



**College of Arts and Sciences**  
**Office of the Dean**  
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**COLLEGE of ARTS and SCIENCES**  
Office of the Dean

**TO:** Faculty, College of Arts and Sciences

**FROM:** Thomas J. Regan, S.J., *Interim Dean*

**DATE:** August 13, 2014

**RE: IMPORTANT ITEMS FOR ACADEMIC YEAR 2014-2015**

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***PLEASE READ CAREFULLY***

Provided here is a list of items regarding student academic policies and procedures in the College of Arts and Sciences (CAS). These are of major importance as the academic year begins. This should be kept for reference. Additional memoranda will be sent at mid-semester and near the end of the semester that will address policies and procedures regarding examinations and grading. Questions should be directed to the CAS Dean's Office at 773-508-3500 (LSC) or 312-915-6520 (WTC).

**LOYOLA ALERT**

All members of the Loyola community, including faculty, should register for Loyola Alert at [www.luc.edu/alert](http://www.luc.edu/alert). Loyola Alert is a service that provides time-sensitive alerts to students, faculty, staff, and other personnel at Loyola's lakeside campuses in the event of unforeseen events or potentially life-threatening campus emergencies. Loyola Alert will immediately send messages to registered participants via voice messages to home and cell phones; text messages to cell phones; and written messages to personal e-mail accounts. Registration is required for Loyola Alert emergency communications to be sent to individuals.

**TEACHING OBLIGATIONS**

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

**GROUND RULES**

Most students' academic grievances are the result of a lack of communication between the instructor and students concerning course requirements and/or guidelines. Instructors should distribute a written statement of the ground rules as part of a course syllabus on the first day of class and adhere to these rules during the semester. Ground rules may include: relative weights (described as points or as percentages of the course grade) given to all gradable aspects of the course, e.g., quizzes, mid-term and final exams, papers, lab attendance, and so forth; dates of examinations,

including final exams; deadlines for completion of assignments; the penalty for academic misconduct of any sort. If students are able to calculate their own final grades for the course, it is easy to show how no injustice has been done. It is the responsibility of students to be aware of ground rules governing the classes in which they are enrolled. Also, instructors must stipulate in the syllabus that a student's lack of appropriate course prerequisites constitutes grounds for being withdrawn from the class at any time.

## **REGISTRATION AND ATTENDANCE**

*Students may not attend classes for which they are not officially registered.* For each academic term, students are able to add and drop classes via LOCUS through the last day of the Late Registration period:

<b>Academic Term</b>	<b>Last Day of Late Registration</b>
Fall 2014	Tuesday, September 2, 2014
J-Term 2015	Monday, December 29, 2014
Spring 2015	Tuesday, January 20, 2015

Instructors must inform any students who are not registered that they must register through LOCUS and bring print-outs of their electronic registration to the instructor to confirm their registration by the next class session (alternatively, instructors may check online class rosters in LOCUS to confirm the students are registered for the course). After the end of the Late Registration period, students may not register for and may not be registered for any additional classes. Instructors should check their online class rosters during the second week of classes to verify that all students are properly registered. If a student is not registered for the course section, the instructor must direct the student to leave the class.

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

The Undergraduate Studies Catalog ([www.luc.edu/academics/catalog/undergrad](http://www.luc.edu/academics/catalog/undergrad)) states that every student is expected to attend all classroom and laboratory sessions. Precisely how class participation is taken into account in the final grade is at the discretion of the instructor. It is incumbent upon the instructor to indicate clearly, in written ground rules, if, how, and what type of participation will be calculated into the final grade. Also, instructors should indicate how students are to be penalized for missing a quiz, exam, or classroom exercise.

## **CLASS ROSTERS**

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

## **ACADEMIC ADVISING OFFICES**

Freshmen and sophomores who have earned fewer than 55 credit hours are advised by academic advisors in the Office of First and Second Year Advising (FSYA), located in the Sullivan Center, Room 260 (Phone: 773-508-7714). FSYA academic advisors advise freshmen and sophomores across *all* undergraduate schools. Juniors, seniors, and transfer students are advised within their respective school's academic dean's office. CAS juniors, seniors, and transfer students receive their primary academic advising within the CAS Dean's Offices (Sullivan Center 235 or Lewis Towers

930). An instructor who has a student who needs academic advising, yet is uncertain where to direct the student, should call 773-508-3500 (CAS Dean's Office at LSC) or 312-915-6520 (CAS Dean's Office at WTC).

## **SYLLABI FOR COURSES**

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

No exams (with the exception of brief, 10-minute quizzes) may be given during the last week of classes in a given Fall or Spring semester. Instructors should include a link to the official Academic Calendar, [www.luc.edu/academics/schedules](http://www.luc.edu/academics/schedules), in the course syllabus.

## **CORE CURRICULUM REQUIREMENTS**

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

## **WRITING-INTENSIVE COURSES**

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

## **PASS/FAIL CONVERSION DEADLINES AND AUDIT POLICY**

A student may request to convert a course registration either in or out of the "Pass/No-Pass" or "Audit" status only within the first two weeks of classes each Fall or Spring semester. Students must submit a request for Pass/No-Pass or Audit to their academic advisor. Students who audit courses are required to attend classes; these students are indicated by an "AU" on class rosters. If a student fails to satisfy the audit attendance requirements, the instructor must send a memo about the student's lack of attendance to the Office of Registration and Records, where a final grade of "W" will be entered for the course.

## **AUTHORIZED CLASS ABSENCES**

On a strictly limited and pre-approved basis, a student may be allowed to miss a class in order to participate in a University-sponsored event. This situation normally includes such events as official athletic games or Loyola-sponsored competitions, e.g., debate, theater, etc. It is the student's obligation to inform the instructor of such an authorized absence in a timely fashion; in most cases, this information can be made available to the instructor at the beginning of the semester. For athletic

events, an instructor should receive a written schedule from an academic advisor. If the absence is authorized, the instructor is expected to assist the student in making up the work that she or he has missed. Instructors with any questions about whether the requested absence is legitimate should not hesitate to call the CAS Dean's Office.

## **OFFICE HOURS**

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

## **STUDENTS WITH DISABILITIES**

Instructors with a student with a disability in their classes should be aware that the University may be able to provide special services or assistance. Any questions in this regard should be directed to Services for Students with Disabilities (SSWD), Sullivan Center (773-508-3700). Instructors may also visit [www.luc.edu/sswd](http://www.luc.edu/sswd) for more information. Documented disabilities may necessitate certain adjustments from faculty. In all documented cases that require academic accommodations, the student will present the instructor with a letter from Loyola's Services for Students with Disabilities office. Instructors must comply with whatever the law requires.

## **ACADEMIC INTEGRITY**

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

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

The University pays for a license to use *Turnitin* ([www.turnitin.com](http://www.turnitin.com)), an online plagiarism-detection tool. Instructors are encouraged to use it vigorously. One of its many features is that students may submit drafts of their papers directly to *Turnitin* to make certain that they have not

inadvertently failed to properly cite a source. The pedagogical benefits of this feature are obvious; instructors should encourage students to use it for every piece of writing that they submit. Oversight of *Turnitin* has transferred to the Provost's Office; presently, instructors may direct questions about *Turnitin* to Ms. Kathleen Andrade in the CAS Dean's Office (kandrad@luc.edu).

Instructors must review the penalties for academic misconduct and the policies and procedures for academic grievances at [www.luc.edu/academics/catalog/undergrad/reg\\_academicgrievance.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml). These policies and procedures are binding upon all instructors. Instructors should remind students at the beginning of each course of the penalties for academic misconduct as indicated there. Instructors should include the relevant sections of this policy in the course syllabus. All sanctions should be described specifically in the syllabus. If an instructor's sanction for academic misconduct is an "F" for the course, it is his/her responsibility to call the student's academic dean's office to block the student from withdrawing from the course so that an F, rather than a W, will be recorded on the student's transcript.

Instructors *must* report all incidents of academic misconduct to their chairperson and to Mr. Lester Manzano, Assistant Dean for Student Academic Affairs, in the CAS Dean's Office (lmanzan@luc.edu). Reports of academic misconduct must include a description of the academic misconduct and the sanction that the instructor has assigned for the misconduct. Instructors reporting academic misconduct to their chairperson and to Mr. Manzano should include the student's full name and Loyola ID number. Instructors must also submit documentation (e.g., copies of sources) and copies of the student work that exhibit the academic misconduct.

Instructors must inform students that findings of academic misconduct are reported to their academic dean's office where they are entered into university records and may be disclosed to medical schools, state bar examiners, and others who have a legitimate reason to inquire.

### **CONFIDENTIALITY**

As students have access to course grades via LOCUS soon after they are posted, instructors should not post grades in a public place, such as an office door.

Thank you for taking the time to read this memorandum. Please do not hesitate to contact the CAS Dean's Office if you have questions about anything presented above.

I wish you an enjoyable and productive academic year.

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