

# GRADUATE ADMISSION

DEAN OF ADMISSIONS AND  
ENROLLMENT MANAGEMENT: Deborah C. Stieffel, M.S.

OFFICE: 315 Marquette

Admission to graduate studies at Loyola University represents a selection based on the personal and academic records of the applicants. The appropriate graduate studies committee of the discipline involved examines the applicant's records for evidence of potential for graduate study.

Loyola's graduate program is devised to select students with strong potential for graduate study, intellectual achievement, and personal character, without reference to age, creed, race, sex, or sexual orientation.

## APPLICATION DEADLINES

Qualified applicants may enroll at the beginning of the fall, spring, or summer term. August 1 for the fall term, January 5 for the spring term, and May 1 for the summer term are the deadlines for admission as a degree-seeking student. Applicants for the communications program or for any of the education programs need to contact the respective departments for deadline dates. Students may be admitted as non-degree or transient students after these dates. Non-degree and transient students are ineligible for certain types of state and federal aid.

## ACADEMIC REQUIREMENTS

An applicant for admission must present as proof of his or her preparation for graduate study the following: transcripts attesting to a bachelor's degree, normally in a field appropriate to the graduate work, at least two letters of recommendation by professionals in the field who can attest to the applicant's professional competence, a résumé of work experiences, and a statement of educational goals.

Admission to graduate studies allows the student to enroll in all graduate courses not restricted to degree candidates. A prospective student should examine the candidacy requirements for the appropriate degree very closely for requirements that must be met by each student. Please refer to the individual department regarding specific admission requirements.

## DEFINITIONS FOR APPLICANTS

### Educational Levels

**UNDERGRADUATE**—Students who have not received a bachelor's degree or who wish to pursue a different bachelor's degree than already earned.

**GRADUATE**—Students who have received a bachelor's degree and wish to enroll in either graduate or undergraduate course work.

### Classifications

**DEGREE SEEKING**—Degree-seeking students are those students who wish to pursue a degree at Loyola University.

**NON-DEGREE SEEKING**—Non-degree-seeking students are those students who wish to enroll at Loyola on a continuing basis but not pursue a degree program.

Non-degree-seeking freshmen, transfer, and graduate students are required to meet the minimum standards set for degree-seeking students in those categories.

**TRANSIENTS**—Transient students may be admitted for any one semester. In order to continue their enrollment in the next semester, transient students must apply as non-degree-seeking students and submit those credentials required by the admissions committee.

### **Admit Types**

**GRADUATE FRESHMEN**—Students who will have received an undergraduate degree prior to the planned term of enrollment. All degree-seeking graduate freshmen are required to submit the application, non-refundable application fee, two official undergraduate college transcripts from each college attended, two letters of recommendation and the results of national tests if required for the specific graduate program, a résumé of work experiences, and a statement of educational goals.

**GRADUATE TRANSFER STUDENTS**—Students who have attended another college or university at the graduate level. Transfer applicants must submit the same credentials as freshmen and, in addition, two official transcripts from each graduate institution previously attended, whether or not credit was earned.

**GRADUATE READMITS**—Students who have previously enrolled at Loyola at the graduate level (does not include continuing education and non-credit courses). Readmits need only complete the application form if they have not attended another institution since their last enrollment at Loyola or less than two years has elapsed. Readmits who have not been enrolled for two years and who plan to seek a degree are required to resubmit full credentials.

### **Admission Actions**

**ADMITTED**—The applicant is admitted to the graduate program for the term designated on the application.

**CONDITIONALLY ADMITTED**—The applicant is admitted, but on probation. The circumstances of the probation are stated in the letter of admission.

**DEFERRED DECISION**—The decision is deferred until additional information is collected on the applicant. The applicant will be informed of the information needed.

**DENIED**—The applicant is not admitted to the graduate program. This action is taken after the applicant is considered for all other admission actions.

## **APPLICATION PROCESS**

Decisions regarding admissions are made under a policy of rolling admissions. Notification of admission under this plan will be mailed as soon as possible after receipt of all necessary credentials. Applications to the Department of Communications will not be reviewed until the application deadline date. If admission is deferred, the applicant will be considered again when the requirements for consideration are met.

## **POLICIES AND REGULATIONS**

Students are enrolled at Loyola in accordance with the policies and regulations defined in the university bulletins, the published schedules, and *Student Handbook*. Readmitted students are subject to the policies in effect at the time of their readmission. The university reserves the right to clarify and change policy in the course of a student's enrollment.

All applicants and Loyola students are required to provide complete, correct, and truthful information on all university applications, forms, and correspondence. Administrative decisions and actions based on incomplete, incorrect, or false information are subject to immediate review and/or reversal. Applicants or students who provide such information are subject to corrective administrative and disciplinary proceedings including, but not limited to, dismissal from the university.

## **EXCLUSIONS**

Students excluded by a university are ineligible for admission to Loyola depending on the exclusion regulations and recommendations of the excluding university.

## **EARLY ADMISSION**

The programs of criminal justice, music education, music therapy, and education will admit, upon receipt of approved application for graduate studies, Loyola undergraduate students who meet all of the academic requirements for admission except a degree on a provisional basis provided they meet the following additional requirements: they must have a B average or better in their upper division major work; they must not lack more than six hours for their bachelor's degree. Such students may schedule a total of six hours of graduate work; their schedule in any one semester may not exceed 12 credit hours. The graduate courses will not count toward the undergraduate degree requirements.

## **INTERNATIONAL STUDENTS**

International students who desire to enter Loyola must comply with the basic admission requirements established. In addition, these applicants must satisfy all provisions of the Immigration Act. Students are expected to be proficient in English.

The applicant whose primary language is not English must show a proficiency in English adequate for graduate level study by scoring at least 213 on the Test of English as a Foreign Language (TOEFL). These scores are valid for two years from the date of the test. Graduates of United States institutions may substitute the obtained degree in lieu of the TOEFL. For information on the Test of English as a Foreign Language (TOEFL), write directly to: TOEFL/TSE Services, P.O. Box 6151, Princeton, New Jersey 08541-6151. Additional testing options may be requested through the Office of Admissions.

## **TRANSFER OF ACADEMIC CREDIT**

Students who have earned academic credit at another accredited college or university may be allowed to transfer a maximum of six credit hours, with the approval of the departmental chair and/or dean of the college. Each degree program has certain restrictions concerning acceptance of courses completed at other institutions. Transfer of credits earned more than five years prior to enrollment will ordinarily not be considered.

Transfer students will be informed of the amount of credit which will transfer prior to their enrollment, if possible, but at the latest, prior to the end of the first academic term in which they are enrolled.

## **TERM FOR COMPLETION OF DEGREE REQUIREMENTS**

Under all but extreme circumstances, all course requirements for a graduate degree must be completed in a seven-year span. Exceptions to this regulation require approval of the appropriate chair and/or the dean of the college.

## **POLICY ON NONDISCRIMINATION**

Loyola University has fully supported and fostered in its educational programs, admissions, employment practices, and in the activities it operates the policy of not discriminating on the basis of age, color, disability, national origin, race, religion, sex/gender, or sexual orientation. This policy is in compliance with all applicable federal regulations and guidelines.

## **POLICY ON SEXUAL AND OTHER FORMS OF HARASSMENT**

Loyola University New Orleans, consistent with its *Goals Statement* and the *Character and Commitment Statement*, fosters dignity and worth of all members of the Loyola community, and is committed to maintaining an educational and working environment free of sexual harassment. Sexual harassment is immoral and illegal, and will not be tolerated.

Sexual harassment may occur within a variety of relationships. Some such relationships involve unequal authority, while others occur between individuals who are of equal status. All allegations of sexual harassment will be scrutinized.

The university's full Policy and Procedure governing sexual harassment and other forms of harassment can be found on the university web page under Policies, Procedures, and Reports at [www.loyno.edu/provost/policies.html](http://www.loyno.edu/provost/policies.html) and in the university's *Student Handbook*, *Faculty Handbook*, and *Staff Policy and Procedures and Benefits Manual*. Appeal and grievance procedures can also be found on the Loyola University website, in the university's *Student Handbook*, *Faculty Handbook*, and *Staff Policies and Procedures and Benefits Manual*.

Loyola University New Orleans strongly supports equal opportunity in all aspects of university services and employment as provided in Title IX of the Education Amendments of 1972. Inquiries, concerns, and questions regarding the application of Title IX to university programs, services, employment, and policies should be addressed to the Title IX Coordinator. The Title IX coordinator for Loyola University is the director of Human Resources, Sue Metzner. The Title IX coordinator may be contacted at: Campus Box 16, (504) 864-7914.

## **DISABILITY SERVICES**

Disability services helps students with disabilities meet the academic demands of university life. Academic counseling, assessment, and advocacy services are provided by the Academic Resource Center's professional staff. Academic accommodations are offered to students with documented disabilities, including physical and learning disabilities. Such accommodations may include, but are not limited to, alternative test administration and academic support services including peer tutors, transcribers, note takers, readers, and computers with adaptive programs.

Disability services assists students in developing self-advocacy skills and advocates for the students with faculty and/or administrators when needed. Since it is the policy and practice of Loyola University to make its programs and facilities accessible to students with disabilities in an integrated manner, the professional staff from the Counseling & Career Development Center, Student Health Service, Physical Plant, library, and Residential Life work in conjunction with the Office of Disability Services to provide a comprehensive support service.

The Office of Disability Services is located on the main campus in the Academic Resource Center, Monroe 405. The director of disability services can be reached by phone at (504) 865-2990 or by e-mail at [enrich@loyno.edu](mailto:enrich@loyno.edu).

## **UNIVERSITY POLICY ON STUDENTS WITH DISABILITIES**

Loyola University is committed to ensuring equal access and reasonable accommodations for students with disabilities under Section 504 of the 1973 Rehabilitation Action and the 1990 Americans with Disabilities Act (ADA) and to providing support services which assist qualified students with disabilities in all areas of the university. Disability Services was created to ensure the careful implementation of this policy by faculty and staff and to assist students with disabilities in meeting the demands of university policy.

# TUITION, FEES, AND FINANCIAL AID

All regular students are assessed tuition and fees on a semester basis.

These fees and the tuition pay for only about 70 percent of the actual cost of operating Loyola for one year. The other 30 percent is made up with funds raised by the Annual Support Program from alumni, friends, faculty, staff, foundations, corporations, and revenues from the university endowment.

Applicants for admission to Loyola and students who need assistance in paying for their education are encouraged to apply for financial aid.

## TUITION AND FEES

Because of the uncertainty of the economy and budgetary projections, Loyola University reserves the right to change tuition, fees, or other charges printed herein. **The rates for 2003 – 04 only are listed below.**

## TUITION

*Graduate tuition is assessed according to the graduate program of enrollment.*

Communications .....	\$511 per credit hr.
Counseling .....	\$511 per credit hr.
Education .....	\$328 per credit hr.
Religious Studies .....	\$328 per credit hr.
Business Administration—M.B.A. ....	\$596 per credit hr.
Music .....	\$511 per credit hr.
City College—Nursing .....	\$331 per credit hr.
Criminal Justice .....	\$412 per credit hr.
Loyola Institute for Ministry .....	\$218 per credit hr.

## FEES

### FOR BEGINNING STUDENTS

**Application fee**—M.B.A. (not refundable).....\$50

**Application fee**—other graduate (not refundable).....\$20

**Acceptance deposit**—full-time graduate except M.B.A. (not refundable)

    Campus residents (includes housing deposit).....\$300

    Off campus.....\$200

### FOR ALL STUDENTS

#### University Center Fee

*This fee is dedicated to the partial support of the Joseph A. Danna Center including the cost of utilities, furnishings, maintenance, and cleaning of the building, as well as the programming activities sponsored by the University Programming Board.*

    Full-time (9 cr. hrs. or more).....\$88 per sem.

    Part-time (8 cr. hrs. or less).....\$45 per sem.

#### Student Government Association Fee

*This fee supports the operation of the Student Government Association to include funding the internal operations of the SGA and recognized student organizations.*

    Full-time.....\$40 per sem.

    Part-time.....\$20 per sem.

**Athletic Fee**

*This fee was levied in response to a student referendum in 1991 and provides the majority of the support of the university's intercollegiate athletic program supplemented only by fund-raising. No funds from tuition revenue are used to support the athletic program. All students are entitled to free admission to all regular season games by presenting their Loyola Express Card at the entrance.*

Full-time .....	\$65 per sem.
Part-time .....	\$30 per sem.

**Publications Fee**

*This fee, supplemented only by paid advertisements, supports the publication of the student magazine, The Wolf. Each student is entitled to a copy of each of the four issues published during the academic year.*

Full-time .....	\$20 fall sem.
Part-time .....	\$20 fall sem.

**Information Technology Fee**

*This fee provides for unlimited high speed access to the Internet and intranet servers for e-mail, web, news, chat, FTP, TELNET, and online library research services. Access to these services is available from anywhere on campus—computer labs, classrooms, common areas, and residence hall rooms.*

Full-time .....	\$125 per sem.
Part-time .....	\$62.50 per sem.

**Graduation Fee**

*This fee is assessed once the student applies for graduation. It provides the graduate with a cap and gown, the diploma cover, the graduation ceremony, and lifetime transcripts. Students are billed during the graduation term.*

Senior .....	\$250
--------------	-------

**Contingent Fees**

Late registration.....	\$20
Late payment .....	\$100
Student Health Insurance (cost varies).....	\$688 per year
M.S.N. Clinical Practicum .....	\$500 per clinic course

Students are encouraged to make payments by check or money order made payable to Loyola University using their bill remittance stubs. Students not wishing to have their social security numbers placed on their payments should contact the Office of the Bursar for available alternative options. Cash transactions are discouraged. A charge of \$10 will be assessed for each check returned from the bank. VISA and MasterCard charges greater than \$50 will be accepted as payment on the tuition account, but NDSL and Perkins loan payments will not be accepted through credit card charges.

**RESIDENCE HALLS**

Charges for room and board are due on a semester basis. Room rent is billed along with tuition and fees. The residence hall contracts are for both fall and spring semesters. Board is voluntary and therefore paid separately.

<b>Room Rates 2003 – 04:</b>	Double Room	Single Room
Cabra Hall.....	\$2,035 per sem.	\$2,815 per sem.
Room Guarantee deposit (not refundable but total deposit is applicable to room rent).....		\$100

**Residence Council Fee**

*This fee applies only to students residing on campus and supports the programming efforts and activities of the respective residence councils.*

Cabra Residence Council fee .....\$15 per sem.

Rates apply to the academic semester only. The Christmas holiday period and between semesters are not included in the room charges. Information on accommodations may be obtained from the Office of Residential Life.

**Meal Plans (Board)**

Loyola’s meal plans are voluntary for graduate students. Those who want the program may contract on a yearly basis for one of the plans. Loyola students have six board-plan options: they may choose nine, seven, or five meals per week which include either \$400 or \$600 in Wolf Bucks to use on an á la carte basis. Loyola Dining Services provides nine “all you can eat” meals per week (seven dinners and two weekend brunches). All breakfast, lunch, snacks, and late night meals are offered on an á la carte basis using Wolf Bucks and/or cash. The Gold Level plan provides \$600 in Wolf Bucks and the Maroon Level plan provides \$400 in Wolf Bucks. The following rates are in effect for 2003 – 04.

**2003 – 04 Rates**

GOLD LEVEL (includes \$600 Wolf Bucks)	
5 Meals per week .....	\$1,479
7 Meals per week .....	\$1,500
9 Meals per week .....	\$1,537
MAROON LEVEL (includes \$400 Wolf Bucks)	
5 Meals per week .....	\$1,279
7 Meals per week .....	\$1,300
9 Meals per week .....	\$1,337

Meal plans are charged to the student account and may be paid by personal check, VISA, or MasterCard. Checks should be made payable to Loyola University and sent to Box 220, 6363 St. Charles Avenue, New Orleans, LA 70118. For more information on meal plans, please call (504) 865-3428.

**Loyola Express Card**

A Loyola student identification card, known as the Loyola Express Card, is much more than just an identification card. It is a fast, safe, convenient, and economical way to make purchases all over campus. You simply deposit money into your Express Card account, and then purchases made are deducted from your balance. It has proven to be an excellent method to pre-plan and monitor expenditures.

As long as you have money in your Express Card account, you will be able to make purchases all over campus without carrying cash, checks, or change. The Orleans Room, Loyola Bookstore, Central Reproduction, The Underground, Smoothie King, Mane Attraction, Pizza Hut, the convenience store, Pine Street Café, campus vending machines, and residence hall laundry machines all accept the Loyola Express Card. Deposits to the card may be made in the Office of the Bursar, Marquette Hall, Room 270. For deposit information, please call (504) 865-2388.

Funds deposited to the Loyola Express Card carry over from one semester to the next until spent. Balances in excess of \$10 in a Loyola Express Card account will be refunded only if a member officially severs ties with the university by graduating, transferring, or otherwise leaving the university. Refund forms may be completed at the Office of Student Finance and must be accompanied by written proof of separation unless you are graduating.

Refunds will be applied first to any outstanding university debt, with remaining funds issued, by check, to the student.

## **BILLING AND PAYMENT POLICY**

Incoming students and returning students who have preregistered are mailed a bill for tuition, fees, residence hall charges, and board plans prior to the beginning of the semester. All payments are due 30 days from the billing date unless other arrangements have been made. Accounts not paid by the due date will be placed in a past due status.

Students who are not early registrants, students taking special program courses or continuing education courses, and all international students must pay in full at the time of registration.

A late fee of \$100 will be assessed on accounts in past due status. If a bill is not received or if an adjustment should be made to the bill, the student should contact the Office of Student Finance so that payment can be made by the deadline. Students who have not met their financial obligations or made appropriate arrangements through the Office of Student Finance have not officially completed registration and may be subject to removal from enrollment and will not be allowed to register for subsequent semesters. Students whose checks are returned from the bank as unpaid also are subject to removal from enrollment.

Loyola will withhold statements of honorable dismissal, transcripts, the diploma, and all other reports or materials until all indebtedness to the university has been paid or until satisfactory arrangements have been made with the vice president for business and finance. No one will be allowed to enroll for subsequent semesters as long as prior financial indebtedness has not been satisfied. It is also the policy of Loyola to withhold transcripts, registration, and diplomas on any student who has defaulted on a Guaranteed Student Loan, Stafford Loan, Direct Loan, Perkins Loan, NDSL, or other student loan. In the event that the delinquent account is placed with an outside agency for collection, all collection costs, attorney fees, and court costs incurred will be passed on to the student.

## **EMPLOYER TUITION REIMBURSEMENT PROGRAM**

For graduate business working students with employer reimbursement plans, the university will defer payment on 90 percent of tuition and regular fees. To become eligible for this deferment, the student must submit to the dean's office a copy of the employer's reimbursement policy and each semester submit verification on company letterhead of the student's eligibility in the plan. By the university's payment due date each semester, a promissory note and information release must be executed in the dean's office, and 10 percent of tuition and regular fees plus any other charges must be paid in the Office of the Bursar.

Final grade reports will be released to the student and payment in full will be required 30 days after grades are due in the dean's office. Other reports, such as transcripts and diplomas, are withheld until the final payment is received.

## **MONTHLY PAYMENTS**

Although Loyola has no monthly payment plan of its own, students may subscribe to one of two plans offered by outside companies.

Academic Management Services and Tuition Management Systems, Inc. offer families several monthly payment options to help make education expenses more affordable. The interest-free monthly payment option enables families to spread all or part of the annual tuition, fees, residence hall charges, and board plans over equal, monthly payments. There are no interest charges, only a small annual fee. This plan includes life insurance protection covering the unpaid balance at no additional cost. Low-interest monthly payment options, including an unsecured loan and a home equity credit line, are also available. Please contact the Office of Student Finance at (504) 865-3337.

## **REFUND POLICY**

A student who withdraws from a course before the end of the term may be entitled to a refund of a percentage of the tuition charged for that course. The university's general policy on refunds is described below. Federal statute requires an alternate calculation for recipients of federal Title IV financial assistance, and it is described as well.

**TUITION**—Students who withdraw from the university or from a course may be entitled to a refund of a percentage of their tuition. Students who withdraw must return a completed withdrawal form to the Office of Student Records. Mere cessation of attendance does not constitute withdrawal. The date of receipt of the withdrawal notice by the Office of Student Records will determine the amount of tuition refund. Refunds are a percentage of the tuition payable in the semester in which the student withdraws, not a percentage of the total amount billed. Only tuition is refundable. No refunds are made when a student is suspended or dismissed for academic, disciplinary, or financial reasons. Tuition refunds are made for the normal fall and spring semesters on the following basis:

1. If formal notice is received within one week after the beginning of the semester, a refund of 100 percent of tuition is made.
2. If formal notice is received within two weeks after the beginning of the semester, a refund of 90 percent of tuition is made.
3. If formal notice is received within five weeks after the beginning of the semester, a refund of 50 percent of tuition is made.
4. If formal notice is received within nine weeks after the beginning of the semester, a refund of 25 percent of tuition is made.
5. No refunds are allowed after the ninth week of classes.

*Since special sessions, short sessions, and summer sessions vary in length, please refer to the academic calendar for those refund deadlines.*

Students forced to withdraw for medical reasons should consult the *Academic Regulations* section of this bulletin for the university's policy on medical withdrawals.

**ROOM**—Students who withdraw from the university for any reason are not entitled to any refund on the cost of their room.

**MEALS**—Students who withdraw from the residence halls or university or obtain an approved medical exemption may receive a refund on the meal plan, prorated to the date of withdrawal. However, no refunds will be granted after the last day for refunds according to the academic calendar (last day for 25 percent refund). These refunds must be approved by the Danna Center and Student Activities Offices.

## **Federal Financial Aid Programs**

Federal financial aid programs assume students will complete a full semester. Aid eligibility must be recalculated if a student totally withdraws or is dismissed from the university before 60 percent of the semester has been completed. Aid will be adjusted based on the number of days in the semester that have elapsed before the student indicated an intent to withdraw to a university official.

Additional information on the calculation of refunds (with examples) and the manner in which refunds will be applied against the financial assistance received, may be obtained from the Office of Scholarships and Financial Aid.

## **OVERPAYMENTS/EXCESS AID**

If a credit exists on a student account due to an overpayment, withdrawal, or excess financial aid, a refund may be issued to the student upon request. If the student paid any portion of the bill by credit card, the refund will be issued to the credit card company for the appropriate amount. If the student paid any portion of the bill by personal check, a refund may

be issued after the personal check clears. Please refer to the tuition refund schedule on the previous page. If a credit results from a combination of financial aid and a credit card payment, the credit card will be refunded. Any form of financial aid (loans, grants, or scholarships) will be the priority form of payment to the tuition account. If a credit results from a combination of financial aid and a credit card payment after all adjustments have been made, the credit card will be refunded.

## **FINANCIAL AID**

The Office of Scholarships and Financial Aid provides information for and administers all aid programs on campus.

## **TYPE OF ASSISTANCE**

**LOANS**—Long-term, low-interest loans provide students with an opportunity to borrow a part of the costs of education. The loans must be repaid when you are no longer enrolled “at least half time” at an approved school. Borrowers must be able to demonstrate financial need. Student loans are also available to non-needy students, or for amounts that exceed calculated need. Terms are not as attractive as for traditional student loans, because in-school interest payments are required.

## **MAKING APPLICATION**

To apply for financial aid, complete a need analysis report, the FAFSA, readily available from high school guidance offices and college financial aid offices in your own area.

Your scholarships and financial aid file is not considered to be complete and cannot be evaluated until your FAFSA has been submitted and you have been admitted to the university. You may expect a response from Loyola to your request for financial assistance within six weeks after you mail your FAFSA to the processor, provided that you have been admitted to the university.

You are urged to apply well in advance of the beginning of the enrollment period. Offers which can be made before May 1 are considered timely.

## **HOW MUCH CAN ONE EXPECT?**

How much one receives depends upon what his or her need is. Need is the difference between the cost of education and what you and your family should be able to pay. Loyola bases the student/family contribution upon information provided on the FAFSA.

## **MAKING SATISFACTORY ACADEMIC PROGRESS**

Students receiving scholarships and/or other financial assistance have the responsibility to make normal progress toward graduation and completion of their program of study. Recipients of assistance who habitually withdraw from classes or who habitually receive grades which show the course work was not completed may be judged as not making progress.

All recipients who are in danger of losing financial aid eligibility for failure to make progress will be personally warned in writing of the conditions to be met in order to maintain progress. Recipients who fail to meet the terms of the warning will lose the right to participate in all financial aid programs until such time as they will have demonstrated, at their own expense, that they are capable of completing their course of study in an orderly manner. Additional information is available on request in the Office of Scholarships and Financial Aid, Marquette Hall, Room 110 or on the internet at [www.loyno.edu/financialaid](http://www.loyno.edu/financialaid).

Federal regulations now also require that all recipients of federal assistance who have completed four terms of study have a grade point average that will permit them to graduate. Students beyond the four terms whose average is below this level must be denied access to all federal aid programs until the required grade point average has been regained.

# ACADEMIC FACILITIES, CENTERS, AND INSTITUTES

## UNIVERSITY LIBRARIES

The J. Edgar and Louise S. Monroe Library opened in January 1999. In 2003, it was the recipient of the Association of College and Research Libraries Excellence in Academic Libraries Award. The state-of-the-art, 150,000-square-foot library offers seating for 700 students, ranging from seating at carrels, tables, and comfortable lounge chairs to seating in 16 group study rooms. The majority of tables and carrels are wired for Internet access. The Monroe Library also provides three microcomputer labs that are open on a 24 hours a day, seven days a week basis; two multimedia classrooms; the Academic and Career Excellence Center; and an art gallery. The Monroe Library also houses a multimedia production classroom featuring computer workstations loaded with video, audio, imaging, and music production software. The Monroe Library can accommodate a collection of up to 500,000 volumes and features a handsome reading room for the use of its valuable archival and special collections.

## Resources

The university libraries' holdings include more than 340,000 volumes, access to over 20,000 print and electronic journals, 11,000 music scores, 10,000 sound recordings, 670,000 microform units, and 4,600 media titles.

Noteworthy among the special collections are archives of the New Orleans Province of the Society of Jesus, the papers of well-known Jesuits such as the Rev. Louis Twomey, S.J., and the Rev. Joseph Fichter, S.J., and the mayoral papers of Loyola alumnus Moon Landrieu. The library also holds the Walker Percy and his Circle collection, books from the personal library of editor Robert Giroux, and a collection of books with fine bindings donated by the late J. Edgar and Louise S. Monroe.

## Services

Librarians are available to consult individually with students and faculty on use of information resources. In addition, the Public Services Division provides special orientation and instruction sessions throughout the year. Library personnel offer Internet instruction in both introductory and advanced sessions and in curriculum-based classes.

The library's website provides links to the online catalog as well as a large number of bibliographic, statistical, and full-text databases. The site provides information about the holdings of other libraries and information centers and links to recommended websites on a variety of topics.

Media Services is responsible for instructional technology equipment that is available for Loyola faculty, staff, and students to use in library classrooms and carrels, as well as in classrooms throughout the campus. It also provides video, web, and multimedia production services, audio/visual duplication services, public digital imaging equipment, and satellite downlinking. The library's laptop loan program, which is supported through donations from Loyola parents, makes laptops available for checkout by Loyola students.

## Extended Resources

Faculty and graduate students enjoy borrowing privileges at most of the area's academic libraries. Loyola and Tulane Universities offer reciprocal library borrowing

privileges to undergraduates through the TULU program. The library's interlibrary loan service and article delivery service provide materials not available at Loyola's libraries.

## **INFORMATION TECHNOLOGY**

The information technology department coordinates the instructional, research, and administrative computing activities at Loyola and oversees telephone and network services.

### **Network Access**

LoyolaNet, a state-of-the-art computer networking system, provides access to electronic mail, news groups, home pages, mailing lists, library resources, course offerings, student records, and financial information as well as a high-speed connection to the Internet. All faculty and administrative offices, classrooms, residence halls, and common study areas provide outlets for connecting personal computers to the network.

### **Computer Labs**

Over 300 IBM Compatible and Macintosh computers are available for student use along with word processing, spreadsheet, database, graphics, and web-browsing software. A variety of printers, including laser printers, are available in the labs.

In addition to general access computer labs, special-purpose computer labs have been established for Writing Across the Curriculum, English composition, intensive English, math basic skills, music ear training, music technology, business solutions, accounting, law school, visual arts, communications, computer science, and *The Maroon* (the student newspaper).

Mainframe computer services for online registration and access to the university libraries' online card catalogue and bibliographic services (LUCI) are accessed from the LoyolaNet network on campus or from off campus using any connection to the internet.

### **Computer Supplies**

Software, accessories, and supplies are available in the University Bookstore located in the Danna Center.

### **Telephone Services**

The Loyola community enjoys state-of-the-art telephone services including electronic voice messaging. Individual direct long-distance services and voice messaging is also provided to students in the residence halls.

### **Technical Support and Training**

The Information Technology Call Center, a hotline for technical support of all kinds, is available. The call center may be reached at 865-CALL (865-2255). A regular schedule of short informational seminars and hands-on training sessions is provided free of charge to Loyola students, faculty, and staff. Topics range from setting up and caring for personal computers to designing personal web pages.

## **ACADEMIC RESOURCE CENTER**

The Academic Resource Center provides tutoring across the curriculum and a broad range of other academic support services free of charge to all Loyola students. The center offers academic counseling and assessment to provide assistance to each student in formulating a personal strategy for achieving academic success. The center also teaches study skills in a one-hour course called Protocols of Learning, SPST A105, and non-credit weekend seminars. Disability Services provides equal access for students with disabilities by assisting students in meeting the demands of university life, by coordinating campus services for students with disabilities, and by offering academic

support services. Programs for entering freshmen and transfer students are designed to assist entering freshmen and transfers around the year through the Bridge, Fall Enrichment, and Spring Enrichment programs. The Fall and Spring Enrichment programs are designed to assist entering freshmen and transfer students in meeting the academic demands of their first semester at Loyola. The Bridge program allows students to begin taking their first-year courses from mid-June through the last week in July and affords students the opportunity to experience life on campus while earning seven hours of credit.

### **THE ACE CONSORTIUM**

The Academic and Career Excellence Consortium (ACE) is an alliance of Loyola's academic, career, and support services for students. Members of the consortium include the Academic Resource Center, Writing Across the Curriculum, the Ross Modern Foreign Language Lab, the Mathematics Center, Career Services, the English Writing Lab, the Monroe Library, and Disability Services. The ACE Consortium also provides support services in the ACE Center on the first floor of the Monroe Library—ACE activities include tutoring, study groups, referrals, assistance with résumé writing, and assistance with reference work and library research.

### **BOGGS CENTER**

*See Lindy Boggs National Center for Community Literacy.*

### **CENTER FOR ENVIRONMENTAL COMMUNICATIONS**

The mission of the Center for Environmental Communications is to educate students in the field of environmental communications, to stimulate communications among environmental stakeholders, to provide the public with unbiased discussion of environmental issues, and to be a resource to the media for environmental information. Instead of focusing only on journalism, the Loyola program includes the following sequences: print journalism, broadcast journalism, broadcast production, public relations, advertising, photojournalism, and film studies. This diversity allows students to interact with faculty and students who approach communications issues with different perspectives. A hallmark of Loyola's program is the Institute of Environmental Communications (IEC). Citizens from business, the scientific and environmental communities, government, and the rest of the Greater New Orleans community are encouraged to participate. The IEC consists of a semester's worth of meetings during which participants will be exposed to a variety of environmental concerns and issues with discussion led by the region's environmental leaders. Additionally, Loyola faculty and students are actively working on several projects that are increasing the communication among industry and its many stakeholders. This environmental intervention is intended to enhance the potential for win-win solutions to environmental issues. Loyola's Center for Environmental Communications will focus on those issues unique to the Louisiana region, as well as those traditionally targeted by environmental programs (population, global warming, ozone depletion, etc.).

### **CENTER FOR THE STUDY OF CATHOLICS IN THE SOUTH**

The Center for the Study of Catholics in the South promotes scholarship and public programs focusing on the contributions of Catholics, both past and present, to the thought, culture, and traditions of the South. The center's mission is comprehensive rather than parochial. Its interests include the formal institutions of the church as well as the culture of ethnic groups whose heritage is Catholic and the role of individual Catholics in public life and in the arts. The center collaborates with the J. Edgar and Louise S. Monroe Library to expand the university's archival collection related to activities of Catholics in the South and to make these materials more widely accessible. The center is funded, in part, by a grant from the National Endowment for the Humanities.

## **ECONOMICS INSTITUTE**

The Economics Institute is a nonprofit organization based at Loyola University's Twomey Center for Peace through Justice in New Orleans. It was created in 1995 by a community-wide group of farmers, business and governmental leaders, and consumers, and works to create opportunities in the food and agriculture sector for socially responsible economic development for individuals, families, and small businesses in New Orleans and the surrounding region. The activities of the institute have included creating and running a successful Crescent City Farmers Market, on Saturdays downtown, on Tuesdays uptown, and on Thursdays in mid city, setting up a small cooperative fresh food production business in the St. Thomas public housing community of New Orleans, helping groups in other communities set up similar farmers markets, and providing training in small business accounting, customer relations, packaging, and marketing to vendors in the market.

## **GILLIS LONG POVERTY LAW CENTER**

The Gillis W. Long Poverty Law Center was established in 1985 at Loyola school of Law by act of the United States Congress in memory of the late Congressman from Louisiana whose career exemplified service to the needs of the disadvantaged. The Center provides training and financial summer internships in law offices that provide legal services to the poor; opportunities for law students to do pro bono work while in law school; loan forgiveness assistance to graduates providing legal assistance to the poor; provide scholarships and funding for the *Loyola Journal of Public Interest Law*; sponsor lectures and other public interest events; and provide support to organizations who are involved in the delivery of legal services to the poor. The Gillis Long Poverty Law Center is a vital part of the overall commitment of Loyola University to excellence in scholarship and the pursuit of social justice.

## **INSTITUTE FOR THE STUDY OF CATHOLIC CULTURE AND TRADITIONS**

The mission of the Loyola Institute for the Study of Catholic Culture and Tradition is to foster and promote the distinctive Catholic identity of Loyola University New Orleans across the curriculum and throughout the university community. With a sense of special responsibility for the intellectual and moral education of the young, the institute seeks to foster the formation of students who are familiar not only with the content of the liberal arts tradition, but also with the extent to which that tradition both illuminates and is illuminated by the Catholic faith. While the institute affirms the varieties of ways in which this may be accomplished in all aspects of the university's life, it commits itself to the specific task of developing an interdisciplinary approach, which seeks to foster the growth and understanding proper to a mature and reflective Christian mind. Specifically, the institute will administer resources to promote the interdisciplinary study of Catholic intellectual, cultural, and moral traditions. To this end, the institute will draw upon the talents and intellectual commitment of the university faculty through sustained dialogue and by supporting those faculty initiatives which further the goals of the institute. The institute will sponsor the development of curricular offerings, extracurricular faculty-student seminars, lectures, research projects, and other initiatives including the development of appropriate library collections. When possible, these courses and other programs sponsored by the institute will be structured so as to be of interest and benefit to a larger audience including, among others, students from Notre Dame Seminary, members of religious congregations, and religious education teachers.

## **INSTITUTE OF ENVIRONMENTAL COMMUNICATIONS**

The Institute of Environmental Communications (IEC) brings together a diverse group of citizens (environmentalists, scientists, journalists, industrialists, Brown Field community people, politicians, government employees, teachers, and business persons) for 14 - 20 evening sessions to discuss issues of vital environmental importance to the region and nation. The Fellows Program is modeled after the highly regarded Institute of Politics that has been offered by Loyola University since 1968. The IEC's first sessions began in Fall 1999.

## **INSTITUTE OF POLITICS**

The Institute of Politics, an independent foundation that is housed on the Loyola campus, trains community leaders in practical politics. Its program is geared to the development of new political leadership in the area. The institute educates selected young men and women in the practice and practicalities of politics, through a recognition of the professional character of politics and the need for broader understanding and training in politics. Meeting weekly at night, participants represent a broad cross section of the metro area, geographically and professionally. Approximately 25 participants per course study voting patterns, issues and problems, organizing and conducting political campaigns, the uses of television and advertising, and political polling. Speakers represent local, state, and national levels of politics.

## **INTERNATIONAL BUSINESS CENTER**

The primary purpose of the International Business Center is to support and strengthen the international business (IB) programs of the College of Business Administration (CBA) at Loyola University New Orleans. Since its inception, in 1992, the IB Center has carried out eight externally funded projects that have included applied IB research studies, community outreach services, the enhancement of the CBA's IB curricula, and several publications. The ongoing project (2002 - 2004), funded by the U.S. Department of Education, focuses on "Strengthening Louisiana's Internationalization Efforts in a new World of Uncertainty and Risk". The center supports the CBA's international internship, summer study abroad, and international student exchange programs. Also, the IB Center houses a mini-library with a specialized collection of IB journals and studies. The IB Center coordinates and supports the activities of IBAB (the CBA's IB Advisory Board) and LIBO (Loyola's IB Organization), the latter being open to all students at Loyola. IBAB's more than 40 community leaders in the IB field meet twice per year to review the CBA's IB strategy and give advice to the CBA's IB faculty and administration. IBAB members come regularly as guest speakers or panelists to events sponsored jointly by LIBO and the CBA, offer internships and jobs (after graduation) to students from the CBA, and support financially the CBA's IB programs. Finally, the IB Center maintains relations with external organizations, such as the World Trade Center, the Port, MetroVision, the Hispanic Chamber of Commerce in Greater New Orleans, the U.S. Department of Education, the Inter American Development Bank, and the Institute of International Education.

## **JESUIT CENTER**

In order to carry out the goals set forth in Loyola's *Mission Statement*, and the goals, objectives, and actions for the academic division at Loyola University New Orleans; and to enhance the ideals, identity, and charismism of Jesuit spirituality and intellectual traditions, the Jesuit Center of Loyola University New Orleans was established in 1995. The purpose of the center is to enhance the mission and identity of Loyola University New Orleans; to promote teaching, research, and practical application of Ignatian spirituality; to share the Jesuit traditions; to invite community members—students, faculty, staff,

alumni, and families—to deepen their faith commitment; to celebrate our common vision and purpose to service others.

## **LINDY BOGGS NATIONAL CENTER FOR COMMUNITY LITERACY**

Located in the J. Edgar and Louise S. Monroe Library, the Lindy Boggs National Center for Community Literacy is dedicated to promoting adult literacy as a vehicle for personal, economic, and community empowerment. The Boggs Center seeks to nurture collaborative partnerships between Loyola and its surrounding metropolitan community. In addition, the center provides local literacy providers with access to current information and training and pursues a collaborative, community-based research agenda.

## **LOYOLA INSTITUTE FOR MINISTRY (LIM)**

The Loyola Institute for Ministry offers a master's degree in religious education (M.R.E.), a master's degree in pastoral studies (M.P.S.), and a post-master's certificate in pastoral studies both on campus and through distance education. On-campus (LIMOC) M.P.S. focus areas include small Christian community formation, pastoral care and counseling, pastoral life and administration, religion and ecology, African-American ministries, Christian spirituality for pastoral ministry, marketplace ministry, Hispanic ministry, youth ministry, and the opportunity for an individualized program of study. The Loyola Institute for Ministry Extension (LIMEX) focus areas include small Christian community formation, pastoral life and administration, religion and ecology, marketplace ministries, and Christian spirituality for pastoral ministry. The institute also serves the continuing education needs of adults on campus and in extension by offering a certificate in religious education (C.R.E.), a certificate in pastoral studies (C.P.S.), and an advanced continuing education certificate in pastoral studies. The students, faculty, and staff of the Loyola Institute for Ministry form a learning community gathered to enhance the quality of pastoral ministry in the Church. The institute serves as an educational resource for professionals and paraprofessionals engaged in, or preparing for, ministry and religious education, as well as laity who want to address themselves intentionally to their ministry in the world. The institute seeks an integration of Christian theology with skills in pastoral leadership, a facility in social and cultural analysis, and an awareness of one's self and one's abilities and limitations.

## **MATHEMATICS CENTER**

The Loyola Mathematics Center was established in 1981 as an adjunct to the Department of Mathematics and Computer Science with the original purpose of providing assistance to students in basic skills (developmental) mathematics courses. It has since evolved into a multimedia resource center for virtually all Loyola math students. The Math Center is commonly referred to as the "Math Lab", but computer science, chemistry, biology, and physics students frequently use it as well. A professional staff and well qualified students provide one-on-one tutoring for students. Interactive computer software as well as video tapes are available to those who prefer these methods of assistance. Scientific Notebook, Matlab, SPSS, Visual Basic, Java, and other programs are available on our computers for the use of our students and staff. Textbooks, instructor's manuals, and other reference materials are available for almost all undergraduate math courses taught at Loyola. Instruction and assistance using various types of graphing calculators are also provided.

## **PASTORAL LIFE CENTER**

The Loyola Pastoral Life Center (LPLC) is a continuing education division within the Institute for Ministry (LIM). The mission and programs of the Loyola Pastoral Life Center flow directly from the mission and work of LIM. The mission of the LPLC is to provide continuing education opportunities, ministry studies programs, and spiritual enrichment for women and men involved in various aspects of the church's life and ministries. The LPLC thus furthers the mission of the church community to promote the reign of God and the primary purpose of LIM: to educate persons for leadership in Christian ministries. In pursuing its important mission, the Loyola Pastoral Life Center is particularly dedicated to helping the national church, diocesan pastoral offices, and ministry leaders in local churches improve the quality of grass-roots level Christian life and ministry. The LPLC does so by providing seminars, training programs, resources, and networking opportunities, around emerging ministry issues, for these parties. In doing its work, the LPLC remains particularly attentive to the multicultural and ecumenical dimensions of the church in the United States, to smaller dioceses and Christian home missions, and to local church communities with new and emerging forms of lay pastoral leadership.

## **ROSS FOREIGN LANGUAGE CENTER**

The Ross Foreign Language Center, located in Bobet Hall Room 114, was established in 1988 and named for Rochelle Ross, who taught Russian here from 1967 - 82 and served as department chair, 1976 - 82. The center is operated by student workers under the direction of a member of our faculty, and provides a number of services in support of foreign language learning at Loyola. These services include: 1) peer tutoring by members of the student staff; 2) audio tape programs in support of all course textbooks, as well as self-taught audio tape courses in a variety of languages (Arabic, Chinese, Dutch, French, German, Hindi, Italian, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Swahili, Turkish, Vietnamese); 3) computer assisted language learning programs; 4) interactive video programs; 5) interactive audio programs; 6) videos; 7) foreign language reading materials, including: magazines (*¡Hola!*, *Paris Match*, *Russian Life*, back library issues of *El País* and *Stern*), news summaries (*Standpunkt*, *Journal Français d'Amérique*, *La Gazette de Louisiane*), reference aids (bilingual dictionaries, grammar reviews, and study abroad opportunities); 8) current *Jobs International*—a bulletin of international jobs available.

## **SERVICE LEARNING CENTER**

The Office of Service Learning, located in Bobet Hall Room 113, was created in 2001 in an effort to develop and institutionalize service learning across the academic curriculum in order to strengthen student learning and address the needs of community partners. The objectives and activities engage faculty in a way that more easily allows for the integration of teaching, research, and service. Service learning instills a commitment of lifelong learning and lifelong service consistent with the Jesuit philosophy of educating the whole person. Research has shown that students involved in service learning programs have stronger relationships with faculty, a greater sense of social responsibility, enhanced academic prowess, and positive personal development (e.g., spiritual growth and moral development) and interpersonal development (e.g., leadership and communications skills).

## **SHAWN M. DONNELLEY CENTER FOR NONPROFIT COMMUNICATIONS**

Housed in the Department of Communications, the Shawn M. Donnelley Center for Nonprofit Communications was established in 1997 to allow students to work on real projects under the direction of a faculty supervisor for nonprofit clients who have advertising and public relations projects. Not only is this work used by the organizations, but the work by advertising students for nonprofit clients consistently wins Addy Awards from the Advertising Club of New Orleans. The center's facilities consist of 13 PowerMac computers and 6 PowerMac G4 computers, six flatbed scanners, two black and white laser printers, a color laser printer, two film/slide scanners, and a vast array of graphic design software. Student assistants and a lab manager supervise the center about 60 hours per week to assist students with their work. The diverse clientele includes New Orleans Area United Cerebral Palsy, Greater New Orleans Youth Orchestra, YMCA of Greater New Orleans, American Red Cross, Bishop Perry Middle School, Rayne Memorial United Methodist Church, U.S. Pirg, Habitat for Humanity, a recreational bicycle path around Lake Ponchartrain, and many others. The work has been as simple as a flyer or as complex as a full-scale integrated communications campaign. To learn more about the Donnelley Center and to view a portfolio of works visit the website at [www.loyno.edu/~dcenter](http://www.loyno.edu/~dcenter).

## **TWOMEY CENTER FOR PEACE THROUGH JUSTICE**

The goal of the Twomey Center for Peace Through Justice is to shape social justice consciousness through education and by taking action on critical social issues confronting society. Thus, the center seeks to put into practice the principles enunciated in *Goals of Loyola*: "Loyola is committed to a serious examination of those conscious and unconscious assumptions of contemporary American civilization that tend to perpetuate societal inequities and institutional injustices. These goals are achieved through programs including Blueprint for Social Justice, Bread for the World, the Crescent City Farmers Market, ECONOMICS Institute, Micro Enterprise, Labor Studies Program, Loyola Student Development, Resolving Conflict Creatively Program (RCCP), the Twomey Training Center, and the Urban Partners Program. The accomplishments of the center are reflected in the successes of these programs in addressing the critical issues of poverty, racism, violence, and education. Several of the programs have become model programs in the community. For example, the Resolving Conflict Creatively Program is making a significant contribution in reducing violence in the schools. The Twomey Center also manages the Twomey Print Shop, which provides low cost printing to the university and does limited publishing.

## **WHELAN CHILDREN'S CENTER**

Whelan Children's Center is a high quality childcare program for the children of the faculty, staff, students, and alumni. The center, located on Loyola's campus, provides a safe and stimulating educational environment with a highly qualified, experienced, nurturing staff. Twelve full-time and two part-time teachers, 25 work-study students, and 62 children ranging in age from four months to five years make up the center's population. Teachers of three- to five-year-old children are certified in Early Childhood Education; and teachers of infants and toddlers have extensive experience in working with young children. All teachers are certified in Infant and Child CPR and Pediatric First Aid. Teachers attend the annual Louisiana Association for the Education of Young Children conference and workshops throughout the year. Children are grouped by ages: infants, toddlers, two-year-olds, three-year-olds, and preschoolers. A developmental program is based on all areas of development: physical, social, intellectual, and emotional. Activities as well as the physical environment are carefully planned to enhance the growth and

development of young children. For example, two-year-olds learn about cultural activities, music, and letter and color recognition. Older children work on the two computers and develop social skills and academic concepts which prepare them to start kindergarten. The center supports the philosophy that children are happiest when actively involved in learning.

## **WOMEN'S RESOURCE CENTER**

The educational mission of the women's studies program and of the university as a whole is supported by the programs and services offered by the Women's Resource Center. The Women's Center, located in Mercy Hall Room 103, aims to provide Loyola women and men with a positive college experience by responding to their needs as gendered human beings and by fostering an environment that is free of sexism and other forms of institutional and individual forms of oppression. It strives to create a supportive, and inclusive campus environment through programming, services, and advocacy. The Women's Center encourages and promotes the interdisciplinary exchange of knowledge about women amongst faculty by supporting research and course development assistance in those areas. In all its endeavors, the center seeks to include and respond to the needs of staff members. To ensure that the community be involved in activities of the center and so that students can also find feminist role models and mentors outside of the university, the center maintains and encourages contact with alumni and the local community and links to other women's centers, especially at Jesuit institutions. The center's mission is to create a campus environment that addresses and responds to issues of concern relevant to the lives of women on campus, in the metro area, and beyond. In doing so, women's services at Loyola form an integral part of the Jesuit mission in higher education.

The following resources are available at the Women's Resource Center:

- information about women's studies courses;
- academic advising for the women's studies minor;
- information on Women's Center programs and events;
- a library of feminist and women's studies literature;
- Internet access to feminist and women's studies websites;
- information on graduate programs in women's studies;
- resources for women in the New Orleans metro area;
- conference and meeting space.

# ACADEMIC REGULATIONS

## KNOWLEDGE OF REGULATIONS

Students are responsible for compliance with the regulations of the university and should familiarize themselves with the provisions of this bulletin distributed by the Office of Admissions, the *Registration Schedules* distributed by the Office of Student Records, the *Student Handbook* distributed by the Office of Student Affairs, official publications distributed by individual departments, posted official notices, and official instructions given to students.

The university reserves the right to clarify and change its regulations in the course of the student's enrollment. Faculty advisers, deans, and associate deans are available to assist students regarding compliance with current regulations. **However, it is ultimately the student's responsibility to comply with the regulations and completion of requirements for his or her chosen program of study.**

Upon enrollment, it is understood that the student agrees to be governed by the university regulations and to abide by decisions made by proper authorities of the university. In addition, departments may have their own manuals regulating their graduate programs.

## FACULTY ADVISING

All students are assigned a faculty adviser. Faculty are usually assigned to advise students who have indicated an interest in their particular field of specialization. The names of assigned faculty advisers may be obtained from the office of the dean of one's college or from the department chair in the College of Arts and Sciences.

Faculty advisers are available to students throughout the academic year, but their role is especially important during the orientation and registration periods. Advisers will help students plan their program, explore career alternatives, and aid in any academic problems. Faculty advisers will also ensure that the graduate academic experience is as valuable as possible by assisting students in the sequencing of their course work. **Students should be aware, however, that knowledge of and adherence to regulations of Loyola, both academic and otherwise, are the ultimate responsibility of the student.**

## REGISTRATION

Currently enrolled students are encouraged to early register for the subsequent terms. Graduating seniors and transient students are not eligible to participate in early registration. Those admitted as transient students must complete their credentials during the term of their first admission and must be readmitted for the next term as a non-degree seeking student or degree-seeking in order to continue their enrollment. Students with financial obligations will be allowed to early register, but must sign a promissory note within the first 30 days of registration. Failure to do so will result in the cancellation of the early registration schedule. Students with a health hold due to remaining immunizations will be allowed to early register during the first 30 days of registration. Failure to have this hold removed will result in the cancellation of the early registration schedule.

Loyola has continual registration for the upcoming semester, which extends through the last day of late registration. During the late registration period, a fee is assessed and a student may be required to pay tuition in full prior to registering.

If a student decides not to return to the university in the term for which he or she has registered, the student must officially withdraw before the term begins to avoid financial penalties. (See *Withdrawal from the University*).

Please refer to the calendar in the *Course Reference Guide* for additional information.

## **DROP/ADD PERIOD**

Dropping and adding of courses may take place from the beginning of early registration until the last day of the late registration period, as indicated on the academic calendar.

## **LORA**

Loyola's Online Records Access (LORA) is available to all students, current as well as alumni (1979 to present year). Students can check their grades, account balances, financial aid, transcripts and class schedules, and some students, with approval of their adviser, may register online. Access to the system requires the use of a personal identification number (PIN). The PIN is set as the student's birth year and birth month (yyymm). After the initial signon, the student is required to reset the PIN to another number.

## **AUDITING**

Students who do not want to earn university credit for a course may elect to audit the course. Such courses are considered part of the student's term course load and are recorded on the transcript. To audit a course, an audit request card must be completed and signed by the student and his or her adviser. This card must be handed in to the Office of Student Records before the last day for late registration. The cost to audit a class is the same as if the course were taken for credit.

A course previously audited may be taken for credit by enrolling in the course in a subsequent term.

A student may not change his or her status from audit to credit nor from credit to audit without permission from his or her adviser. Such approval must be filed in the Office of Student Records before the last day to add classes as indicated in the academic calendar for the term.

## **WITHDRAWAL FROM COURSES**

After the drop/add period and up to approximately the midpoint of the term, students may receive an administrative withdrawal from a course. Students receive a grade of W for the course once the course withdrawal form has been completed and signed by the student, instructor, and adviser. This form must be handed into the Office of Student Records by the deadline indicated in the academic calendar. Course withdrawal is not complete or official until all signatures have been obtained and the form handed in to the Office of Student Records by the deadline indicated in the academic calendar.

Students who stop attending but do not officially withdraw will receive a grade of F.

Please refer to the calendar in the *Course Reference Guide* for additional information.

## **REPETITION OF COURSES**

Loyola's policy is to show all grades in repeated courses and the student receives no additional credit hours towards graduation. To determine academic standing, all grades and quality points are included.

## **ATTENDANCE**

Each instructor must announce at the beginning of the semester how attendance in class will affect grading. For example, the instructor may judge that attendance in class is imperative and demand adherence to a policy that a student is liable to receive an F at the discretion of the instructor if he or she misses a specified number of the classes. Attendance will not be required on the major religious holidays of any faith. Failure to attend any term without applying for a leave of absence requires reapplication and readmission to the university.

## CLASSIFICATION

Classifications are determined by the Office of Admissions based upon the credentials and application submitted by the student.

**DEGREE-SEEKING STUDENTS** are officially admitted to a specific program and are classified as follows:

<u>Classification</u>	<u>Hours Earned</u>
Graduate Freshman	0 – 9
Graduate Sophomore	10 – 18
Graduate Senior	19 or above

**NON-DEGREE-SEEKING STUDENTS** are admitted with official credentials but are not enrolled in a particular degree program. Students admitted as non-degree-seeking must enroll in consecutive terms or apply for a leave of absence in order to maintain their status. Failure to follow these procedures will require readmission. Course work taken while a non-degree-seeking student is subject to evaluation in terms of applicability toward a degree. There are limitations on financial aid available to non-degree-seeking students.

## ACADEMIC ENROLLMENT STATUS

Academic Full-time—any graduate student enrolled for 9 or more credit hours.

Academic Full-time per Summer Session—any graduate student enrolled for six or more credit hours.

Any graduate student not enrolled full-time is considered part-time.

## CLASSROOM DISCIPLINE

In the realm of classroom conduct, a student does not have the right to engage in conduct which is disruptive to the educational process. Such conduct (e.g., abusive language, threats, disruptive talking and laughing, violent actions, etc.) may cause removal from that class meeting and can result in removal from the course with a grade of W. A second such disruption may result in exclusion for one or two semesters or dismissal from the university.

## Appeals Procedure

It is hoped that discipline problems will be resolved either through the mutual agreement of the student and instructor or through the mediation of the department chair or the dean of the college.

In case of an appeal, the dean of the college in which the course is offered will decide whether the matter requires consideration. If he or she thinks it does, he or she shall appoint a committee composed of the dean or a representative, two faculty members, and a representative from student affairs. Both the instructor and the student should be apprised of the composition of this committee, and the dean should honor any reasonable objection which either might have to the appointed members. After reviewing the evidence, the committee shall render a decision which will be final.

If the dean should refuse to grant a committee hearing, the student has a right to appeal to the provost. The provost may convene a committee composed of the provost or a representative, two faculty members, and a representative from student affairs. Both the instructor and the student should be apprised of the composition of this committee, and the provost should honor any reasonable objection which either might have to the appointed members. After reviewing the evidence, the committee shall give a decision which will be final.

## **INTEGRITY OF SCHOLARSHIP AND GRADES**

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The university expects that both faculty and students will follow these principles and in so doing, protect the validity of the university grades. Instructors will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.

### **Academic Work**

All academic work will be done by the student to whom it is assigned without unauthorized data or help of any kind. A student who supplies another with such data or help is considered deserving of the same sanctions as the recipient. Specifically, cheating, plagiarism, and misrepresentation are prohibited. A student who is found to have cheated on any examination may be given a failing grade in the course. In case of a second violation, the student may be excluded for one or two semesters or dismissed from the university. Plagiarism is defined by Alexander Lindley as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind and presenting it as one’s own.” (*Plagiarism and Originality*). “Plagiarism may take the form of repeating another’s sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else’s argument as your own, or even presenting someone else’s line of thinking in the development of a thesis as though it were your own.” (*MLA Handbook*, 1985).

A student who engages in cheating, plagiarism, or misrepresentation on term papers, seminar papers, quizzes, laboratory reports, and such, may receive a sanction of a failing grade in the course. A second offense may be cause for exclusion or dismissal from the university.

Faculty members are required to report immediately to the dean of the student’s college any case of cheating, plagiarism, or misrepresentation which he or she has encountered and later, the manner in which it was resolved.

The dean of the student’s college should apprise the student of the serious consequences of cheating, plagiarism, and misrepresentation as well as of the appeals procedure open to the student in such cases.

### **Appeals Procedure**

If the matter cannot be amicably resolved in consultation with the instructor and chairperson up to 30 days after the beginning of the subsequent semester, excluding summers, the student has the right to appeal to the dean of the college in which the course was offered a decision of the instructor indicating that the student is guilty of cheating, plagiarism, or misrepresentation. The burden of proof will be upon the student.

The dean will decide whether the matter requires consideration. If he or she thinks it does, he or she shall appoint a committee consisting of the dean or a representative, two faculty members, and a student to render a decision. The dean or a representative will serve as the non-voting chairperson of the committee. The student and instructor involved should be informed of the membership of the committee and the dean should honor any reasonable objection either might have regarding the composition of the committee. The decision of this committee is final.

If the dean should refuse a committee hearing to the student, he or she may appeal to the provost. The provost may convene a committee composed of the provost or a representative, two faculty members, and one student from the college in which the appellant is enrolled. The student and instructor involved should be informed of the membership of the committee, and the provost should honor any reasonable objection either might have regarding the composition of the committee. The decision of this committee is final.

## ACADEMIC STANDING

Criteria for academic standing are set by each department. However, the student must maintain a 3.0 or be placed on probation. The student has one semester to bring the grade point average back up to 3.0.

## GRADING

Each instructor has the option of using a grading method within each course that best meets the needs of students and the subject. However, all grades are translated by instructors into the following grades:

- A Excellent. This grade is assigned 4 quality points per semester hour.
- B+ Good. This grade is assigned 3.5 quality points per semester hour.
- B Good. This grade is assigned 3 quality points per semester hour.
- C+ Minimally Passing. This grade is assigned 2.5 quality points per semester hour.
- C Minimally Passing. This grade is assigned 2 quality points per semester hour.
- D+ This grade is assigned 1.5 quality points per semester hour. This grade will not count toward graduation.
- D This grade is assigned 1 quality point per semester hour. This grade will not count toward graduation.
- F Failure or failure to withdraw. No quality points are assigned.
- I Incomplete. This grade is to be assigned only when the instructor has been presented with serious and compelling reasons why the student should be allowed to complete the course at a later date. These reasons are customarily medical. The I grade is not an automatic extension. An I grade which has not been made up by the sixth week of the subsequent term, excluding summer terms, will be changed automatically to F.
- P Pass. Pass/fail grades are available only in courses designated as pass/fail. Grades of P are not counted toward quality point averages.
- W Withdrawal. Indicates that the student withdrew by the 10th week of class in the Office of Student Records. No credit is awarded.
- AU Audit Complete.
- AI Audit Incomplete.
- AP Advanced Placement.
- IP In Progress. An IP grade may be granted for certain courses that typically are longer than a normal semester.

The use of certain other administrative notations on student grade reports are explained in those reports. Averages are computed only on the basis of letter grades A through F.

## GRADE POINT AVERAGES

A student's grade point average is based on credit hours, grading method (pass/fail, etc.), grade awarded, and quality points. The following definitions apply.

**LOYOLA EARNED HOURS** are the credit hours earned while taking courses at Loyola.

**TOTAL EARNED HOURS** are the credit hours earned while taking courses at Loyola as well as the hours awarded for transfer work toward a student's degree.

**QUALITY HOURS** are the units upon which a student's grade point average is calculated. They differ from earned hours because quality hours do not include the pass grade and do include failed courses.

**QUALITY POINTS** are calculated by multiplying the quality points associated with a grade (A=4, etc.) by the quality hours. (A three credit hour course with a grade of A will result in 12 quality points.)

**LOYOLA GRADE POINT AVERAGES** are calculated by dividing the Loyola quality points by the Loyola quality hours.

**LOYOLA CUMULATIVE GRADE POINT AVERAGES** include only the course work taken at Loyola.

**ATTEMPTED HOURS** are all courses registered beyond the drop/add period including W grades.

## **GRADE REPORTS**

A report of the grades made by a student in his or her scheduled courses is sent to the student's permanent address at the end of each term.

Loyola's grade reports list the courses, grades, Loyola grade point averages (both cumulative and semester), and the total earned hours. Discrepancies must be appealed in writing to the Office of Student Records within 30 days of the last examination.

## **CHANGE OF GRADE**

An instructor may change a grade previously assigned by processing an official change of grade form. This form may be obtained in the Office of Student Records or in the dean's office. The instructor must request the grade change and cite the reason for changing the grade. The form must be approved by the instructor, the department chair (A&S only), and the dean under whose jurisdiction the course was offered.

## **GRADE APPEALS**

The student has a right to know the grade he or she has earned, the right to know the grading systems of the instructor, and the right to know grades as they are given during the term. The grading system should be included in the course syllabus.

If the student feels that he or she is not being graded justly, the student should first consult the instructor. If this consultation proves unsatisfactory, the student should then consult the department chair. If the student still feels that the problem has not been resolved, he or she should consult the dean of the college in which the course is offered to request a committee hearing.

The student has the right to appeal a given grade to the dean up to 30 days after the beginning of the subsequent term, excluding summers. It may happen, however, that a hearing may not be able to be scheduled until after that time. Until the grade is finally determined, the student's academic standing and all related rights and privileges are based on the grade as originally assigned.

The student shall collect and present any evidence (tests, papers, laboratory reports, etc.) to the dean. The dean may appoint a committee composed of the dean or the dean's designated representative, two faculty members, who, if possible, should be familiar with the course, and one student who has taken the course, if possible. The dean or the dean's designated representative, will serve as the non-voting chair of the committee.

The student and instructor are to be apprised of the composition of the committee, and the dean should honor any reasonable objection either might have to appointed members. Both the student and the instructor have the right to present their position in person to the committee. The burden of proof will be on the student. The decision of the committee is final, and the grade it decides upon becomes the official grade for the course.

If the dean denies a student a committee hearing, the student may appeal to the provost. The provost may convene a committee composed of himself or herself or a representative, two faculty members (who should, if possible, be familiar with the course), and one student from the college in which the course is offered and who has taken the course. Both the student and the instructor are to be apprised of the composition of the committee, and the provost should honor any reasonable objection which either might have to appointed

members. Both the student and the instructor have the right to present their positions in person to the committee. The decision of the committee is final, and the grade it decides upon becomes the official grade for the course.

Loyola students enrolled in courses at other institutions are subject to the grade appeal policy at those institutions.

## **DISMISSAL**

Although dismissal is usually a function of the student's inability to remove himself or herself from academic probation, all decisions regarding dismissal are made on an individual basis, and the university, through duly constituted judicial bodies, or through the deans, has the authority to dismiss a student whose conduct, attitude, or performance is in serious opposition to the aim of the university or to the spiritual, moral, or intellectual welfare of the university community.

## **PROCEDURES FOR EXCLUSION OR DISMISSAL**

The dean of a college or his or her representative may initiate proceedings for exclusion or dismissal when he or she has reasonable cause to believe that a student has violated a university academic policy or has committed an offense which warrants such action. Grounds for exclusion or dismissal include, but are not limited to, the following: cheating, plagiarism, fraud, misrepresentation, and conduct which is disruptive to the educational process (e.g., abusive language, threats, disruptive talking, etc.).

The dean or a representative will form a committee to hold an exclusion or dismissal hearing. The purpose of the committee is to recommend to the dean any sanctions that should be taken against the student. In the case of fraud, cheating, plagiarism, misrepresentation, or similar offenses, the committee will consist of the dean (or a representative), two faculty members, and a student from the college in question. In the case of disruptive conduct or other offenses related to the academic environment, the committee will consist of the dean (or a representative), two faculty members, and a representative from student affairs. In the event a committee had been formed to hear an appeal of a second offense, said committee may be convened to act as the hearing committee on exclusion or dismissal. The dean or a representative of the student's college shall provide the student with a written statement outlining the reasons for the exclusion or dismissal hearing, which is held to consider what action should be taken with regard to the student's future at the university in light of the findings against the student and not to reconsider the student's guilt or innocence in cases of cheating, plagiarism, misrepresentation, disruptive conduct, etc. The statement shall contain sufficient detail to inform adequately the accused of the time, date, place, and conduct serving as the basis for the complaint. The student shall also be advised that he or she has a right to appear before the committee and to present information and witnesses in support of his or her position concerning exclusion or dismissal. Alternatively, the student may present such information in writing. The accused student may make his or her presentation with the assistance of a faculty member, staff member, or another student, but legal representation will not be permitted at the hearing.

The hearing on the matter shall be held within a reasonable period of time (normally within 15 days), but at least 10 days after the student has received notice of the charges. Until final determination of the matter, the student shall be allowed to continue classes unless, in the opinion of the dean, the violation warrants immediate departure from the university.

Within five days after the hearing, the committee shall make its recommendations to the dean of the student's college. Included in the committee's recommendation shall be a record of the deliberations (a full transcript is not required) and a justification for the committee's decision. A copy of these records shall be immediately forwarded to the provost.

Should the dean of the college decide that the student shall be excluded for one or two semesters or be dismissed from the university, the student may appeal the decision to the provost within 10 days following receipt of the dean's decision. After receiving the written appeal from the student, the provost may affirm, modify, or reverse the action previously taken by the dean.

The decision of the provost is final.

## **CAREERS**

Students may have an undergraduate, graduate, joint graduate/professional and/or professional career, or continuing education at Loyola University New Orleans. Each career has its own grade point average which will not reflect courses taken that are at a level different from a student's career at that time. Therefore, for students who receive a bachelor's degree and return to take undergraduate courses as a graduate student, their grade point average at the time of the awarding of the degree will not be affected by this later course work. In addition, the graduate grade point average will not include quality points for undergraduate courses.

## **RESIDENCY**

A minimum of 24 credit hours must be completed while registered at Loyola. Unless special permission is granted by the appropriate graduate chair or dean to pursue work elsewhere, the work of the final year must be completed at Loyola. This requirement applies to students who entered as graduate freshmen and to students transferring from other institutions. M.B.A. students must complete 27 hours of 700- and 800-level courses in residence, except for students who participate in the Jesuit consortium.

## **ELIGIBILITY FOR GRADUATION**

Students must meet the specific requirements of their degree programs as set forth in this bulletin. The university, through the appropriate graduate department chairs or deans, may authorize changes and exceptions where it finds them desirable and consistent with the continuous and orderly review of its policies.

Applications for graduation should be filed during the previous fall term for May, August, and December candidates. Specific deadlines are published in the academic calendar and in the *Course Reference Guide*.

To be certified to graduate at the end of the term for which the student applied, all degree requirements must be completed no later than July 1 for spring candidates, October 1 for summer candidates and February 1 for fall candidates. After that date, the original application for graduation will be deleted. If the student is unable to complete the requirements during this period of time, the student must reapply for graduation in a subsequent term.

## **GRADUATION**

Loyola confers degrees in May, August, and December. After grades are received, the university determines graduation grade point averages. Subsequently, the Office of Student Records posts the degrees to transcripts and provides the students with their diplomas. Diplomas and transcripts are not released until the student has discharged all financial and contractual obligations to the university. After a student has graduated, no change may be made in his or her record except to correct a discrepancy (see *Grade Reports*) or as the result of a grade appeal (see *Grade Appeals*).

## **COMMENCEMENT**

Loyola University holds a commencement ceremony at the end of the spring semester. Students who are candidates for May or August will participate in that ceremony; students who are candidates for December may participate in that spring ceremony or the following spring ceremony. The commencement program is not a certification document of the university.

## **DIPLOMAS**

The diploma given to students upon graduation carries the university information, student's name, and degree title. Diplomas will be released only to students who have discharged their financial and legal obligations to the university.

## **ENROLLMENT AT OTHER UNIVERSITIES**

Students must obtain the prior written permission of the appropriate graduate chair, dean, or the department chair in the College of Arts and Sciences, to enroll in courses at other institutions. No transfer credit will be awarded for such work unless the courses are approved by the dean or the student's department chair in the College of Arts and Sciences. Only students in good standing are granted permission to attend another institution. An official copy of the transcript from the other institution must be submitted to Loyola's Office of Student Records prior to the completion of Loyola's next term or the course will be subject to the provisions of evaluation of transfer course work.

Students in the College of Business Administration must obtain approval from the director of their program.

## **LEAVE OF ABSENCE/INTENT TO RE-ENROLL**

Students enrolled in one term may apply to their dean for a leave of absence for either the next term or academic year and process a leave of absence in the Office of Student Records. Students returning from a leave of absence are subject to the policies of the bulletin under which they were originally admitted. A leave of absence is not granted to a student transferring to another university.

Students who did not formally apply for a leave of absence are eligible to complete an intent to re-enroll form in the Office of Student Records if the student did not attend another university during the absence period or have an active probation status at Loyola.

## **WITHDRAWAL FROM THE UNIVERSITY**

To withdraw officially from the university a student must:

1. Obtain a withdrawal form from the Office of Student Records.
2. Obtain signatures of the designated officials on the withdrawal form.
3. Student should consult the official academic calendar for the appropriate tuition refund schedule.

Withdrawal from the university is not complete or official until all signatures have been obtained and turned into the Office of Student Records.

Those students who withdraw officially from the university prior to the last day for dropping courses as recorded in the academic calendar will have the courses removed from their records. Students withdrawing from the university after the drop period but in the withdrawal period will receive Ws.

Students who have not been enrolled for two terms or more must follow the degree requirements in effect at the time of their re-entry.

## **MEDICAL WITHDRAWAL FROM THE UNIVERSITY**

A student will be granted a medical withdrawal from the university within the term the student is incapacitated, providing that detailed written documentation is provided by the student's health care professional to the associate vice president of student affairs, who will make a final recommendation to the vice president for student affairs. Written notification will be provided to appropriate parties by the associate vice president for student affairs.

Any student receiving a medical withdrawal during the term may be required to remain out of class the succeeding term. (This decision will be based on seriousness of illness and time of withdrawal.) Medical withdrawals must be made within the term being requested (during illness). The associate vice president for student affairs will recommend the appropriate refund, if any.

## **RECORDS RETENTION POLICY**

### **Admissions Documents**

The admissions records of enrolled students are retained for 10 years. Acceptance letters, applications, correspondence, credit by examination, test scores, transcripts, transfer credit evaluations, and admissions decision information are retained on non-enrolled students for a period of one year.

### **Records and Registration Documents**

Graduation certification forms and registration documentation are retained for three years; change of grade forms, final grade rosters, transcripts, catalogs, class schedules, and commencement information are retained indefinitely. Students are required to report and appeal all discrepancies regarding all academic records to the Office of Student Records within 30 days from the final class day of the semester in which the discrepancy occurred.

## **VETERANS CERTIFICATIONS**

Immediately following registration held in the beginning of each term, students who are eligible for benefits through the Veterans Administration can be certified by the Office of Student Records. In accordance with Title 38, United States Code, Veterans Benefits, Loyola University certifies only those students who are admitted to a degree program and who are making satisfactory progress as determined by the probationary and exclusion policies of the university's colleges.

Reimbursement is certified for standard courses only and excludes non-credit courses. All inquiries concerning the certifications should be directed to the director of student services in the university's Office of Student Records.

## **CREDIT HOUR CERTIFICATION RULES FOR ALL STUDENTS**

<b>Classification:</b>	<b>Full Time</b>	<b>3/4 Time</b>	<b>1/2 Time</b>	<b>1/4 Time</b>
Undergraduate	12	9	6	3
Graduate	9	-	5	-
Law	9	6	3	2
Summer School	6		3	-

## **TRANSCRIPTS**

Loyola is authorized to distribute only Loyola's own transcripts, not the records of testing services or other universities. Students may have four records at Loyola which comprise the official transcript: undergraduate, graduate, law, and continuing education. Upon a student's request, all official transcripts are sent by the Office of Student Records to others. Transcripts marked, "Issued to the Student," are given by the Office of Student Records to students. In accordance with recommendations of the American Association of College Registrars and Admissions Officers, official transcripts issued to students should not be treated as an official academic credential. Transcripts carry notations identifying major, degree program, Loyola term and cumulative statistics, degrees earned at Loyola and other institutions, transfer course work by institution, credit by examination, date of birth, and prior academic level. Academic exclusion and academic dismissal are indicated on the transcript for students placed in this status.

The Office of Counseling and Career Services issues copies of Loyola transcripts as part of its placement portfolio. This document should not be treated as an official transcript.

Loyola will withhold transcripts, diplomas, and statements of honorable dismissal until indebtedness to the university has been discharged.

## **POLICY ON RELEASE OF INFORMATION**

Loyola endeavors to keep the student's educational records confidential and out of the hands of those who would use them for other than legitimate purposes. All members of the faculty, administration, and staff respect confidential information about students which they acquire in the course of their work. At the same time, Loyola tries to be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

Documents submitted by or for the student in support of an application for admission or for transfer credit are not returned to the student, or sent elsewhere by request. In exceptional cases, however, where another transcript is unobtainable, copies may be prepared and released to prevent hardship to the student. The student should present a signed request. Usually the copy, marked as a certified copy of what is in the student's file, is released.

The complete policy on release of student information follows.

Public Law 93-380 (also known as the Buckley Amendment and as the Privacy Rights of Parents and Students—Section 438 of the General Education Provisions Act) permits only the release of "directory information" about students without the student's written consent. "Directory information" includes:

Student's name, all addresses, telephone number, e-mail address, place of birth, college, major, honors, awards, photo, classification, dates of enrollment, degrees conferred and any graduation distinctions and dates of conferral, and the institution attended immediately prior to admission.

The law further provides that any student may, upon written request, restrict the printing of such directory information in the student address directory. The student may so indicate at each registration.

The law requires such written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions: (a) other school officials within the educational institution who have legitimate educational interest; (b) officials of schools to which the student seeks to transfer; (c) the Comptroller General of the United States, the HEW Secretary, the administrative head of an education agency, or state educational authorities; (d) in connection with a student's application for, or receipt of financial aid; (e) state and local officials or authorities to which such information is specifically required to be reported under state statute adopted prior to

November 19, 1974; (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (g) accrediting organizations; (h) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons; and (i) the Veterans Administration.

Loyola University administrators and faculty may have access to information contained in students' records.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student and that the information be utilized only for the specific purpose for which it was released.

Under the law, any student has the right to inspect and challenge his or her own educational file, with the exception of letters of recommendation or other material when the author was guaranteed confidentiality prior to January 1, 1975. Positive identification of the student shall be required prior to such examination and a university official shall remain in the immediate vicinity during the examination period.

## **SECURITY OF STUDENT RECORDS**

Loyola University New Orleans maintains all student records in electronic format. Such records are maintained on an administrative system housed in a secured environment. Access to all electronically stored information is controlled through the use of user IDs and passwords. Additionally, all records are copied to magnetic tape on a daily basis and stored offsite.

## **POLICY ON INTELLECTUAL PROPERTY RIGHTS**

The university's policy for students, faculty, and staff on intellectual property rights can be found on the university web page under Policy, Procedures, and Reports at [www.loyno.edu/provost/policies.html](http://www.loyno.edu/provost/policies.html).

## **STUDENT GRIEVANCES AND COMPLAINTS**

The university has procedures to handle student grievances and complaints. Please see the *Student Handbook* and the university web page under Policy, Procedures, and Reports at [www.loyno.edu/provost/policies.html](http://www.loyno.edu/provost/policies.html) to determine the procedure to follow for a specific grievance or complaint.