

School of Continuing & Professional Studies

Loyola University Chicago

## **Academic Policies & Student Handbook**

for students in SCPS Undergraduate Programs



*Preparing people to lead extraordinary lives*

The university policies, found in the University's Catalog, apply to all Loyola undergraduate students, including students in the School of Continuing and Professional Studies (SCPS).

This document contains additional policies that apply specifically to SCPS students.

To view the University's Academic Standards and Regulations, please visit: <http://www.luc.edu/academics/catalog/undergrad/reg.shtml>

## Contents

SCPS Overview & Mission .....	3
Institute for Paralegal Studies.....	3
Admission.....	3
Conditional Admission (Unofficial Transcripts).....	3
Conditional Admission (Academic Probation) .....	4
Paralegal Studies .....	4
Academic Advising .....	4
Residency Requirement .....	5
Paralegal Studies .....	5
Double-Dipping: Applying courses to multiple programs.....	6
Writing Requirement .....	7
Understanding the Writing Placement Assessment (WPA) Score .....	7
Course Registration.....	7
Paralegal Studies .....	7
Late Enrollments .....	7
Registration Changes and Withdrawals .....	8
Paralegal Studies .....	9
Administrative Withdrawals .....	9
Auditing a Course .....	9
Paralegal Studies .....	10
Full-time Status/Semester-hour Limitation .....	10
Paralegal Studies .....	10
Directed Studies .....	10
Paralegal Studies .....	11
Grading Criteria.....	11
Paralegal Studies .....	11
Grading Policies.....	11
No Record (NR) Grade.....	12
Pass/No-Pass Option.....	12
Paralegal Studies .....	13

Incomplete Course Grades.....	13
Repeated Courses .....	14
Paralegal Studies.....	14
Academic Standing/Probation .....	14
Paralegal Studies.....	14
Expectations of Students .....	15
Class Attendance/Student Accountability .....	16
Extended Absence.....	16
Paralegal Studies Attendance and Participation Policy .....	16
Academic Grievance Procedure .....	20
Initiating an Academic Grievance .....	21
Reactivation and Readmission .....	21
Inactive status for Paralegal Studies .....	21
Transfer Credit .....	21
Paralegal Studies.....	22
Non-traditional Sources of Credit .....	22
Graduation .....	23
Paralegal Studies.....	23
Commencement.....	24
Honor Societies .....	24
Paralegal Studies.....	24
CPST 200 Introduction to Degree Completion – Grading and Completion Policy .....	25
Probation Admission.....	25
Unconditional Admission .....	25

## SCPS Overview & Mission

The School of Continuing and Professional Studies (SCPS) is the home of Loyola's degree-seeking 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.

**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.*

### Institute for Paralegal Studies

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.

## 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 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 Admission (Academic Probation)**

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 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.

### **Academic Advising**

Upon admission, degree-seeking students are required to meet with an academic advisor and discuss the overview of their academic plan. Degree-seeking students then meet with their primary academic advisor during their first session to create a degree outline. 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 is completed for all degree-seeking 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-seeking 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.

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

- Computer Science certificate
- New Media Communication certificate. Students may apply transfer credit toward COMM 175 but an additional COMM course must be taken to earn the 9 total credit hours to complete the certificate.

The following certificates allow the application of 1 course (3 credit hours) in transfer credit:

- Cybersecurity Technology Management certificate
- Introduction to Data Science (must be within the last 5 years)
- User Experience Design certificate (must be within the last 5 years)
- Web Design and Development certificate (must be within the last 5 years)

There is no residency requirement for the transfer-oriented individualized concentration which requires approval by the Assistant Dean or designee.

Students may not add certificates that are in the same subject area as their declared major due to redundancy in course requirements. However, if no more than 2 courses overlap between the major and certificate, the certificate can be added to the student's degree plan.

Students completing "stand-alone certificates" first, can apply these courses toward the completion of a degree in the same area.

## **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 primary academic 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-seeking questions.

Paralegal certificate students are limited to 6 transfer credits and must earn all other required credits at Loyola.

Degree-seeking 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)

### **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.

## Writing Requirement

Upon admission, degree-seeking students who haven't satisfied UCWR 110 Writing Responsibly with either transfer credit or prior Loyola academic credit, must complete the Writing Placement Assessment (WPA).

### Understanding the Writing Placement Assessment (WPA) Score

- If a student tests at **110** they will take UCWR 110 with Loyola in the next session available.
- If a student tests at **100** they take ENGL 100 (directed study) with Loyola in the next available session followed by UCWR 110 with Loyola in the next available session.
- If a student tests at **103** they take ENGL 103 (directed study) with Loyola in the next available session followed by UCWR 110 with Loyola in the next available session.
- If a student tests at **219** they take UCWR 109 (directed study) and UCWR 110 with Loyola concurrently in the next available session.

## 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.

### 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 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
<b>First week of session</b>	<b>100%</b>
<b>Second week of session</b>	<b>80%</b>
<b>Third week of session</b>	<b>40%</b>
<b>Fourth week of session and after</b>	<b>0%</b>

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.

### **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](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. Course auditing will be allowed only in rare and special circumstances. Students auditing a course will be assessed tuition on a per-credit basis at 50% of the normal tuition rate.

Students must complete the University's undergraduate 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 on the Registration & Records website here: <https://www.luc.edu/regrec/aboutus/forms/>

University policies on auditing undergraduate courses apply. These are found at [http://luc.edu/academics/catalog/undergrad/reg\\_gradinsystem.shtml](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. 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. 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.
4. Assignments, including examinations and term papers are not required, but auditors have the right to participate in class discussion.
5. A course that is audited does not count as hours attempted.
6. A course that is audited is not considered in determining a student’s full-time or part-time academic status.

### **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 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 students, except for paralegal certificate-seeking 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.

### **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 run with fewer than 6 students.

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.

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

More information about the computation of a student's grade point average (GPA) can be found in the Academic Catalog:

[https://www.luc.edu/academics/catalog/undergrad/reg\\_computation.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_computation.shtml)

CPST 200 Introduction to Degree Completion is graded Pass/No Pass and is 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 computation of 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:

<b>Degree-seeking Programs</b>	
<b>Type of Course</b>	<b>Minimum Required Grade</b>
CPST 200 (SCPS School Requirement)	P*
Other courses in SCPS School Requirement	C-
UCWR 110 (LUC Core Requirement)	C-
Other courses in LUC Core Requirement	D
Course in major**	C-
Course in concentration/certificate	C-

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

\*\*Includes Paralegal Studies major.

<b>Paralegal Certificate Programs</b>	
<b>Type of Course</b>	<b>Minimum Required Grade</b>
Paralegal Studies Core Requirements	C-
Practice Certificate Requirements	C-

### **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**

A degree-seeking student may take an elective course on a "pass/no pass" basis. Further information about the P/NP option can be found here:

[https://www.luc.edu/academics/catalog/undergrad/reg\\_gradinsystem.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_gradinsystem.shtml)

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.

### Paralegal Studies

The Pass/No Pass Option is not available for PLST courses.

### 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](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**

Information about the University's policy regarding the repetition of courses can be found here: [https://www.luc.edu/academics/catalog/undergrad/reg\\_credithour.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_credithour.shtml)

### **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 good academic standing. Those who do not earn a cumulative 2.0 GPA will be placed on probation, required to complete an Academic Improvement Plan, and, may be restricted in enrollment as determined by their primary academic advisor. All students should be aware of the Academic Standing policies of the University, found here:

[http://www.luc.edu/academics/catalog/undergrad/reg\\_academicstanding.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicstanding.shtml)

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 2.00 (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 from 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/>
- 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:**

- Complete Mastering Learning Tools (new degree-seeking students).
- 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 IDEA 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)

### **Paralegal Studies Attendance and Participation Policy**

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, as long as the deadline for dropping a course has not yet passed. 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.

### **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 (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 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 and toward UCWR 110; D or better

for general elective or Core) and the course was taken prior to admission to the program. Transfer courses that are remedial may not be used to satisfy degree requirements and will not transfer.

Any coursework taken after a student starts courses with Loyola will not be considered for transfer unless the student submits an appeal before enrolling in the course(s) and meets the requirements outlined in the University's catalog here:

[https://www.luc.edu/academics/catalog/undergrad/reg\\_permission.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_permission.shtml)

### 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 credit hours from non-traditional sources to assist in meeting the total credits required to complete the bachelor's degree. These include:

- Credit by examination (CLEP or DSST)
- Prior Learning Assessment (PLA) portfolios (Learning Counts)
- American Council on Education (ACE) evaluated credit
- Military Credit / Joint Services Transcript (JST)
- Police Training (Chicago Police Department)

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. If transfer credit is applied toward the major, the availability of non-traditional credit options toward the major may be reduced as half of the major must be completed with Loyola academic credit.
- 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-specific courses, SCPS 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: <https://www.luc.edu/adult-education/affordable-degree-programs/credit-for-experience/>

## **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 undergraduate application are as follows:

- Fall graduation: March 1
- Spring graduation: October 1
- Summer graduation: October 1
- J-term graduation: November 1

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:

[https://www.luc.edu/academics/catalog/undergrad/reg\\_graduation.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_graduation.shtml)

## **Paralegal Studies**

Prospective paralegal graduates (both certificate and degree students) must also submit an ABA Compliance Form, preferably by the same dates as above. 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:

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

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

### **Honor Societies**

Degree-seeking students may be eligible for induction into Alpha Sigma Lambda (ASL), the adult honor society, and Alpha Sigma Nu (ASN), the Jesuit honor society. Eligibility parameters for these societies include high academic achievement and, for ASL, a demonstrated record of service and loyalty to the Jesuit ideals of education. Eligible students will be contacted by the Assistant Dean.

### **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**

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.

## **CPST 200 Introduction to Degree Completion – Grading and Completion Policy**

### **Probation Admission**

Students who are admitted on probation to SCPS must successfully pass CPST 200 in their first session. Students who receive a NP grade will be dismissed from the program. Students on probation who withdraw from CPST 200 in their first session will be allowed to enroll in a subsequent session. Students on probation who withdraw from CPST 200 in their second attempt, 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 receive a NP grade in their first attempt will be required to repeat the course in their next enrolled 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.