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

Academic Policies
&
Student Handbook
2018-19 Academic Year
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
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, Paralegal students, and Applied Criminal Justice Leadership 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 official transcripts. These students must submit all of the required materials by the end of their first 8-week session.
The terms of conditional admission based on transcript requirements are as follows:

- Students will be allowed to take one course, CPST 200 Introduction to Degree Completion, within the first session.
- Students must complete all six tasks of the Mastering Learning Tools before the start of the first session. Failure to do so will result in withdrawal from CPST 200.
- Students must submit all official transcripts by the end of the fourth week of the first session to allow sufficient time for students to work with their advisor to choose classes and to enroll in their second session.
- Students must submit all official transcripts by the end of the first session in order to avoid withdrawal from the program. If withdrawn, students may re-apply for admission to a future session.

Conditional acceptance may also be offered to students who do not meet the academic requirements for admissions. 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 session under conditional admission status.

The terms of conditional admission based on academic requirements 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 pass CPST 200 Introduction to Degree Completion in their first session.
- 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 advisor 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 Assistant Director of Admitted and Prospective Student Advising to receive an overview of their academic plan. Students transition to advisement by their assigned academic advisor in LOCUS (the Assistant Dean or the SCPS Academic Advisor) once the student’s first term begins with enrollment in CPST 200: Introduction to Degree Completion. Students may schedule advising appointments with their assigned academic advisor 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 Microsoft Excel electronic audit is also 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 mandatory graduation application for their review.

Residency Requirement
Degree-completion students must take their final, uninterrupted 45 credit hours, or a minimum of 60 total 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 consisting of 18 credit hours, 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. Students pursuing a transfer-oriented individualized concentration allows for more transfer credit based on the approval by the Assistant Dean or her designee. In order to complete an individualized concentration, a student must complete an individualized concentration request form.

Paralegal Studies:
Paralegal students certificate students discuss their academic plan with the Director of the Institute for Paralegal Studies during the admissions interview. 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.

The Director is the advisor for all paralegal certificate students through completion of the certificate program. Degree-seeking students should consult their assigned academic advisor in LOCUS for questions regarding degree-completion questions.
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 students 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
- Completion of CPST 200, CPST 201, and UCWR 110
- Must be within 48 credits of degree completion
- Cumulative GPA of 2.5 or higher
- 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-week, 6-week2, and 8-week sessions. Students may also take 1 J-term course, if applicable.

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 once a course begins 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 and 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 "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</td>
<td>0%</td>
</tr>
<tr>
<td>after</td>
<td></td>
</tr>
</tbody>
</table>

The effective date of withdrawal is determined by the date the course is dropped in LOCUS, 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 Assistant Dean. 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 Assistant Dean, and on approval it will be submitted to the Office of Registration & Records. This form is found in 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 Assistant 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 and 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.

**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.
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.

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

<table>
<thead>
<tr>
<th>SCPS Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Grade</strong></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>
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<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>
### Degree-Completion Programs

<table>
<thead>
<tr>
<th>Type of Course</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.

### Paralegal Certificate Programs

<table>
<thead>
<tr>
<th>Type of Course</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, participation and attendance are 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 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.
• A student may take a maximum of two courses under this option in any academic term.
• 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.

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.

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 at the instructor’s discretion only with the approval of the Assistant Dean (or the Director of the Institute for Paralegal Studies for paralegal courses), 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 Assistant 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, but 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 below a C- in a course in the major, certificate, or school required course (e.g., management courses only for management majors).

Authorization to repeat courses merely to improve the grade will not 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 academic 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 cumulative GPA to remain in academic good standing. Those who do not earn a cumulative 2.0 GPA will be: placed on probation; required to complete an Academic Improvement Plan with their assigned academic advisor; and, will be restricted in enrollment as determined by their advisor. All students should be aware of the Academic Standing policies of the University, found here.

Students will have one semester on academic probation. During this semester on academic probation, students must either (a) raise your Loyola cumulative GPA to at least cumulative 2.00 (i.e., return to good standing), or (b) achieve a semester GPA of at least 2.33 to continue on probation for one additional semester. If students do not satisfy either (a) or (b), they may be dismissed from the University (i.e., dropped for poor scholarship). For the semester on academic
probation, students may not request “Incompletes” or withdraw from a course without permission for their advisor.

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 (new students).
- Complete Mastering Learning Tools (new students).
- Attend the SCPS orientation, when applicable (new students).
• 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 prior to the start of class to have information communicated to their instructors. More information regarding accommodations can be found here.

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, such as through the IDEA Survey administered each session.

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 the student’s advisor 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.

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**

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a guiding principle for all academic activity at Loyola University Chicago, and all members of the University community are expected to act in accordance with this principle.
Failing to meet the following standards is a serious violation of personal honesty and the academic ideals that bind the University into a learning community. These standards apply to both individual and group assignments. Individuals working in a group may be held responsible if one of the group members has violated one or more of these standards.

1. **Students may not plagiarize.**
   a. Plagiarism involves taking and using specific words, phrases, or ideas of others without proper acknowledgement of the sources. Students may not:
      1. Submit material copied from a published or unpublished source.
      2. Submit material that is not cited appropriately.
      3. Use another person's unpublished work or examination material.
      4. Allow or pay another party to prepare or write an assignment.
      5. Purchase, acquire, or use a pre-written assignment for credit.

2. **Students may not submit the same work for more than one assignment (known as self-plagiarism).**
   a. This applies even if the student is enrolled in the classes during different semesters.
   b. If a student plans to submit work with similar or overlapping content for credit, the student should consult with all instructors involved prior to submission of the work to make certain that such submission will not violate this standard.

3. **Students may not fabricate data.**
   a. All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way.

4. **Students may not collude.**
   a. Students may not work with others on any assignment without permission from the instructor.
   b. Students may not use work submitted by another student in a previous semester of a course.

5. **Students may not cheat.**
   a. Students may not obtain, distribute, or communicate examination materials prior to the scheduled examination without the consent of the instructor.
   b. Students may not take an examination by proxy. Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy.
   c. Students may not attempt to change answers after the examination or an assignment has been submitted.
d. Students may not falsify medical or other documents to petition for excused absences.

e. Students may not use unauthorized study aids in an exam. Examples include:

   i. Bringing notes into an exam that does not allow outside materials.

   ii. Programming equations into a calculator when the instructor has indicated that students are to be tested on the recall of those same equations.

   iii. Using any electronic device that allows students to look up, calculate, or communicate answers with someone else outside the room.

6. **Students may not facilitate academic misconduct.**

   a. For example, a student may not allow another student to copy from their exam or give their own work to another student.

**Sanctions**

1. An instructor is responsible for determining the sanctions for academic dishonesty in their course. Minimally, the instructor will assign the grade of a zero for the assignment or examination. The instructor may choose to impose a penalty grade of “F” for the course.

2. Deans may add and/or elevate the initial sanctions based on a student’s conduct history, such as a penalty grade of “F” for the course, suspension, expulsion, and/or the inclusion of educational assignments.

3. Only the Provost may impose the sanction of expulsion as recommended by a dean.

**Process**

1. Instructors will gather the appropriate information and documentation when they suspect an instance of academic dishonesty has occurred.

2. If instructors conclude an instance of academic honest has occurred, then they will determine the sanction as it relates to the course.

3. Instructors will notify the student of their findings and sanction.

4. Instructors will also report the instance of academic dishonesty, including supporting documentation, to the chairperson of the department and the academic dean’s office.

5. The academic dean’s office will notify the student that the instance of academic dishonesty has been reported.

   a. The initial sanction determined by the instructor may be reviewed by the academic dean’s office.

   b. The final sanction will be included in the notification.

**Appeals**

1. Students retain the right to appeal the determination made at any stage of the process outlined above using the academic grievance procedure.
2. The decision of the academic dean’s office is final in all cases except expulsion.

**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 academic Dean (or the Director of the Institute for Paralegal Studies) within one month after the end of the class in question. This request must specify the nature of the dispute and the student’s attempts to resolve the matter.

**Reactivation and Readmission**

Students in good academic and disciplinary standing who have been absent from Loyola University Chicago for no 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 apply for readmission to the program and must include 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 only after complying with all terms outlined in their dismissal letter.
Applicants for readmission who have been dropped from Loyola for disciplinary reasons must have their applications for readmission reviewed by the Dean of Students Office. If the Dean approves readmission, the application will be reviewed according to the regulations stated above.

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 for UCWR 110) and the course was taken prior to admission to the program. 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, and Prior Learning Assessment (PLA). Non-traditional credits may be used to satisfy
requirements within the SCPS major and/or certificate or individualized concentration, as follows:

- No more than 4 courses toward the major
- No more than 2 courses toward an 18-hour certificate or concentration
- Only select CLEP exams can complete specific CORE requirements

Non-traditional credits may not be applied toward the Mission courses, School requirements, or to the Loyola residency requirement. Non-traditional credit does not factor into the Loyola GPA. More information about non-traditional credit can be found on the SCPS website.

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

Prospective graduates must submit a graduation application in 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. Laudatory honors will be determined per the qualifications noted in the University Catalog here.

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).
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.

Students expecting to complete their studies at the end of the summer semester are permitted to participate in the May commencement ceremony.

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. Students eligible for Alpha Sigma Nu will be required to submit an application for review.

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 complete 12 credit hours in a given semester (fall, spring, summer) are placed on the Dean’s List at the end of each semester if they 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 based on academic requirement must successfully pass CPST 200 in their first session. 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. Students who do not pass the course on the first attempt will be required to repeat the course the following session and 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.