



# LOYOLA UNIVERSITY CHICAGO

*Preparing people to lead extraordinary lives*

## **Loyola University Dual Credit Faculty Handbook 2017-2018**



## Welcome to Loyola's Dual Credit Program!

Loyola's Dual Credit Program is an extension of Loyola's Jesuit tradition to promote academic excellence and improve access to college. Through participation in the program, your students earn college credit and at the same time fulfill their high school graduation requirements.

Loyola's Dual Credit Program offers qualified high school students an outstanding opportunity to get a head start on their college career. As an educator, you want to make sure that you can help prepare your students to succeed—in college and beyond. Loyola's Dual Credit program gives you another way to help your students prepare for the future.

### Benefits of Loyola's Dual Credit Program

- Eases students' transition to college by preparing them for the demands of college-level coursework
- Exposes students to academically challenging material while in the familiar surroundings of their high school
- Allows students to begin their freshman year of college with college credits while they also earn credits toward high school graduation
- Empowers students to earn college credit at a significantly reduced cost
- Gives high school teachers an opportunity to collaborate with their university counterparts, sharing the resources and expertise of their discipline
- Provides qualified high school teachers with Loyola adjunct status

## **Dual Credit Contact Information**

The Dual Credit Director is available to assist with all issues related to Loyola's Dual Credit Program including course applications, teacher credential requirements, student registration, transcript requests, grade entry, mentor site visits, etc.

Detailed information and dual credit faculty application materials can be found at Loyola's Dual Credit Website <http://www.luc.edu/dualcredit>.

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## **Student Eligibility**

Students must have the appropriate academic qualifications to be considered for Loyola's Dual Credit Program. Loyola seeks highly motivated and capable high school students who meet the following criteria:

- Currently enrolled in the junior or senior year of high school
- Have a cumulative un-weighted GPA of 3.0 or higher on a 4.0 scale
- Have authorization from the high school administrator that certifies the year in school and academic standing

Sophomores enrolled in courses that are typically junior or senior level courses - courses whose majority enrollment is junior or senior level - may participate in the Loyola Dual Credit Program with an email request from the dual credit liaison (usually your high school principal, assistant principal, or guidance counselor) indicating the following:

- The designated course in question is a junior (or senior) level course.
- The student meets the required un-weighted 3.0 GPA standard, verified by a copy of the student's high school transcript.
- The student has scored in the 90th percentile or above composite score on his or her most recent standardized test (ACT, SAT, PSAT, MAP, IBTS, or EXPLORE), verified by copy of the official test report.

## Dual Credit Adjunct Faculty Roles and Responsibilities

### Approved Loyola Dual Credit Instructors are responsible for:

- Promoting the dual credit course opportunity with their students and parents
- Including information about the Loyola dual credit opportunity in the course syllabus as well as the director's contact information and the dual credit website link. [www.luc.edu/dualcredit](http://www.luc.edu/dualcredit)
- Including the Loyola Course Learning Outcomes in the syllabus (*Supplied by the Dual Credit Director*)
- Verifying class rosters of registered Loyola Dual Credit students using LOCUS and notifying the Dual Credit Director of discrepancies by the posted deadline. (*See directions below*)
- Reminding dual credit students of important dual credit deadlines. (*See key dates below*)
- Supplying Loyola content-specific mentors with sample graded assessments and current syllabi at the time of the site visit.
- Submitting student grades at the end of the course through LOCUS.
- Attending a content-specific professional development session each year.
- Reminding dual credit students to complete their online course evaluation

<b>Key Dual Credit Dates</b>	
<b>Fall 2017</b>	
September 22	Last day to <b>apply</b> to Loyola's Dual Credit Program
October 2	Last day for CPS students to submit FORL paperwork to their school to be eligible for dual credit tuition assistance
October 13	Last day to <b>register</b> for Dual Credit Classes
November 3	Last day to <b>drop</b> fall semester-long courses
November 6	Dual Credit tuition due
December 4	Students dropped for non-payment
<b>Spring 2018</b>	
February 2	Last day to <b>drop</b> year-long courses
February 19	Last day to <b>register</b> for second-semester courses
March 19	Dual Credit second-semester tuition due
April 5	Students dropped from second semester courses for non-payment

## **Roster Verification**

A few weeks after the registration deadline, Dual Credit instructors will receive an email reminder from the Dual Credit Director advising them to verify their dual credit course roster in LOCUS.

At this time, instructors should:

- Inform all registered students of their enrollment status.
- Verify that all students who had applied and registered for the course do, in fact, appear on the course roster.
- Inform the Dual Credit Director of any discrepancies with the roster (missing students, additional students who should not be in the course, etc.)

# Loyola Dual Credit Course Requirements

Loyola Dual Credit courses must be college-level in curriculum and assessments in order to meet Loyola's standards for content, quality, and rigor. Loyola Dual Credit courses must be similar to courses offered on-campus at Loyola in course content, competencies, and learning outcomes.

Loyola Dual Credit courses must use text and resources that are challenging and in alignment with the course content.

Dual Credit students should receive the course syllabus by the first or second day of the dual credit class.

The syllabus is to include information about the dual credit opportunity for students, the contact information for the dual credit director, the Loyola dual credit website address, and the Loyola learning outcomes for the course (all supplied by the dual credit director).

The syllabus is approved by Loyola's faculty in the respective content-specific departments at the time of application. Courses should follow the syllabus that was submitted and approved at the time of application.

## Assessments

Examples of course assessments (tests, quizzes, labs, writing prompts, projects, etc.) are required at the time of the mentor site visit for all Loyola Dual Credit courses.

Loyola Dual Credit courses should incorporate multiple forms of assessments and **must include final exams**. High school policies allowing certain students exemption from final exams should **not** apply to Dual Credit courses.

## Grading Policy

All dual credit courses should be assessed using Loyola's grading scale.

93% - 100%	A
90% - 92%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
73% - 76%	C
70% - 72%	C-
67% - 69%	D+
63% - 66%	D
60% - 62%	D-
Below 60%	F

Grades should be submitted using LOCUS.

Year-long course grades should be the average of the fall and spring semester.

## **Year-Long Courses vs. One-Semester Courses**

Many of the dual credit courses, while offered in just one semester when taught on-campus at Loyola, run the entire school year at your high school. For these year-long courses, students only register once, in the fall. Tuition is due in the fall as well. Some dual credit courses (many of the science courses) run for only one semester and are followed the second semester by the next course in the sequence. (Ex: Biology 101 in the fall, followed by Biology 102 in January). In the case of a second-semester course, students are required to re-register in January for the second-semester course. Tuition will be due upon registration. Please remind students of the payment deadlines. Students who wish to register for the second semester course must have successfully completed the first semester course.

Dual credit students must follow the deadlines in regard to dropping a course. As dual credit students, although still in high school, they are beginning their official college transcript. Grades earned in dual credit courses will be part of their records throughout their college career. Faculty should remind students of drop dates and procedures to avoid a transcript with a negative grade.

## **Tuition Rate**

The tuition for high school students participating in Loyola's Dual Credit program is \$65 per credit hour. This represents approximately 10% of the tuition a typical Loyola student pays. Note: most classes are 3-4 credit hours.

## **Financial Aid**

Financial aid is not available to dual credit students at Loyola. However, some high schools offer assistance with dual credit tuition. Contact your high school representative for details.

**CHICAGO PUBLIC SCHOOL STUDENTS:** If students are eligible for Free or Reduced Lunch (FORL) for the current academic year, their dual credit tuition may be covered by your high school. However, to be eligible for tuition assistance from your school, student FORL paperwork **MUST** be turned into your school no later than **October 2**. No exceptions will be made for students who turn in their FORL documents beyond this date.

## **Loyola Dual Credit Mentors and Course Observations**

Teachers who are eligible to participate in the program receive adjunct status at Loyola with all of the benefits of the Loyola adjunct faculty who teach on campus. But the benefits don't stop there. This is an opportunity for you to collaborate with and receive mentoring from a university professor in your discipline. We see this as part of our mission—to give back to the community by empowering high school teachers with professional development. Our hope is that the college professor - high school teacher relationship will help both parties reflect on and hone their skills in the classroom.

Loyola Dual Credit course observations are completed at least once a year in order to maintain the integrity of the program and abide by the standards set forth by Illinois Board of Higher Education and the Dual Credit Quality Act. Mentors will observe/note the following during their classroom visit:

- Loyola approved syllabus is being followed
- Level of student engagement
- Type of classroom discussion
- Classroom environment meets college expectations
- Student assessment is aligned to the on-campus course
- Course assignments and requirements meet college expectations

## **Dual Credit Adjunct Faculty Status**

Teachers who are eligible to participate in the program receive adjunct status at Loyola with all of the benefits of the Loyola adjunct faculty who teach on campus.

### **Course Evaluations**

At the end of each semester, dual credit students are asked to complete an online course evaluation using IDEA. IDEA's Student Ratings of Instruction are designed to provide feedback you can use—formative feedback that gives you suggestions for improvement. IDEA is a comprehensive tool that provides both summative and formative feedback about student progress on relevant course objectives, instructor teaching methods, and overall impressions of the course. Further information can be found at <http://www.luc.edu/idea/>

### **University Libraries**

All Loyola University Dual Credit adjunct faculty are encouraged to use the university libraries. The Loyola University Libraries facilitate the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment. To use any of the library materials, faculty must present their Loyola Campus Card. Adjunct faculty also have full access to Loyola's online resources. Simply visit <http://libraries.luc.edu> to begin.

### **Information Technology Services**

All Loyola University Dual Credit adjunct faculty are encouraged to use the services provided by Information Technology Services. They provide skilled technological expertise and service, providing secure, reliable information and resources, in professional and collaborative consultation. Information Technology Services will serve as a partner and leader for technology needs and initiatives to enhance learning, teaching, research, and operations for Loyola University Chicago, higher education, and technology communities. Check out the services offered at <http://www.luc.edu/its/>

### ***Hoonuit***

*Hoonuit* is an online, on demand, training site that offers over 50,000 tutorial videos on over 250 technology applications, including Microsoft and Adobe. Topics are subdivided into very small chunks and presented in videos of one or two minutes—instructors can



even pull *Hoonuit* videos directly into their presentations. 24/7 access to training offers flexible, just-in-time learning—*Hoonuit* narrated video tutorials are ready when you are! <http://www.luc.edu/itrs/teachingwithtechnology/hoonuitformerlyknownasatomiclearning/>

### **Campus ID Cards**

All Loyola University Dual Credit adjunct faculty are eligible to receive a Loyola Campus Card. The Rambler Card is Loyola's official identification card and identifies all members of the Loyola community. Faculty can visit the Campus Card Office to be issued their Rambler Card once they have received their Loyola Universal ID. To find location and hours for the Campus Card Office, please go to <http://www.luc.edu/campuscard/aboutus/contactus/>

## **Supporting Your Students Through the Application and Registration Process**

### **Step 1: Student Application**

All students interested in taking dual credit courses must apply to Loyola's Dual Credit Program. Even if they have taken previous dual credit courses at Loyola, they must apply again in order to verify their eligibility and to update their information.

Advise students to log onto the Loyola Dual Credit web site at [www.luc.edu/dualcredit](http://www.luc.edu/dualcredit).

Students should click on *Apply Today* on the right-hand side of the page. Fill out the application in its entirety. **Applying to the program does not commit students to actually enrolling in the dual credit course and there is no fee to apply.**

Upon completion and submission of their application, an email will automatically be sent to your high school dual credit liaison (principal, assistant principal, or guidance counselor) requesting a authorization on the students' behalf. Your liaison will verify the students' GPA is 3.0 un-weighted or greater and that they are a current high school junior or senior.

Students will be notified of an admission decision and directions for registering for courses via the email address they provided in their application. If they don't receive an email in 5-7 days, have students check their junk mail before contacting the Dual Credit Director.

### **Step 2: Student Registration**

Once students receive their acceptance email, it is time to actually register for their dual credit course(s). However, before they can register for a dual credit course, they must change their temporary password. After receiving their User Name (UVID) and initial password - which was provided in their admissions acceptance letter - they should log into [www.luc.edu/password](http://www.luc.edu/password) to reset their password and establish their security question. They will not be allowed to log in unless the security question is in place.

## **Logging Into LOCUS**

In order to register for actual courses, students must log in to LOCUS, Loyola's online information system. [www.luc.edu/locus](http://www.luc.edu/locus). Students should have the Loyola course name and number, section number, and their high school teacher's name available before they log in. This information should be listed on their class syllabus. Students may enroll in a maximum of 9 dual credit hours per semester.

A tutorial for registering can be viewed at [LOCUS tutorial](#).

## **Withdrawing from Classes**

As a dual credit student, although still in high school, they are beginning their official college transcript, regardless of where they attend college in the future. Grades earned in dual credit courses will be part of their records throughout their college career. It is important to consider their readiness to enroll in and successfully complete dual credit courses. Please remind students to be especially aware of drop dates and procedures to avoid a transcript with a negative grade.

Students who decide, after registering for a dual credit class, that they no longer want to be enrolled in the class for Loyola University credit, must withdraw by the withdrawal deadline. (75% of the class has elapsed) Be sure to check the withdrawal deadlines posted below. They must contact the Dual Credit Director at [Dualcredit@luc.edu](mailto:Dualcredit@luc.edu) and notify them of their intent to withdraw. In the email, they should include their name, Loyola ID #, course name, faculty name, and the name of your high school. It is important to officially drop a class to avoid an "F" on your transcript.

## **Student Transcripts and Transferring Credit**

Credit earned for courses taken through Loyola's Dual Credit Program is recorded on an official Loyola transcript. These credits are generally transferable to other accredited colleges and universities across the nation. However, the receiving institution will always make the final decision on the transferability of courses. Students are encouraged to consult with any institution they are considering to inquire directly regarding their policy for accepting transfer credit.

To request a copy of official transcripts, follow the directions outlined on LOCUS .

## **IMPORTANT TERMS TO KNOW**

### **UNIVERSAL ID**

- Your Loyola Universal ID (UVID/Username) is unique to you.
- Your UVID and password provide you single source sign-on to university applications, access to university computers and resources.
- Secure your account with a strong password.
- For recommendations on password security, visit the security office guidelines.

## **LOCUS**

- Where you check class rosters and enter grades.
- You can sign in with your universal ID and password at [www.locus.luc.edu](http://www.locus.luc.edu) 24 hours a day, 7 days a week.

## **ITS HELP DESK**

If you encounter difficulty with the password self-service, please contact the ITS Help Desk by phone at 773.508.4ITS (773.508.4487) or through [helpdesk@luc.edu](mailto:helpdesk@luc.edu).

## **FERPA**

### **Student's Right to Privacy and Access to Records**

Dual credit students are considered Loyola University students in every way as related to their academic record.

According to the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to the following:

1. Inspect and review their education records within 45 days from the day the University receives a request for access.
2. Request the amendment of their education records that they believe are inaccurate or misleading.
3. Consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. Refuse to permit Loyola University from disclosing "Directory Information." Directory Information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed.
5. File a complaint with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures by the university to comply with the requirements of FERPA.

Further details regarding FERPA can be found at <http://www.luc.edu/regrec/ferpa.shtml>.

## **Services Available to Loyola University Dual Credit Students**

When students enroll in Loyola's Dual Credit Program they become a member of our student body with the opportunity to access Loyola's numerous resources.

### **Campus ID Cards**

All Loyola University Dual Credit students are eligible to receive a Loyola Campus Card. The Rambler Card is Loyola's official identification card and identifies all members of the Loyola community. Students can visit the Campus Card Office to be issued their Rambler Card once they have registered for classes. To find location and hours for the Campus Card Office, please go to <http://www.luc.edu/campuscard/aboutus/contactus/>

Prior to visiting the Card Office, students are encouraged to confirm the issuance of their Loyola Identification Number (or LID), which authorizes them to receive a Rambler Card.

### **University Libraries**

All Loyola University Dual Credit students are encouraged to use the university libraries. The Loyola University Libraries facilitate the pursuit of knowledge and creativity through user-focused services and collections in an inviting, collaborative, and innovative learning environment. To use any of the library materials, students must present their Loyola Campus Card. Students also have full access to Loyola's online resources. Simply visit <http://libraries.luc.edu> to begin.

### **The Center for Tutoring & Academic Excellence**

The Center for Tutoring & Academic Excellence provides Loyola University students the opportunity to engage in Collaborative Learning conversations that will increase retention of course material, improve study habits, and assist in achieving higher grades. For more information concerning our free tutoring services visit <http://luc.edu/tutoring/index.shtml>