collateral fields. Consult specific departments for information regarding the number and nature of courses required in depth and collateral areas.

Dissertation

It is the student's responsibility to become familiar and adhere to the dissertation [policies and procedures](#) . The student-managed submission of dissertations gives the student control over the process of preparing and submitting the dissertation. The process contains four parts. Please read the directions carefully. Do not submit the material for any part listed in the directions until it is accurate and complete; if the material is inaccurate or incomplete, the School of Education will not accept it.

Doctoral Candidacy

The requirements for doctoral candidacy are: 1) successful completion of all specifically required coursework; 2) successful completion of all comprehensive examinations; 3) approval of the dissertation proposal by the approved dissertation committee and the Institutional Review Board (IRB).

Enrollment Status

Fall and Spring Semesters

Students are considered full time if they are either: 1) enrolled in at least eight credit hours of coursework; 2) enrolled in Dissertation Supervision (#600), Doctoral Study (#610), or a full-time clerkship, internship or practicum course; or 3) enrolled in and hold a full graduate assistantship or fellowship. Students are considered half-time if they are enrolled in at least four but less than eight credit hours of coursework.

Summer Sessions

Students are considered full-time if they are either: 1) enrolled in at least six credit hours of coursework; 2) a full-time clerkship, internship or practicum course; or 3) enrolled in and hold a full graduate

assistantship or fellowship. Students are considered half-time students if they are enrolled in at least three but less than six credit hours of coursework.

Full and Part-Time Status (as defined above)

Full- and part-time status is reported to loan companies and to the U.S. government, including the INS. Full- and part-time status are not necessarily related to eligibility for health insurance, or to Loyola's fees.

Number of Courses Allowed

Typically, full-time graduate students take a maximum of nine semester hours in each regular semester session, and six semester hours in the summer sessions. Specific programs may exceed the maximum hours. In each case, the program director and/or Associate Dean of Academic Programs, grants approval for the additional semester hours.

Examinations

Students registered for courses in the 300-group usually take an examination at the end of the course. Professors may give examinations in the 400- and 500-levels of courses. No reexaminations are allowed in individual courses.

Grades

The grades in the School of Education are as follows:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0.0
WF	0.0
I	Incomplete
W	Withdrawal
CR	Credit
AU	Audit

NR: The notation of "NR" is assigned in instances where the student is registered at Loyola but never attended the course in question and never completed any work for the course.

Incomplete Grades

Students are expected to complete course assignments by the final date of class. The grade of an "I" is assigned before the last day of scheduled classes when it is determined by the faculty member that a student is not able to complete his/her class work due to: serious illness during the semester, unavailability of the necessary research material or library books, or some other legitimate reason. A student's request for a grade of "I" should be first discussed with the instructor. If the request is judged to be valid by the instructor, then the instructor enters the grade on the class grade roster. The student has one year to complete the incomplete, otherwise it remains an "I" on the official transcript.

Withdrawal from Courses

Students may withdraw from courses on LOCUS with the grade of "W" until the University posted [deadline](#). Students who withdraw after the deadline are assigned the grade of "WF".

Credit/No Credit

Used for Doctoral Study (610), Dissertation Supervision (600), and those courses for which no semester hours ordinarily are awarded. The grade "CR" may be assigned for these courses. In cases where, in the

judgment of the adviser, substantial progress has not been made, a grade of "NC" (No Credit) may be assigned.

 **BACK TO TOP**

Audit

Arrangements to audit a course must be made during registration periods. Tuition is charged for audited classes. Class attendance is required; if a student does not attend class, a final grade of "W" will be recorded. Assignments, including examinations and term papers, are not required, but the student has a right to participate in class discussions. Because a course which is audited does not count as hours attempted, it is not considered in determining a student's academic full-time or part-time status; however, tuition is charged at the full rate. After late and change of registration, students must have the course instructor's approval to convert a course from "credit" to "audit." After midterm, the student must have the approval of the dean as well as the instructor to convert a course from "credit" to "audit." Prior to the term starting, students must submit a [Request to Audit a Class](#).

Graduate Credit

Graduate students may receive credit from:

1. Courses numbered 400-600.
2. Certain courses in the 300 group. Program approval is required for the inclusion of such courses in the graduate program. No more than three such courses will ordinarily be accepted for the master's degree, no more than six for the doctors degree, but individual departments or programs may accept fewer. Students may not apply the same course to fulfill requirements for both undergraduate and graduate degrees, or for both professional and graduate degrees, or for two undergraduate or graduate degrees. However, transfer credit may be recommended by the appropriate department, subject to the approval of the dean of the School of Education.

Time-Limit for Degree Completion

M.Ed. students must complete their program within five years. The period may be extended by special permission of the Associate Dean for Academic Programs. Students should ask their advisor to submit the form for [extension of time](#)

Ed.D. students have a maximum of seven years to complete the degree. Each program area specifies ways in which residency requirements are satisfied. If students are unable to work on the degree for a period of more than one semester, they should request an official leave from the program. Furthermore, if students need more time to complete the degree, they must file an extension of time. Upon recommendation of the program director, the associate dean will grant a leave of absence or extension of program time. However, more than one extension of program time will be granted only under extraordinary circumstance.

Extension of Time

An [extension of time](#) to complete the degree requires approval of the Program Director, Dissertation Director (if appropriate) and the Associate Dean for Student Academic Services. Time extensions are typically restricted to one year.

Leave of Absence

Official leaves of absence are intended for students who wish to discontinue temporarily their graduate studies due to special circumstances (*e.g.*, medical, personal, or professional reasons). A leave of absence postpones all deadlines concerning completion of degree requirements for the duration of the leave of absence. A student requesting a leave of absence is to complete a [Leave of Absence form](#) and contact the program's graduate program director.

Transcripts and Records

Students request official transcripts of records through the [Office of Registration and Records](#). Transcripts will be issued only after the student has met all financial obligations to the university. Transcripts will include the record of work completed at Loyola University only and the amount of advanced standing, if any, allowed toward the graduate degree from institutions previously attended. The Office of Registration and Records also handles verification of directory information including dates of attendance, attendance full-time or part-time, degree earned, the date a degree was conferred and major field of study. It is your

right to deem this information strictly confidential. If you do not want the information released, notify the Office of Registration and Records. Students may use LOCUS , the online service of the Office of Registration and Records to:

- Add and drop classes
- Get information about classes
- See or print your class schedule
- Get your grades
- Confirm or change your permanent or local addresses
- Check out your financial aid award package(s)
- View or print your (unofficial) transcript
- Access your account balance

The School of Education respects the confidentiality of student records and adheres to the provisions of the Family Educational Rights and Privacy Act of 1974. See the office of the School of Education dean for details concerning access to student records. Please note that the School of Education, not the student, retains the right to materials submitted as part of the admissions process.

University Student Handbook

Please read this document carefully. You are accountable for its contents. Students who violate the policies and procedures described in the handbook may be subject to a judicial hearing or to other disciplinary action as outlined in the Student Judicial Procedures section. The full text of the [Student Handbook](#), including the sections found here, is available in print; this online version is updated regularly and therefore takes precedence over the printed document.

Rights Reserved Loyola University Chicago reserves the right to change the policies and procedures announced in this handbook, and to change the schedules, fees charged, and regulations affecting students. It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in this handbook.

Withdrawal from the University

An enrolled student who wishes to withdraw from the university during any semester must notify the Dean's office and his or her graduate program director in writing (email is sufficient). A student is considered to be in attendance until such notice has been received by the Dean or the Program Director. Financial obligations regarding withdrawals are based on [university policies](#).

A student may be required to withdraw from the university because of academic deficiency, lack of sufficient progress toward completion of degree requirements, failure to adhere to university requirements, degree requirements and/or regulations for conduct or failure to meet financial obligations to the university.

 **BACK TO TOP**