

School of Continuing & Professional Studies

Loyola University Chicago

Academic Policies & Student Handbook

for students in SCPS Graduate Programs



Preparing people to lead extraordinary lives

The policies in this handbook apply to all SCPS graduate students except those completing one of the Urban Affairs and Public Policy programs. Graduate Students in the Urban Affairs and Public Policy programs should consult the [Handbook for Students in Urban Affairs and Public Policy](#).

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SCPS Overview and Mission

The School of Continuing and Professional Studies (SCPS) at Loyola offers a suite of application-oriented undergraduate, graduate and post-baccalaureate programs that address emerging needs in the labor market. Our flexible and online programs are developed in partnership with industry experts for working adult learners who seek relevant workplace skills and knowledge.

Loyola University Chicago's School of Continuing and Professional Studies empowers adult learners through an accessible, impactful and holistic education that positions them for success.

Our applicable programs and flexible formats enable students to advance careers and fulfill personal goals. Guided by Loyola's Jesuit tradition, SCPS creates a supportive environment that fosters social justice, ethics, and service to others.

Program Outcomes

Program Outcomes for each of the SCPS graduate programs can be found in the Academic Catalog: catalog.luc.edu

Admission

Students may be conditionally or unconditionally admitted to any SCPS program.

Conditional Admission (Unofficial Transcripts)

Conditional acceptance may be offered to students who have not submitted official transcripts. These students must submit all the required materials by the end of their first 8-week session.

- 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 to avoid withdrawal from the program. If withdrawn, students may re-apply for admission to a future session.

Conditional Admission (Academic Probation)

Conditional admission 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 must earn a cumulative grade point average of 2.8 in the 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.

Language Test Requirement

An official TOEFL, IELTS or PTE score report is required for international applicants whose native language is not English if applying to one of the following programs:

- Master in Instructional Design (MPS)
- Master of Arts in Public Service Leadership (MA)
- Foundations of Instructional Design Certificate
- Professional Certificate in Instructional Design

Copies and faxes are not accepted as official documents; we must receive test scores directly from the testing service.

- The minimum acceptable total score on the Internet-Based Test (IBT) of the TOEFL exam is 90.
- The minimum acceptable total score on the IELTS exam is 6.5.
- The minimum acceptable score on the PTE exam is 61.

This requirement is waived for those who have completed a four-year U.S. bachelor's degree program or those who are citizens of or have completed a bachelor's degree at a recognized institution at which the language of instruction is English in these countries: Canada, the United Kingdom, Ireland, Australia, or New Zealand.

Academic Advising Meeting

Upon admission, graduate students in the following programs are required to meet with an academic advisor and discuss the overview of their academic plan:

- MPS in Instructional Design
- MA in Public Service Leadership
- Foundations of Instructional Design Certificate
- Professional Certificate in Instructional Design

Throughout their time, 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.

A file review and graduation audit are completed for all graduate students when they apply for graduation to ensure that the classes necessary for graduation have been or will be completed.

Residency Requirement

It is expected that all work towards a graduate degree will be completed with academic credit earned at Loyola University Chicago. However, up to six (6) credit hours of graduate work completed at another institution may be applied toward a graduate degree with permission of the SCPS Dean's office.

Students may request transfer of credit during their first semester. The SCPS Dean's office maintains responsibility for approving all transfer credit. To ensure that each student is well prepared for undertaking scholarship in the student's current field of study, SCPS's decision regarding transfer credit will be based on the quality of the student's work, the time interval since its completion and its relevance to the student's program of study at Loyola. Coursework below a B grade will not be accepted. Students may not be able to transfer coursework that has been awarded as part of a conferred or completed graduate degree program.

For certificates consisting of 18 credit hours, up to 6 credits may be accepted in transfer, and all other required credits must be earned at Loyola.

The following certificates must be completed entirely with Loyola academic credit:

- Foundations in Instructional Design Certificate

Students completing "stand-alone certificates" first can apply these courses toward the completion of a degree in the same area. The time interval since completion of a stand-alone certificate to application for a degree in the same area must be less than 5 years.

Double-Dipping: Applying courses to multiple programs

Students are permitted to complete multiple programs (i.e. certificates, majors), even if program requirements overlap.

The exception to this, is for students completing an individualized concentration (typically linked to the BA in Applied Studies). Students completing an individualized concentration may

not double dip. Meaning courses that satisfy Core or other program requirements cannot be applied toward your individualized concentration.

For students completing multiple programs, conferral of your degree or certificate will not be done until program requirements for all programs have been completed. Please understand, while certificate requirements may be completed prior to finishing degree requirements, we are not able to confer the certificate at an earlier point in a student's time at Loyola. Conferral for all programs is completed at the same time.

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 waitlists for any of its courses.

During each Fall Semester registration period, students should register for both Fall I and Fall II courses; during each Spring Semester registration period, students should register for both Spring I and Spring II courses; and during each Summer Session, students may register for 6-week1, 6-week2, and 8-week sessions. Students may also take 1 J-term course, if applicable.

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

Late Enrollments

Students may enroll in a course after it has begun only during the add/drop period in Week 1 of each 8-week session during the fall and spring semesters. The add/drop period for summer session courses are shorter. Late registration fees apply. Students should consult the academic calendar.

Students are strongly discouraged from enrolling after the start of an 8-week session 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. Students should be aware that it 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.

The financial impact of changes after the late/change registration period is determined in accordance with the University's withdrawal schedule, available on the Bursar's website. The website provides the official schedule for each term, but generally, the schedule for fall and spring semester 8-week sessions is as follows:

WITHDRAWAL SCHEDULE	
Effective date of withdrawal	Tuition Credit
First week of session	100%
Second week of session	80%
Third week of session	40%
Fourth week of session and after	0%

The effective date of withdrawal is determined by the date the course is dropped in LOCUS, not by class attendance. 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. 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.

Students may not withdraw after the withdrawal deadline and, after the deadline date, will be assigned the grade earned based on work completed. For students dealing with extenuating circumstances preventing participation in a course, they may submit an appeal to request withdrawal. Students should work with their primary academic advisor to submit an appeal to request withdrawal after the withdrawal deadline.

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.

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 SCPS graduate students auditing a course must first receive approval from the SCPS Assistant Dean. **Graduate course auditing will be allowed only in rare and special circumstance.** Students being assessed tuition on a per-credit basis will be charged 50% of their

normal tuition rate for audited courses. If interested in auditing a course, students should complete the Graduate Level Course Audit Request form:

https://www.luc.edu/media/lucedu/registrationrecords/pdfs/GRAD_Course_Audit_Request.pdf. This form should then be submitted to scps@luc.edu for Dean review.

SCPS policy on auditing graduate SCPS courses are:

1. In order to audit a course, an SCPS graduate student must (1) complete the [Course Audit Request form](#), (2) and submit this form to the SCPS Dean's office (scps@luc.edu).
2. **The completed form must be received by the SCPS Dean's office before the audit deadline as stated on the academic calendar: <https://www.luc.edu/adult-education/current-students/academic-calendars/>.** SCPS will not approve a request received after the deadline.
3. Once a course is converted to "audit" for a student, it will not be re-classified as a "for-credit" course (i.e., a course that is being audited may not at any time be counted as credit hours completed toward degree requirements).
4. The tuition rate for audited courses is 50% of the regular (for credit) tuition rate (see the university's Schedule of Classes for information on tuition and fees). Students will be billed for the full amount and then receive an adjusted statement. **To avoid payment fees, students must pay 50% of the full tuition upon receipt of the first bill.**
5. The decision as to whether to designate particular graduate courses as open to auditors is made by the SCPS Dean's office.
6. Completion of this form does not constitute registration for the course; the student is responsible for registering for the course via the university's registration system and must do so prior to the late registration deadline to avoid a late registration fee.
7. **Class attendance is required**, and auditors have a right to participate in class discussions. A grade of AU indicates satisfactory attendance; a grade of W will be assigned in cases of unsatisfactory attendance. Auditors do not complete course papers, examinations, or other assigned projects.
8. A course that is audited does not count as hours attempted, and therefore is not considered in determining a student's enrollment status (i.e., whether the student is classified as full or part-time) and is not eligible for coverage by a tuition scholarship.

Non-Degree Seeking Students

Non-degree seeking students must submit a 'Non-Degree' application for admission for each semester where they will be taking classes. Students must meet any prerequisite requirements for a course they wish to complete. Non-degree students interested in taking graduate-level classes must provide an official transcript reflecting the completion of a bachelor's degree.

The non-degree-seeking option is for students who wish to sample classes before applying to a degree program, transfer credit to another institution, or obtain professional or personal enrichment.

Non-degree-seeking students may complete a maximum of 9 credit hours (3 courses) of graduate classes total. This is inclusive of all semesters where a non-degree student may request access to enroll. Admission as a non-degree-seeking student does not guarantee admission to a formal program. Should you decide to pursue a degree program, a new application and all supporting materials are required.

Non-degree seeking students are not eligible for Federal Financial Aid or the Returning Ramblers Scholarship, but may be eligible for private loans. Learn more about [private loans](#), or contact Loyola's [Financial Aid Office](#) at 773.508.7704 or lufinaid@LUC.edu.

Full-time Status/Semester-hour Limitation

To be considered a full-time student, SCPS graduate students must be enrolled for 12 credit hours per 16-week 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.

SCPS graduate students may register for no more than 9 credit hours in any one 8-week session. Students wanting to take more than the 9 credit hours must receive approval from the Assistant Dean.

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.

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.

Letter Grade	Quality Point Value
A	4.0

A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0

Graduate students must maintain a minimum cumulative GPA of 2.8 or higher to be in good academic standing.

Students must earn a C- or higher in required graduate courses. Any grade less than C- will not satisfy program requirements.

No Record (NR) Grade

The notation “NR” is assigned in LOCUS for any course in which the student is enrolled but has not participated. Criteria for determining participation includes, but is no limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Participating in an online discussion about academic matters.
- Initiating contact with a faculty member to ask a question or discuss a matter related to the course.
- For online or blended course, participation and attendance is defined as any class activity, including logging into the course on Sakai and accessing any of the course materials.

Pass/No-Pass Option

The Pass/No Pass option is not available for graduate courses or to SCPS graduate students.

Incomplete Course Grades

SCPS expects students to complete all coursework by the end of the session or term during which a course is taken. However, if a student and the instructor make arrangements in advance, a student may receive a grade of I (Incomplete) at the end of the session/term. The student is to complete the outstanding work and submit it to the instructor according to a schedule approved by the instructor, subject to the following SCPS policies.

A grade of Incomplete for a course is assigned at the instructor's discretion, 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 discretion.

Incomplete requests should only be submitted where a student has completed a significant portion of the course, and required coursework, and circumstances prevent the student from finishing remaining requirements by the end of the class. For example, if a student has been actively participating in and keeping up with coursework and they encounter life circumstances within the final few weeks of a course that prevents them from completing successfully, they should contact the instructor to request an incomplete. This request is not meant to be used in those situations where students have been non-participatory throughout the course and need additional time to make up missed assignments from the bulk of the course. In those cases, the student should contact their primary academic advisor to discuss their options.

For any incomplete request, the student must initiate the request by submitting the Incomplete form to the instructor:

http://luc.edu/media/lucedu/registrationrecords/pdfs/UGRD_Request_%20for_Incomplete.pdf

The instructor will then complete and submit the form according to its instructions and, if approved, 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

If a student, with the authorization of the Dean's office and graduate program director, repeats

a course, only the most recent grade earned for the course will be used when evaluating whether all degree requirements have been met. In factoring a student's GPA, a repeated course grade does not replace the grade for a previous attempt. The average of all grades from all attempts is used in calculating a student's cumulative GPA.

Academic Standing/Continuous Registration

Good Standing

A graduate student is in good academic standing if he or she: 1) meets the standards of quality of his or her academic program and SCPS; 2) makes satisfactory progress toward completion of degree requirements within the established time limit; and 3) fulfills SCPS' requirement regarding grade-point average. Students who are not in good academic standing are not eligible to receive a degree and cannot hold an award.

Graduate students must maintain a cumulative GPA of 2.8 or higher to maintain in good academic standing.

Academic Probation

Students who fall below a cumulative GPA of 2.8 will be placed on probation and may be restricted in enrollment as determined by their primary academic advisor.

Students will have one semester on academic probation. During this semester on academic probation, students must either (a) raise their Loyola cumulative GPA to at least 2.80 (i.e., return to good standing), or (b) achieve a semester GPA of at least 3.00 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 from their advisor.

Continuous Registration

Given that courses are only offered once an academic year, we recommend that students remain continuously enrolled and complete courses within the time frame set within your initial advising appointment. We understand circumstances may require you to step away from classes. Students have up to three (3) years to complete all program requirements and should consult with their advisor when making any adjustments to their schedule.

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/>
- 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 academic advisor

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

Before classes:

- Attend the SCPS orientation, when applicable.
- 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 session/term 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 the Student Accessibility Center prior to the start of class to have information communicated to their instructors. More information regarding accommodations can be found: <https://www.luc.edu/sac/>

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.

- 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.
- Provide constructive feedback to faculty members regarding their performance, such as through the SmartEvals Survey administered each session.

Class Attendance/Student Accountability

Due to the intensive nature of each course, students' success in SCPS courses will heavily depend on their attendance and participation in the course. 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 required meeting of the course. If they are unable to attend a class meeting or if they 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 for a required meeting. 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 making 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. (See Incomplete Course Grades section within this policy handbook)

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.

Academic Integrity Standards

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 dishonesty 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
3. Capricious. Capricious grading is the assignment of a grade that is based partially or entirely on (a) criteria other than the student's performance in the course, (b) standards different from those applied to other students registered in the same course, or (c) a substantial departure from the announced grading standards for the course.

Initiating an Academic Grievance

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

If the attempt fails, the student should send a written request for a hearing to the Dean 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.

Readmission

Students who have exceeded their three (3) year time limit to complete all program requirements can reapply for admission.

Applicants for readmission 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.

Transfer Credit

It is ordinarily expected that all work towards a master's degree will be completed in the program at Loyola University Chicago. However, up to six (6) credit hours of graduate work completed at another institution may be applied toward a master's degree with permission of the program's director and SCPS Dean's office.

Students may request transfer of credit, and the program can make its recommendation to SCPS during the student's first semester in the program. Students may not complete

coursework at another institution for transfer to Loyola after they have started classes with SCPS.

SCPS maintains responsibility for approving transfer credit. To ensure that each student is well prepared for undertaking scholarship in the student's current field of study, SCPS' decision regarding transfer credit will be based on the quality of the student's work, the time interval since its completion and its relevance to the student's program of study at Loyola. Coursework below a B grade will not be accepted. If a course fulfills the learning outcomes of a requirement in the student's master's program, and upon department recommendation, a specific required course may be substituted with an elective chosen in concert with the student's program director.

Non-traditional Sources of Credit

SCPS does not accept non-traditional sources of credit towards graduate degree programs.

Graduation

The University awards degrees and certificates four times within each academic year, after every semester: fall semester (December), J-term (January), spring semester (May), and summer semester (August).

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

- Fall graduation: August 1
- J-term graduation: November 1
- Spring graduation: December 1
- Summer graduation: February 1

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

Commencement

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

<http://www.luc.edu/commencement>

The May Commencement ceremony includes graduates from the fall, spring, and summer semesters within that academic year.

Honor Societies

Graduate students may be eligible for induction into Alpha Sigma Nu (ASN), the Jesuit honor society. Eligibility parameters for this society includes high academic achievement and a demonstrated record of service and loyalty to the Jesuit ideals of education. Eligible students will be contacted by the SCPS Assistant Dean.

Dean's List

For the fall and spring semesters, students who complete 12 credit hours during the semester and achieved a minimum semester GPA of 3.7 or higher are named to the SCPS Dean's List at the end of the semester.