School of Continuing & Professional Studies
(including the Institute for Paralegal Studies)

Academic Policies

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Student Handbook

2017-18 Academic Year
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Program Goals
The School of Continuing and Professional Studies (SCPS) is the home of Loyola’s degree-completion and professional certificate programs, including the credentials offered by the Institute for Paralegal Studies. Our mission is to help adult students lead, succeed, and create meaning in their lives.

Degree-Completion Program Outcomes
Loyola SCPS students who have earned a B.A. will demonstrate the academic skills and abilities provided by a liberal arts education as well as by the mission and values of the University and School.

- Students will be able to communicate effectively in professional settings in writing, through oral presentation skills, and using information technology.
- They will be able to conduct research, applying critical thinking, inquiry, information literacy, and analysis skills.
- Graduates will develop lifelong learning skills, including the knowledge and application of career development that will enhance their professional effectiveness.
- They will demonstrate the ability to create and implement projects in their profession, work collaboratively in teams, and solve real-world problems affecting their work and career.
- They will be able to situate their learning and knowledge in global context and connect professionalism to civic engagement.
- Graduates will also understand how ethical reasoning and intercultural awareness enhances their professional effectiveness and personal growth.

By completing these degree programs, students will possess the knowledge and skills necessary to chart their careers within the consistently evolving contexts of work and community.

Moreover, our programs’ foundation in liberal education enables students to think about topics in fresh and meaningful ways, meet the challenge of the new and unfamiliar, and deepen their understanding of who they are in relation to the world at large.

Institute for Paralegal Studies Program Outcomes

University policies (http://www.luc.edu/academics/catalog/undergrad/reg.shtml) apply in general to all Loyola students, including students in the School of Continuing and Professional Studies. This document contains additional policies that apply to SCPS students.
Loyola’s Institute offers post-baccalaureate certificates and degree-completion programs designed in accordance with the American Bar Association’s *Guidelines for the Approval of Paralegal Education Programs*.

**Mission Statement:**

The Institute for Paralegal Studies supports Loyola’s mission of promoting knowledge in the service of humanity by educating students to work as competent, effective assistants to lawyers. We believe that rigorous, comprehensive academic instruction, not merely vocational training, is essential for a paralegal to develop critical and ethical judgment. We also seek to promote the professionalism of paralegals, extending their capacity for service to the legal community and ultimately contributing to the advancement of justice in American society.

**Goals:**

- Students will develop an understanding of the law, the legal and paralegal professions, and the legal process, including the use of technology, appropriate to their expected role in the legal community. Students will acquire practical, technical skills as well as basic knowledge of legal theory, and specialized competency in at least one area of concentration.
- Students will demonstrate competence in legal research and writing, problem analysis, and critical thinking.
- Students will display an awareness of ethical, moral, and social issues that contain legal implications, as well as knowledge of the standards of conduct expected of the legal community.
- Faculty and staff will be committed not only to quality education but also to the promotion of paralegals as essential members of the legal community.

**Admission**

Students may be conditionally or unconditionally admitted to any SCPS program. There is also a separate application for non-degree seeking students, and additional requirements for international students. Admissions information can be found at [http://www.luc.edu/adult-education/admission/](http://www.luc.edu/adult-education/admission/)

**Conditional Admission:**

Conditional acceptance may be offered to students who have not submitted all of the required materials. These students must submit all of the required materials before the start of the session following their beginning classes.
Students who do not meet at least one of the admission requirements for the degree-completion programs may be conditionally admitted if the admission committee agrees that the student has the potential for success in university study. These students will have the opportunity to demonstrate their abilities in the classroom by taking up to 12 credit hours per semester or 6 credit hours per 8-week term, under conditional admission status.

The terms of conditional admission are as follows:

- Students are authorized to take one course per 8-week session in the first semester.
- Students may take only courses approved by their advisor.
- Students must take CPST 200 Introduction to Degree Completion in the first two semesters.
- Students must earn a cumulative grade point average of 2.5 in these first 12 credit hours of coursework.
- Students must also complete an Academic Improvement Plan with their advisory by the end of their first term at Loyola.

At the completion of 12 credit hours, the student’s file will be reviewed for either a change in status to unconditional admission or dismissal for poor scholarship.

Paralegal Studies:
Students who do not meet the 2.5 minimum undergraduate GPA requirement for the post-baccalaureate certificate programs may be conditionally admitted if the admission committee agrees that the student has the potential for success in paralegal studies at this level. These students will have the opportunity to demonstrate their abilities by achieving a 2.5 minimum GPA in the first two sessions of study. At that point, their files will be reviewed for a change in status to unconditional admission or dismissal for poor scholarship.

Formation of an Academic Plan
Upon admission, degree-completion students have an initial meeting with the Enrollment Advisor to receive an overview of their academic plan. Students transition to advisement by the Assistant Dean after their enrollment in CPST 200 during their first term. Students may schedule advising appointments with the Assistant Dean regarding any registration or enrollment questions.

The University uses LOCUS and particularly the Academic Requirements Report (ARR) as an official record of all courses completed and to be completed by the student. The electronic audit is used as a tool to assist students in devising a graduation plan.
File review is completed for all degree-completion students who have earned 90+ credits to ensure that the classes necessary for graduation have been or will be completed. A graduation report is completed and sent to all students who have completed a graduation application for their review.

**Residency Requirement**
Degree-completion students must take their final, uninterrupted 45 credit hours, or a minimum of 60 credit hours, in residence at Loyola University Chicago.

Residency requirements also apply to majors: half of the credits applied toward the major must be earned at Loyola.

For certificates, up to 6 credits may be accepted in transfer or completed via non-traditional credit, and all other required credits must be earned at Loyola. The only exception is the transfer-oriented individualized concentration, which allows more transfer credit on approval by the Dean or his designee. In order to complete an individualized concentration, a student must complete an individualized concentration request form.

**Paralegal Studies:**
Paralegal students discuss their academic plan with the Director of the Institute for Paralegal Studies during the admissions interview. Accepted students may meet with the Enrollment Advisor or contact the Director for advice on a course schedule.

The Director is the advisor for all paralegal certificate students, and advises degree-completion students on paralegal courses too. Students may schedule advising appointments with the Director throughout the program.

Paralegal students are required by the American Bar Association to complete a minimum of 10 semester credits of paralegal courses in traditional classroom instruction format.

Paralegal certificate students are expected to complete their studies within three calendar years of entering the program. Students who plan not to register for an upcoming session should notify the Institute of their intended return date.

Paralegal Studies majors in the degree-completion program are required to earn half (24) of their major credits at Loyola, as well as half of their credits toward a specific practice certificate. Paralegal certificate students are limited to 6 transfer credits, and must earn all other required credits at Loyola.

Degree-completion students who plan to earn the paralegal certificate as a component of their degree program (i.e., not Paralegal Studies majors) must meet the following requirements before beginning PLST courses:
• Completion of 12 Loyola credit hours, and within 48 credits of degree completion
• Cumulative GPA of 2.5 or higher
• Completion of CPST 200, CPST 201, UCWR 110, and ENGL 310 or CPST 315
• Interview with the Director of the Institute for Paralegal Studies (to be scheduled no later than one month before the first session of PLST courses)

Writing Requirement
All degree-completion students enrolled in CPST 200 are required to take the University Writing Placement Assessment to determine writing preparedness before moving forward in the curriculum, regardless of past writing experience or transfer credit. SCPS Students who place into ENGL 100 must take this course, regardless of UCWR 110 transfer credit, in order to receive the necessary writing support required in the Loyola curriculum. Students who do not complete this Assessment will have a registration hold placed on LOCUS until the Assessment is completed and scored.

SCPS Students placed in ENGL 100 must complete this requirement in their second session at Loyola. It is recommended that students complete UCWR 110 during their first semester, whenever possible. UCWR 110 is a co-requisite course for CPST 201 Professional Identity and Development.

Course Registration
Students register for courses via the University’s LOCUS system. Registering for a course is the only way to guarantee a place in a course. Registration after the session start date will incur a late registration fee. SCPS does not operate a waitlist for any of its courses.

During each Fall Semester registration period, students should register for both Fall I and Fall II courses, during each Spring Semester registration period, students should register for both Spring I and Spring II courses, and during each Summer Session, students may register for 6-week1, 6-week2, and 8-week sessions.

A student must be registered in a course before attending any classes. No student may register for a course after the late registration period.

Paralegal Studies:
Most PLST courses award 2 semester hours of credit. The ABA Guidelines for the Approval of Paralegal Education Programs require that a 2-s.h. course include 25 instructional hours. Therefore, in addition to the 24 hours of classroom instruction (class meetings three hours each week for eight weeks), each in-person PLST course will include an additional hour of instruction, determined at the teacher’s discretion. For example, a teacher may schedule a review session
before an exam, a Forums (discussion board) posting assignment on Sakai, or something similar. Teachers will include this extra hour of instruction in their syllabi each session.

**Late Enrollments**
Students may enroll in a course after it has begun only during the add/drop period in Week 1 of each session. Late registration fees apply. Students should consult the late registration fees and calendar.

Students are strongly discouraged from enrolling late in a course, as late enrollment may lead to missed class sessions and assignments. Students are responsible for informing instructors immediately of their late enrollment. Instructors are not required to make accommodations or accept late assignments due to late enrollment. It also takes up to 24 hours for a student to be uploaded into a course’s Sakai site, after enrollment in LOCUS.

**Registration Changes**
Before the official session start date, students may add, drop, or swap courses on LOCUS with no financial impact.

After the official session start date, students may make changes to their schedule via LOCUS during the late/change registration period (usually the first week of classes) and receive 100% tuition credit.

After the late/change registration period, students may drop classes on LOCUS through week 5 of the 8-week session. Students must contact the SCPS office or the Institute for Paralegal Studies to drop classes in week 6 or 7. Classes cannot be dropped after the seventh class meeting.

**Withdrawals**
A grade of "W" indicates official withdrawal from a course during the withdrawal period (see academic calendar for dates). The grade "W" is not counted in computation of academic standing as either attempted or earned credit hours, nor calculated in the grade point average.

A grade of "WN" indicates withdrawal from a class after the withdrawal period and after review by the student's academic dean’s office. Withdrawals requiring review by the student's academic dean’s office during the withdrawal period that lead to exceptions to current established policy and practice will also receive a “WN.” The grade “WN” is not counted in computation of academic standing as either attempted or earned credit hours, nor calculated in the grade point average.

A grade of "WF" indicates withdrawal from a class without proper authorization at any time and is also assigned for withdrawal after the approved withdrawal period (see academic calendar for dates). A course with "WF" is counted as attempted credit hours in the computation of academic standing and is calculated as "F" (0 credit points) in the grade point average.
The financial impact of changes after the late/change registration period is determined in accordance with the University’s withdrawal schedule, available on the Registration and Records website. The website provides the official schedule for each term, but generally, the schedule is as follows:

<table>
<thead>
<tr>
<th>Effective date of withdrawal</th>
<th>Tuition Credit given</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of session</td>
<td>100%</td>
</tr>
<tr>
<td>Second week of session</td>
<td>80%</td>
</tr>
<tr>
<td>Third week of session</td>
<td>40%</td>
</tr>
<tr>
<td>Fourth week of session and after</td>
<td>0%</td>
</tr>
</tbody>
</table>

The effective date of withdrawal is determined by the date written notice is given to the University, not by class attendance. A student who does not officially withdraw from a course will receive a grade based only on the work completed, and will remain responsible for all charges for that course.

The Financial Aid Office is required to recalculate financial aid eligibility for students who withdraw from classes before 70% of the course has been completed.

Paralegal Studies:
In addition, a student may be required by the Director to withdraw from the Institute because of academic deficiency, lack of sufficient progress toward completion of certificate requirements, failure to adhere to University requirements and/or certificate requirements, failure to adhere to University requirements and regulations for conduct, or failure to meet financial obligations to the University.

Administrative Withdrawals
A student found guilty of conduct violations as described in LUC’s Community Standards: http://www.luc.edu/media/lucedu/osccr/pdfs/LUC%20COMMUNITY%20STANDARDS%202014-2015_updated%20Spring%202015.pdf may be withdrawn from a course under that policy.

Students may also be withdrawn due to Behavioral Concerns Team directives: http://www.luc.edu/bct/

Auditing a Course

All degree and non-degree seeking students auditing a course must first receive approval from the SCPS dean or designee. Students being assessed tuition on a per-credit basis will be charged 50% of their normal tuition rate.

Students must complete the University’s audit request form, email it to the Dean, and on approval it will be submitted to the Office of Registration & Records. This form is found on LOCUS: Undergraduate Student Request to Audit a Course Form.
University policies on auditing undergraduate courses apply. These are found at http://luc.edu/academics/catalog/undergrad/reg_gradinsystem.shtml

1. With the Dean’s approval, students wishing to take a course without receiving credit may audit the course and pay the applicable tuition.
2. Class attendance is required; the mark of “AU” is entered for successful completion of the course, the mark of “W” is assigned for failure to attend class without properly dropping.
3. Assignments, including examinations and term papers are not required, but auditors have the right to participate in class discussion.
4. A course that is audited does not count as hours attempted.
5. A course that is audited is not considered in determining a student’s full-time or part-time academic status.
6. A course may not be converted from a graded basis to an audit after the first two (2) weeks of the semester or the first week of a summer session.

Paralegal Studies:
Students may not audit PLST courses.

**Full-time Status/Semester-hour Limitation**

To be considered a full-time student, SCPS students must be enrolled for 12 credit hours per semester.

Students are not required to meet or maintain full-time status to be in good standing. However, some financial aid (student loans and scholarships), employer tuition reimbursement policies, and other situations may require full-time status in an educational program. It is recommended that students confirm the number of courses they are enrolled in for a given semester with Financial Aid to adjust their budgets accordingly.

Full-time status during the Summer session is not required for a student to maintain full-time status for an academic year. Students should communicate the number of courses they are taking each semester to their financial aid counselors to adjust their budgets accordingly.

Paralegal Studies:
Paralegal students may register for no more than 6 semester hours of courses (three 2-hour courses) in any one 8-week session. Certificate students must be enrolled half-time (three 2-hour courses) in any semester in which they obtain financial aid; the Fall I and Fall II sessions together are considered the Fall Semester, and the Spring I and Spring II sessions together the Spring Semester. The Summer Session is considered a separate semester.

**Directed Studies**
A directed studies course is a version of an existing course that the SCPS Associate Dean or Assistant Dean determines will be made available when fewer than 6 students have registered for a course.

Students in a directed studies course must provide evidence of learning as in a regular course, i.e., they must meet learning outcomes and the minimum expectation for meetings and/or interactions with the instructor, depending on the number of credits needed. The course format and time frame may be variable and will be determined between the student and the instructor.

Students will pay regular tuition per credit for a directed studies course.

Paralegal Studies:
Directed studies courses are not available for any PLST courses in the paralegal curriculum.

Grading Criteria
Instructors include an explanation of the grading criteria for each course on the syllabus. Late assignments (if accepted) and exams or quizzes taken late (if permitted) may be marked down, at the instructor’s discretion.

Paralegal Studies:
If an instructor chooses to offer extra credit assignments (there is no obligation to do so), they will be noted on the course syllabus distributed at the beginning of the course. Students should not expect to make up poor grades entirely through extra credit assignments.

Grading Policies
The University uses letter grades and plus/minus indicators to indicate the quality of a student’s achievement in a course. The chart below shows the standardized grading scale used by all SCPS faculty for converting numerical scores into letter grades. No "A+" or "D-" grade is available.

<table>
<thead>
<tr>
<th>SCPS Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>A-</td>
</tr>
<tr>
<td>B+</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>B-</td>
</tr>
<tr>
<td>C+</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>C-</td>
</tr>
<tr>
<td>D+</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>
The student's grade point average (GPA) is determined by dividing the total number of credit points earned by the total number of attempted credit hours carried in the semester, less hours attempted under the pass-fail option (i.e., internships). For example, a student who earned 12 credit points while carrying a total of 6 credit hours has an academic average of 2.0.

Courses with the grade of "F" are counted in the total attempted credit hours. Courses with the grade of "I" are not counted in the total credit hours until they have been replaced by a permanent final grade. Courses with the grade of “W” (official withdrawal with permission) are counted in the total attempted credit hours, but are not counted in the computation of the GPA.

Courses graded Pass/No Pass (e.g., CPST 200) are counted in the total attempted credit hours, but not counted in the computation of the GPA. Courses graded Pass/Fail (e.g., PLST 398 Internship) are counted in the total attempted credit hours; a Pass grade is not counted in the computation of the GPA, but a Fail grade is counted in the GPA.

A cumulative GPA of at least 2.0 is required for a student to be in good academic standing and progressing toward graduation. In the degree-completion programs, a minimum GPA of 2.0 is required in the SCPS School Requirements, the Loyola Core Requirements, and the major.

Minimum grades are also required in certain courses, as noted in the chart below:

<table>
<thead>
<tr>
<th>Degree-Completion Programs</th>
<th>Minimum Required Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPST 200 (SCPS School Requirement)</td>
<td>P*</td>
</tr>
<tr>
<td>Other courses in SCPS School Requirement</td>
<td>C</td>
</tr>
<tr>
<td>UCWR 110 (LUC Core Requirement)</td>
<td>C-</td>
</tr>
<tr>
<td>Other courses in LUC Core Requirement</td>
<td>D</td>
</tr>
<tr>
<td>Course in major**</td>
<td>C-</td>
</tr>
<tr>
<td>Course in concentration/certificate</td>
<td>C-</td>
</tr>
</tbody>
</table>

*If the student’s grade is NP, the student must repeat the class and earn a minimum of a P.

**Includes Paralegal Studies major.

<table>
<thead>
<tr>
<th>Paralegal Certificate Programs</th>
<th>Minimum Required Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paralegal Studies Core Requirements</td>
<td>C-</td>
</tr>
<tr>
<td>Practice Certificate Requirements</td>
<td>C-</td>
</tr>
</tbody>
</table>

No Record (NR) Grade
The notation “NR” is assigned on LOCUS for any course in which the student is registered, but never attended the course and never completed any work for the course.

In an online or blended course, attendance is defined as any class activity, including logging into the course on Sakai and accessing any of the course materials.
Pass/No-Pass Option

A degree-completion student may take an elective course on a "pass/no pass" basis. The student must receive a grade of C- or higher in order to earn a passing grade (P) for the course. Credit hours for which the student earns a grade of "P" will count toward graduation, but there is no grade computed in the grade point average. A student who receives a grade of D+ or lower in a course taken on the Pass-No Pass Option (see below) will receive a non-passing grade of "NP." Credit hours for which the student earns a grade of "NP" will not count toward graduation, and the grade will not be computed in the grade point average.

The primary objective of the pass no-pass option is to encourage students in good standing to explore and experiment in academic areas outside their major or concentration. Students should be aware that the appearance of "P" and "NP" grades on their transcripts may have an adverse effect on changing their major or concentration curriculum, transferring to other schools, and acceptance by graduate or professional schools. The following conditions govern this option:

This option is available to a junior (60+ earned credit hours) or senior student in good standing who has satisfied the course prerequisites (or has the written permission of the course instructor).

A maximum of twelve credit hours may be taken under the pass no-pass option during a student's undergraduate career; the credits will be included in the total number of hours earned toward graduation, but will not enter into the computation of cumulative grade point average. A student may take a maximum of two courses under this option in any academic term. Grades of "P" for advanced placement courses that are accepted as transfer credit are not included in the 12-credit-hour total.

Only electives can be taken under the pass no-pass option. Permission will not be given for core, major or concentration course requirements.

The grades of "P" and "NP" will appear on the official record of the student's work taken at Loyola University, and may not be converted to any other grade. In the case of a change in a major or concentration, the utilization of a course in which the student has already received a grade of "P" toward the requirements of the new major or concentration will be at the discretion of the department concerned.

The pass no-pass option may be selected by a student only during the first week of a session. Once this option is chosen, a return to the regular grading system can only be accomplished during the same first week of a session.

Credit hours earned under this option will not be included in the minimum of 64 graded Loyola hours that must be completed to be eligible for academic honors at graduation.
Paralegal Studies:
The Pass/No Pass Option is not available for PLST courses.

Incomplete Course Grades
A grade of Incomplete for a course is assigned by the instructor only with the approval of the Dean (or the Director of the Institute for Paralegal Studies), when justified by unexpected, disruptive situations or circumstances beyond the student’s control. These may include personal illness or injury, a death in the immediate family, a natural disaster, or another such emergency. Documentation may be required, at the instructor’s or approver’s discretion.

The student must initiate the request by submitting the Registration & Records Request for Incomplete form to the instructor. The form is found on LOCUS and at the following link: http://luc.edu/media/lucedu/registrationrecords/pdfs/UGRD_Request_%20for_Incomplete.pdf

The instructor will then obtain approval from the Dean or the Director, complete and submit the form according to its instructions, and enter the grade of Incomplete for the student in LOCUS.

The student must comply with all conditions specified on the form. The latest deadline permitted for submitting the missing work is six weeks after the start of the subsequent semester (Summer excluded); the instructor may specify an earlier due date. If the student does not submit the missing work by the deadline, the instructor enters a grade based on the work completed.

Repeated Courses
Students may repeat a course in which they previously received a passing grade only with the specific authorization of their academic dean. Such repetition may be required if students received a "D+" or lower grade in a course in the major or minor field (e.g., management courses only for management majors).

Authorization to repeat courses merely to improve the grade will rarely be given. The grade in a repeated course does not replace the original grade earned. The grades in both courses are averaged together, when both courses are taken at Loyola (transfer courses are not figured into the GPA). For example, if a student received a "D+" in a 3-hour course and a "B-" in the repeat, the quality points are added together (12.00) and divided by the total hours of both courses (6.00). This provides the course grade point (2.00).

In an authorized repetition of a course the student will not receive credit hours toward graduation for both courses. The student will only receive credit hours toward graduation for equivalent to one of the courses (3 hours) since credit hours in the course have already been earned. The repeated course, however, is counted for attempted hours and quality points for the accurate computation of grade point average for the term in which it is taken.
A student who repeats a course without permission of the dean earns neither credit hours nor quality points for the repeated course.

Paralegal Studies:
Students are not allowed to repeat courses except for a required course in the Paralegal Core, Practice area, or Paralegal Studies major in which the student received a grade below C-. A grade for a repeated course does not replace the original grade earned.

**Academic Standing/Probation**
Students must earn a 2.0 GPA to remain in academic good standing. Those who do not earn a 2.0 GPA will be placed on probation and will be required to complete an Academic Improvement Plan in order to register for future semesters. All students should be aware of the Academic Standing policies of the University, found [here](#).

You will have one semester on academic probation. During this semester on academic probation, you must either (a) raise your Loyola cumulative GPA to at least 2.00 (i.e., return to good standing), or (b) achieve a semester GPA of at least 2.33. In the latter case, if your semester GPA is at least 2.33, but your cumulative GPA is still below 2.00, your academic progress will be reviewed, and you may be continued on academic probation for one additional semester. If you do not satisfy either (a) or (b), you may be dismissed from the University (i.e., dropped for poor scholarship). For the semester on academic probation, you may not request “Incompletes.”

Paralegal Studies:
Graduation from the Institute for Paralegal Studies (certificate or degree) requires at least a "C" average (2.00) for all course work attempted. A grade point average of at least 2.00 must be maintained for a student to be progressing toward graduation and to be in good academic standing.

A student whose cumulative grade point average falls below 2.00 will be placed on academic probation. **A student on academic probation may be required to reduce the number of credit hours in which he or she is enrolled.** A student on academic probation must earn a term GPA of at least 2.33 each session, improve the cumulative grade point average each semester, and reach a minimum of 2.00 within the two subsequent semesters. If the student does not do so, he or she will be dismissed for poor scholarship. The two semesters include any session in which the student registers for and attends classes, even if the student later withdraws from classes.

A second probationary period is allowed; in that situation, however, the student must reach the 2.0 minimum cumulative GPA within one subsequent semester, or will be dismissed for poor scholarship.
Expectations of Students

Students are expected to treat their classroom and SCPS community obligations as they would treat any serious professional engagement. The following expectations apply to all students within the SCPS community at all times:

- Students are expected to behave ethically and respectfully within the SCPS community, and according to the Academic Integrity policy (below) and Community Standards: [http://luc.edu/osccr/resources/communitystandards/](http://luc.edu/osccr/resources/communitystandards/)
- Students must use and check Loyola email and Sakai for all correspondence with SCPS faculty and staff.
- Students are responsible for reviewing and understanding University and SCPS policies and calendars.
- Students should meet regularly with their advisor for curriculum planning.

Students should also adhere to the following expectations before and during their courses.

**Before classes:**
- Complete the technology training provided through LOCUS.
- Attend the SCPS orientation (degree-seeking students only) and complete the section on Mastering Learning Tools.
- Purchase books or obtain course materials prior to the start of the course.
- Review the syllabus carefully prior to the start of the course and contact instructor with questions.
- Enroll prior to the start date. Late enrollment is highly discouraged. Instructors are not required to make accommodations or accept late assignments due to late enrollment.
- Students who need special accommodations must work with SSWD to have information communicated to their instructors.

**During Classes:**
- Adhere to deadlines and timetables established by the instructor and submit work on time. Any variations/conflicts must be communicated in advance and approved by the instructor.
- Proactively communicate with instructors and advisor about any concerns, difficulties, or scheduling conflicts or missed sessions of the course.
- Prepare thoroughly for each session in accordance with the instructor’s request.
- Arrive promptly for the start and remain until the end of each class meeting.
- Participate fully and constructively in all class activities and discussions.
- Ensure that cell phones and other electronic media do not interfere with class activities.
• Display appropriate courtesy to all involved in the class sessions. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to, the cultural, religious, sexual, and other individual differences in the University community, as indicated in the Student Handbook.
• Provide constructive feedback to faculty members regarding their performance.

Class Attendance/Student Accountability
Due to the intensive nature of each course, attendance is a key ingredient to successfully completing your degree. Students’ success in SCPS courses will heavily depend on their attendance and participation in the classroom. The value placed on class participation as a component of the final grade in any course is at the discretion of the individual instructor and will be stated in the syllabus.

Students are expected to be present for every meeting of the course. If they are unable to attend a class or will be late for a class, they must notify the instructor in advance of the absence. Each course’s instructor reserves the right to make judgment on accepting and/or making up assignments missed because of class absence. That policy will be clearly expressed in the course syllabus. Unexcused absences may result in failing the course.

Extended Absence:
In the case of an extended absence due to medical reasons, a student and instructor may make arrangements for the student in make-up any missed assignments while receiving an “Incomplete” until all work is completed. This does require the student to verify the medical status to the school and for the instructor to notify SCPS staff of the arrangement in advance.

Paralegal Studies:
Regular class attendance is required. Absences in PLST courses are excused only for serious, unavoidable situations, and you are expected to notify the instructor in advance of your absence. Absences from classes rescheduled because of public holidays are not excused, as these dates are provided at the time of registration. If you stop attending a class but do not officially withdraw from it, your grade will be computed on the basis of what work you did complete; you may receive an F if that is the resulting grade.

This accelerated program of paralegal studies requires a heavy commitment of time and energy. We are all balancing personal and professional demands. Our responsibility to you is specifically to prepare you for a paralegal career. When you miss a class, you lose the benefit of our knowledge and experience in the legal workplace, as well as our personal interest in your progress. Your absence may also be unfair to a group project.
In particular, your absence from class generally cannot be excused because of your job responsibilities. You are expected to register for a reasonable course load in light of other demands on your time.

Your success in this program will depend heavily on your attendance and participation in the classroom. The instructor has the discretion to decide whether to accept a late assignment or allow a makeup assignment, and if so to impose a deduction in the grade for that assignment. Also, the value placed on class participation as a component of the final grade in any course is at the discretion of the individual instructor.

Any student who has more than two absences, excused or unexcused, in a single 8-week session course will not be allowed to continue in that course without the Director’s permission. The student will receive a final course grade calculated on the basis of zero scores on all subsequent tests and assignments.

The student must petition the Director for this permission in writing within three business days of the third absence. Relevant factors will include the student’s performance in the class, the teacher’s assessment of the student’s ability to master the missed classes and assignments, and the reason for the absences. As noted above, absences from classes rescheduled because of holidays are not excused, as these dates are provided at the time of registration.

If some of the student's absences are excused, the student will have the opportunity to withdraw from the course without a grade penalty, as long as the deadline for dropping a course has not yet passed (usually the seventh week in each 8-week session). The student's grade will then be recorded as W. However, the student is still responsible for the course tuition in accordance with the University's official withdrawal schedule.

Please note that teachers may continue to use class attendance as part of the grading criteria. Also, it is at the teacher’s discretion to consider absent a student who arrives late to class or leaves early.

If you cannot attend a class, you are expected to make arrangements to obtain notes and assignments from other students, and to submit any assignments due by the appropriate deadline. It is not appropriate to expect your teacher to give you his or her class notes; this would be unfair to the students who attended the class. Nor is it appropriate to ask the teacher to review or summarize the class for you. Of course, you may ask the teacher questions after you have reviewed the material.

**Absence from exams or quizzes:**
Students who miss exams or quizzes in a PLST course must immediately send a message requesting a makeup to both the instructor and the Director. The makeup will be allowed only
on agreement of the Director and instructor that a serious, unavoidable situation (such as illness, family emergencies, or religious holidays) caused the absence. The Director and instructor have the discretion to impose a deduction in the grade for that exam or quiz.

The makeup exam or quiz must then be taken as soon as possible, before the next class meeting, and during regular office hours, 8:30 am to 5 pm. You will be expected to rearrange your work or personal schedule to accommodate the makeup. To schedule a makeup exam or quiz, please contact the Institute Office, 312-915-6820.

You may be asked to provide documentation of the reason for your absence before you will be allowed to make up any quiz or exam. A request to make up more than one missed quiz or exam within two 8-week sessions generally will not be approved by the Director.

**Academic Integrity**

The basic commitment of a university is to search for and to communicate the truth as it is honestly perceived. The university could not accomplish its purpose in the absence of this demanding standard. To the extent that this standard is respected, a genuine learning community can exist. Students of this University are called upon to know, to respect, and to practice this standard of personal honesty.

**Plagiarism:**

Plagiarism is a serious form of violation of this standard. Plagiarism is the appropriation for gain of ideas, language, or work of another without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the deliberate taking and use of specific words and ideas of others without proper acknowledgement of the sources.

The faculty and administration of Loyola University Chicago wish to make it clear that the following acts are regarded as serious violations of personal honesty and the academic ideal that binds the University into a learning community:

**Submitting as one's own:**

1. Material copied from a published source: print, internet, CD-ROM, audio, video, etc.
2. Another person's unpublished work or examination material.
3. Allowing another or paying another to write or research a paper for one's own benefit.
4. Purchasing, acquiring, and using for course credit a pre-written paper.

**The critical issue is to give proper recognition to other sources.** To do so is both an act of personal, professional courtesy and of intellectual honesty.

Violations of academic integrity include inappropriate or unauthorized collaboration. In the course of completing a written assignment, a student, just as a professional, has access to several kinds of assistance and advice. The student, however, must do the revising. In courses where teamwork is required, students should check and adhere to the instructor’s grading policy and expectations for group work on the assignment.

**Self-plagiarism:** Another form of academic dishonesty is self-plagiarism. Self-plagiarism can occur when a student submits the same paper or assignment, or parts of it, for more than one course.

**Academic Cheating:**

Academic cheating is another serious act that violates academic integrity. Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher; providing information to or obtaining information from another student during the examination; attempting to change answers after the examination has been submitted; and falsifying medical or other documents to petition for excused absences all are violations of the integrity and honesty standards of the examination process.

**Penalties:** Plagiarism on the part of a student in academic work or dishonest examination behavior will result minimally in the instructor assigning the grade of "F" and/or 0 points for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the Dean (and, if applicable, to the Director of the Institute for Paralegal Studies), who may recommend that the student receive a failing grade for the entire course.

The Dean may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending upon the seriousness of the misconduct. Additional details on this process are included under the Academic Grievance Procedure section of this Handbook.

**Academic Grievance Procedure**
The University has provided specific procedures for the fair resolution of academic disputes involving individual student complaints of course grades and accusations of academic dishonesty.
In cases in which a grade is disputed, the grade will be changed by the Dean (or the Director of the Institute for Paralegal Studies) only if the grading is found to be:

1. In significant violation of clearly established written college policies;
2. A result of improper procedures; or
3. Capricious. Capricious grading is the assignment of a grade that is based partially or entirely on (a) criteria other than the student’s performance in the course, (b) standards different from those applied to other students registered in the same course, or (c) a substantial departure from the announced grading standards for the course.

Initiating an Academic Grievance: In all cases, the student should make a sincere attempt to resolve the problem by discussion with the instructor before initiating a grievance.

If the attempt fails, the student should send a written request for a hearing to the Dean (or the Director of the Institute for Paralegal Studies) within one month after the beginning of the following semester (excluding summer sessions). This request must specify the nature of the dispute and the student’s attempts to resolve the matter.

Accusations of Academic Dishonesty: When a student is accused of plagiarism or dishonest examination behavior, the Dean (or the Director of the Institute for Paralegal Studies) may constitute a hearing board to consider the matter. This board will review the evidence of academic dishonesty in those cases in which the student denies that dishonesty occurred, and will consider the imposition of sanctions beyond a failing grade in the course.

Hearing Boards: University departments may have standing hearing boards or constitute hearing boards for each dispute. The Dean (or the Director of the Institute for Paralegal Studies) chooses the members of the hearing board, which consists of three to five faculty members other than the faculty member involved or the Dean or Director.

The Dean or Director selects the chairperson of each hearing board. The chairperson receives all requests for hearings, sets the calendar, notifies all board members and involved parties of the dates and times of hearings, and informs the student in writing of the board’s recommendations.

Hearing Board Procedure: After receiving the request for a hearing, the chairperson of the board shall establish a date and time for the hearing and notify in writing the student and faculty involved and other members of the board.

   1. When there are accusations of academic dishonesty, the student will receive written notice of the charges of academic dishonesty to be considered.
2. The hearing will be held within two weeks of receipt of the request for a hearing, if practicable.

3. 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.

4. Both the student and the faculty member involved may request assistance in presenting his/her case at the hearing by any member of the University community other than an attorney. The individual must inform the chairperson of the board of the names of his/her representatives and of any witnesses before the hearing date.

5. Individuals appearing before the hearing board have the responsibility of presenting truthful information. The board in reaching its decision will evaluate the credibility of the witnesses.

6. Presentation of evidence will be made only during the hearing. The board may address questions to any party or witness. 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 hearing board.

7. All decisions of the board will be determined by a majority vote of the members present. The student and faculty member involved will be informed in writing by the chairperson of the board’s decision within two weeks of the hearing.

Appeal of the Hearing Board’s Decision: The student may appeal the decision of the hearing board in writing to the Dean within 30 days of notice of the board’s decision.

In cases of academic dishonesty where the student is enrolled in a school different from the one in which the course is taught, the Deans of the two schools will review the appeal together.

The Dean (or Dean’s designee) may approve, modify, or reverse the decision of the hearing board, and will notify the student of this decision within two weeks of receiving the appeal, if practicable. In those cases where the appeal was heard by the Dean’s designee, the student may make a final appeal to the Dean by requesting the appeal in writing to the Dean within 30 days of the designee’s decision.

The decision of the Dean is final in all cases except for the sanction of expulsion for academic dishonesty, which may be imposed only by the Provost upon recommendation by the Dean.

Reactivation and Readmission
Students in good academic and disciplinary standing who have been absent from Loyola University Chicago for not more than two years may be reactivated with no change in degree requirements, provided they have not attended another college or university during their absence from Loyola. If students have taken courses outside of Loyola they must be readmitted to the program. Students who wish to resume studies under a new catalog must be readmitted.

Applicants for readmission who have attended other schools during their absence from Loyola must submit official transcripts of their work from each institution before their applications can be considered.

Applicants for readmission to full-time divisions who have been dropped from Loyola for poor scholarship may apply for readmission after two years of absence.

Applicants for readmission who have been dropped from Loyola for disciplinary reasons must have their applications for readmission reviewed by the Dean of Students. If the Dean approves readmission, the application will be reviewed according to the regulations stated above. Notification of readmission is usually mailed about four to five weeks after the admission office receives all necessary transcripts. Applications for readmission are available in the Undergraduate Admission Office at both lakeside campuses as well as at all deans’ offices.

Inactive status for Paralegal Studies:
Students in the paralegal certificate programs who have not registered for more than one semester must contact the Director of the Institute for Paralegal Studies for information on resuming classes.

Transfer Credit
College-level credit courses from regionally accredited institutions will be accepted in SCPS if the student earned a passing grade (C- or better for use in major; D or better for general elective or IGEC/Core, except writing) and the course was taken prior to admission to the program. Courses that are articulated by an academic unit at Loyola University Chicago may be used to meet LUC Core requirements. Transfer courses that are remedial may not be used to satisfy degree requirements.

Paralegal Studies:
Transfer credit may be available for courses taken at another paralegal program, or at an ABA-accredited law school, before applying to the Institute. The courses must be comparable to specific Institute paralegal courses, including instruction in practical paralegal skills.

Transfer credit towards the post-baccalaureate paralegal certificate is limited to 6 semester hours. University policy requires that the institution offering the paralegal program be regionally
accredited and that the student have earned a grade of C- or higher. The student must submit an official transcript confirming the grade, and may be required to provide documentation of the course content. The Director has the discretion to determine whether transfer credit will be awarded.

Students currently enrolled in the Institute will not receive transfer credit for courses taken elsewhere except with the advance approval of the Director, which is granted only in unusual situations and at the Director's discretion.

**Special Note:** Paralegal certificate students with transfer credit will have access to all career assistance services at the Institute once they have completed two-thirds of their required credit hours toward the Loyola paralegal certificate.

**Non-traditional Sources of Credit**

SCPS will accept up to 36 credits from non-traditional sources to assist in meeting the total credits required for the bachelor’s degree. These include: military education, ACE-evaluated education (such as CLEP, DSST and CPCU) and Prior Learning Assessment (PLA). Non-traditional credits may be used to satisfy requirements within the SCPS major and/or certificate or individualized concentration (not more than a total of 4 courses combined between the major and certificate or individualized concentration, not more than 2 courses in the certificate or individualized concentration). Non-traditional credits may not be applied toward the Mission courses or School requirements nor applied to the required 45 hours of residency for those seeking the bachelor degree.

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<thead>
<tr>
<th>Non-traditional sources of credit (up to 36 credits possible)</th>
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<td>Learning essays equivalent to a course</td>
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<tr>
<td>Credit for certificated learning</td>
<td>ACE credit recommendations (i.e. CLEP, DSST, CPCU)</td>
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<tr>
<td>NCCRS credit recommendations (i.e. LOMA)</td>
<td>Advanced Placement (AP) exams</td>
</tr>
<tr>
<td></td>
<td>International Baccalaureate (IB) exams</td>
</tr>
</tbody>
</table>

**Military Education:**

SCPS accepts all American Council on Education (ACE) credit recommendations for military education within the total of 36 non-traditional credits possible for use within the degree plan.  

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1 [ACE credit recommendations for military education](#)
Students must submit their Joint Services Transcript to SCPS. Community College of the Air Force (CCAF) transcripts are accepted as transfer credit.

**American Council on Education (ACE) Evaluated Credit:**
SCPS accepts all ACE evaluated credit\(^2\) within the total limit of 36 non-traditional credits. CLEP and DSST exams are accepted under this policy. ACE credit recommendations include certifications from the American Bankers Association, Certified Financial Planner, Excelsior, McDonald’s University, apprenticeship programs, Microsoft certifications, and military and federal government training. SCPS will accept all Chartered Property Casualty Underwriter (CPCU) courses recommended for credit\(^3\), subject to the total limit of 36 credits for non-traditional sources. SCPS will determine if ACE credit is equivalent to a course in SCPS or is applied as general elective credit for SCPS students.

**College Level Examination Program (CLEP) and DANTES Subject Standardized Test (DSST):**
Students may take CLEP and DSST examinations after they have matriculated, but only if they:
- have not previously completed, failed, or received credit from Loyola University Chicago (transfer or otherwise) in a comparable or more advanced course in the specific examination area;
- will not receive comparable credit in the CLEP examination area in the same term the examination is taken or in a subsequent term.

All official CLEP and DSST examination scores must be provided to the Office of Registration and Records not later than the end of the semester prior to the anticipated semester of graduation.

**Prior Learning Assessment (PLA):**
Portfolio assessment provides adult learners an opportunity to earn college credit for learning achieved in settings other than a college classroom. Examples of settings where college-level learning often happens are the workplace, structured non-collegiate training, volunteer work, licensing programs, second language acquisition and recreational activities.

Portfolio credit is awarded not for experience per se, but for documented college-level learning. SCPS adheres to the Higher Learning Commission guidelines, as well as to the Council on Adult and Experiential Learning (CAEL) quality standards, principles, and procedures for assessing learning.

Up to 36 credits are possible from the prior learning portfolio process, within the maximum of 36 credits possible from non-traditional sources. As an example, a student who has 10 credits

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\(^2\) ACE evaluated credit
\(^3\) CPCU courses recommended for credit
from military education may receive a portfolio award of up to 26 credits. A student who has 6 CLEP credits for use in Core and 12 other ACE-recommended credits may receive a portfolio award of up to 18 credits. Portfolio credits may be used to satisfy requirements within the SCPS major and/or certificate or individualized concentration (not more than a total of 4 courses combined between the major and concentration, not more than 2 courses in the certificate or individualized concentration). They may not be applied toward the Mission courses or School requirements. Portfolio credits may be accepted by SCPS in meeting general elective credits needed for graduation.

The Portfolio: The portfolio includes an introduction, three letters of reference, and a series of learning essays coupled with evidence of learning. Each learning essay within the portfolio is equated to either a course found in the LUC catalog, another college or university catalog, or to a special topics course (these may vary in credit award). Learning essays provide details of what the student knows (the claim), some evidence of how the subject has been learned (the process), and evidence of the learning (exhibits). Most commonly, portfolio credits enable students to meet general elective requirements. The PLA Director coordinates all aspects of the portfolio process.

Eligibility: Students interested in portfolio assessment should first review their degree plan and discuss possible portfolio opportunities with their academic advisor. Requests for credit through assessment of prior learning must differ substantially in title, content and documentation from course credit achieved or attempted.

If the advisor and student together determine that portfolio is a viable option, the next step is to register for the free PLA information session, offered each semester. If the student determines that the PLA portfolio might be a useful process, the student must then register for Prior Learning Assessment Portfolio CPST 205, a 1-credit-hour course providing the knowledge and tools needed to prepare a successful portfolio. This course also qualifies the student to receive portfolio advising.

Credit for Certificated Learning: Some certificates and licenses have already been evaluated for potential credit by Loyola University Chicago faculty, and the procedure for requesting credit for these is somewhat different than for ordinary portfolio submission. Credit courses successfully completed from a school which is not regionally accredited will be considered under the portfolio form of prior learning assessment through the use of an annotated transcript, incorporating syllabi and evidence of learning. Details are available from the PLA Director. These credits may not be used to satisfy University residency requirements.
**National College Credit Recommendation Service (NCCRS):**
SCPS will accept all LOMA courses recommended for credit toward general elective credit within the PLA portfolio, subject to the total limit of 36 credits for non-traditional sources. These courses are recommended for credit by the National College Credit Recommendation Service (NCCRS), a function of the New York State Board of Regents.

**Portfolio Advising and Submission:**
Students who make the portfolio a top priority often finish the project within one semester, even if the portfolio is a large one. No portfolio should ever take longer than a year. All portfolio submissions must be submitted and reviewed by the end of the semester previous to the semester of graduation.

**Portfolio Assessment:**
Submitted learning essays in the portfolio are evaluated by a faculty member with expertise in the subject matter. Portfolios with specific course matches from the LUC catalog must demonstrate learning in the specific student learning outcomes of the course. The best match for many learning essays may be to a flexible credit award in a Special Topics course. The PLA Director may recruit a faculty member from another institution as the assessor if the subject matter is not taught at LUC. Portfolios for subjects outside the LUC curriculum will normally be accepted as general elective credits.

**Fees:**
The cost of assessment is $125 per learning essay in the portfolio. There is no cost for the credits awarded. The assessment fee is waived for students submitting learning essays in which the primary evidence is a credit recommendation from the NCCRS (i.e. LOMA credit).

**Post-Assessment Policies:**
All completed assessments are reviewed by the PLA Director and the Dean for fairness and consistency. Other quality assurance measures may be employed at any time during the assessment process. Upon the Dean’s approval, the PLA Director notifies the Office of Registration and Records and earned hours are posted to the transcript.

Students are notified of their assessment results by email. Copies of the assessor’s comments are included in this communication.

**Appeal of Assessment Results:**
Students dissatisfied with the results of a portfolio assessment may appeal by following this procedure:

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4 LOMA courses recommended for credit
• Make sure the portfolio is maintained in the same condition as when submitted. Any additions, subtractions, or alterations automatically disqualify the right to appeal. Additionally, all financial obligations to the university must be current prior to filing an appeal.

• Read the assessor’s comments carefully, confirming an understanding of the reasons why the credit was denied.

• Arrange a meeting with the PLA Director to determine whether an appeal is necessary and viable. The Director may suggest a subsequent conference with the assigned academic advisor before making the final decision.

• Petition the Dean in writing. This letter of appeal may be in an email, and it must reach the Dean no later than six weeks from the date of the results notification letter. This letter of appeal must include a detailed explanation of why additional credit should be awarded; more specifically, this letter of appeal must address the assessor’s reasons for denial. If the dean grants the petition for appeal, the student will be notified via email to pay the reassessment fee equivalent to the assessment fee.

• Upon notice from the Dean and receipt of the reassessment fee, the PLA Director arranges for a blind reassessment by a second evaluator. The second assessment takes precedence over the first. The results of the reassessment are final, and no further appeal is possible.

### CLEP Exam Guidelines for SCPS Students:

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<td>CPST 310</td>
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<tr>
<td>Introductory Business Law</td>
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<tr>
<td>Information Systems and Computer Applications</td>
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<td>Principles of Marketing</td>
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<td>Analyzing &amp; Interpreting Literature</td>
<td>CORE (56) 200-level elective (3h)</td>
</tr>
<tr>
<td></td>
<td>(Cannot be used to exempt from UCWR 110 or Core Foundation Literature course.)</td>
</tr>
<tr>
<td>American Literature</td>
<td>CORE (56) 200-level elective (3h)</td>
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<tr>
<td></td>
<td>(Cannot be used to exempt from UCWR 110 or Core Foundation Literature course.)</td>
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<tr>
<td>College Composition</td>
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<tr>
<td>College Composition Modular</td>
<td>General Elective</td>
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<tr>
<td>English Literature</td>
<td>CORE (56) 200-level elective (3h)</td>
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<tr>
<td></td>
<td>(Cannot be used to exempt from UCWR 110 or Core Foundation Literature course.)</td>
</tr>
<tr>
<td>Humanities</td>
<td>CORE (56) 200-level elective (3h)</td>
</tr>
<tr>
<td>Course</td>
<td>Type</td>
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<tr>
<td>French Language, Level 1</td>
<td>General Elective</td>
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<td>French Language, Level 2</td>
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<td>German Language, Level 1</td>
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<td>German Language, Level 2</td>
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<td>Spanish Language, Level 1</td>
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<tr>
<td>American Government</td>
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<tr>
<td>History of the United States I</td>
<td>CORE (55) Hist 211 (3h)</td>
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<tr>
<td>History of the United States II</td>
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<td>Introduction to Educational Psychology</td>
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<td>Introductory Psychology</td>
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<td>Introductory Sociology</td>
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<td>Principles of Macroeconomics</td>
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<tr>
<td>Principles of Microeconomics</td>
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<tr>
<td>Social Sciences and History</td>
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<tr>
<td>Western Civilization I</td>
<td>CORE (55) Hist 101 (3h)</td>
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<tr>
<td>Western Civilization II</td>
<td>CORE (55) Hist 102 (3h)</td>
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<tr>
<td>Biology</td>
<td>CORE (55) Biology 101 and 102 (6h). No Lab Credit.</td>
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<tr>
<td>Calculus</td>
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<tr>
<td>Natural Sciences</td>
<td>CORE (56) Tier II Science Score (3h)</td>
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<td></td>
<td>(Cannot be used to exempt student from Core Foundation Science course.)</td>
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<tr>
<td>Pre-calculus</td>
<td>General Elective</td>
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**DSST Exam Guidelines for SCPS Students:**

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<th>SCPS Equivalence</th>
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<td>Art of the Western World</td>
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<tr>
<td>Course</td>
<td>Course Code</td>
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<tr>
<td>Foundations of Education</td>
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<tr>
<td>Fundamentals of College Algebra</td>
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<td>Human Resources Management</td>
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<tr>
<td>Introduction to World Religions</td>
<td>General Elective</td>
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<tr>
<td>Lifespan Developmental Psychology</td>
<td>General Elective</td>
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<tr>
<td>Management Information Systems</td>
<td>CPST 247</td>
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<td>Organizational Behavior</td>
<td>General Elective</td>
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<tr>
<td>Personal Finance</td>
<td>General Elective</td>
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<tr>
<td>Principles of Finance</td>
<td>CPST 371 Organizational Finance</td>
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<tr>
<td>Principles of Physical Science</td>
<td>General Elective</td>
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<tr>
<td>Principles of Public Speaking</td>
<td>General Elective</td>
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<td>Principles of Statistics</td>
<td>General Elective</td>
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<tr>
<td>Principles of Supervision</td>
<td>CPST 370 Leadership Theories and Applications</td>
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<td>Substance Abuse</td>
<td>General Elective</td>
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<tr>
<td>Technical Writing</td>
<td>CPST 315 Technical Writing</td>
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<tr>
<td>The Civil War and Reconstruction</td>
<td>General Elective</td>
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**Graduation**

The University awards degrees and certificates three times within each academic year, after every semester, i.e., in December, May, and August.

Prospective graduates must submit a graduation application on LOCUS. Deadlines for the LOCUS application are as follows:

- Fall graduation: August 1
- Spring graduation: December 1 of the previous year
- Summer graduation: December 1 of the previous year

All financial obligations to the University must be satisfied before the diploma or certificate can be mailed.
Paralegal Studies:

Prospective paralegal graduates (both certificate and degree students) must also submit an
ABA Compliance Form, preferably by the same dates. Further information can be found online
under the Paralegal Studies tab on Sakai.

A student who finishes classes at the end of the Fall I or Spring I session may request a letter
from the Director confirming the completion of all coursework and anticipated graduation date.

Paralegal certificates will be sent to graduates four to six weeks after the official graduation
date. Official transcripts and LOCUS records will show conferral of the certificate by about the
same time.

The Institute certificate indicates "with honors" where appropriate (cumulative GPA of 3.5 or
higher at the end of the semester in which the student is graduating) and the type of certificate
(Litigation Practice, Corporate Practice, Litigation and Corporate Practice, or Certificate in
Paralegal Studies).

For purposes of calculating the cumulative GPA for the honors designation, grades are not
rounded to the nearest tenth of a point (i.e., 3.9 is not rounded to 3.5). Also, only PLST courses
will be included in this computation.

*Special Note:* Earning a certificate does not make a graduate a “certified paralegal.” No school
can award the status of “certified paralegal,” which is a designation given only by professional
associations (such as NALA and NFPA) to persons who meet their qualifications. Employers who
ask for “certified paralegals” are almost always seeking paralegals with certificates; we know of
no exceptions to this practice locally.

Commencement

The School of Continuing and Professional Studies has a commencement ceremony each year, at
the end of the spring semester in May on the Lake Shore Campus. Preliminary information can
be found online at the University’s Commencement website,
http://www.luc.edu/commencement.

Students expecting to complete their studies at the end of the summer semester (with no more
than 6 credit hours taken during the summer) are permitted to participate in the May
commencement ceremony.

SCPS also hosts a separate Graduation Reception for graduates and their families in both May
and December, on the Water Tower Campus.

Paralegal graduates are included in all of these celebrations.
Honor Societies
Degree-completion students may be eligible for Alpha Sigma Lambda, the adult honorary society, and Alpha Sigma Nu, the Jesuit honor society. Members of Alpha Sigma Lambda are selected on the basis of number of courses taken at Loyola University Chicago, GPA, and class rank percentile. Members must have a minimum of 24 graded semester hours taken at Loyola in an undergraduate program, not including transfer credit; half of those credits must be outside a student’s major field and at least 12 hours must be in the liberal arts and sciences (Core); members must be in the top 10% of their class eligible to apply to ASL; and, have a minimum of a 3.2 cumulative GPA. Alpha Sigma Nu members are selected from among students who are in the top 15% of their class academically and have a demonstrated record of service and loyalty to the Jesuit ideals of education.

Paralegal Studies:
In July 1998, Loyola’s Institute for Paralegal Studies received a charter establishing a chapter of Lambda Epsilon Chi (LEX), the National Honor Society in Paralegal/Legal Assistant Studies sponsored by the American Association for Paralegal Education.

Students who have completed two-thirds of the program requirements toward their original certificate or degree at Loyola are eligible for induction into LEX if they demonstrate “superior academic performance.” The Institute faculty has defined this standard as a minimum of a 3.7 cumulative grade point average and placement in the top 20% of eligible students. Two-thirds of the program requirements is calculated as 16 semester hours of PLST courses.

The Institute inducts students into LEX once a year, at the end of the spring semester (i.e., May of each year). They receive a certificate from AAFPE.

Only students working on their original paralegal certificates or degrees at Loyola will be considered for LEX membership, and no more than the first 28 hours of PLST courses will be considered in determining the student’s GPA for this purpose. Also, only Institute PLST courses will be included in this GPA calculation.

Dean’s List
Students who study full-time (12 credit hours earned per semester) are placed on the Dean’s List at the end of each semester (Summer excluded) if they have achieved a minimum GPA of 3.7.

Students who study part-time are placed on the annual Dean’s Recognition List at the end of each Summer semester if they have earned a minimum of 12 credit hours during the academic year and have achieved a minimum GPA of 3.7.

CPST 200 Introduction to Degree Completion – Grading and Completion Policy
Conditional Admission

Students who are admitted conditionally to SCPS must complete CPST 200 in their first session enrolled in the program. CPST 200 must be completed on the first attempt. Students who fail to do so will be dismissed from the program.

Unconditional Admission

Students who are admitted unconditionally to SCPS must complete CPST 200 in their first session enrolled in the program. Students who do not pass the course on the first attempt will be required to repeat the course the following session at their own expense. When repeating CPST 200, the student will not be permitted to enroll in any other courses unless permission is granted from the student’s advisor.

Incomplete grades will not be granted for students taking the class for the second time. Students who do not pass CPST 200 on the second attempt will be dismissed from the program.