

# 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 Division of Student Affairs, and 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, the student and the parents or guardians of a dependent student agree that the student will be governed by the university regulations and will abide by decisions made by proper authorities of the university regarding the individual student.

## FACULTY ADVISING

All students are assigned a faculty adviser. Faculty members are usually assigned to advise students who have indicated an interest in their particular field of specialization. Students may obtain the names of assigned faculty advisers from the office of the dean of their college, from the chair of their department, or from Loyola's Online Records Access (LORA).

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 undergraduate 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 student 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. Registration continues through the last day of late registration for the term. Late registration is normally held for several days, beginning on the first day of class. A late registration 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.

### **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 (yyyymm). After the initial sign-on, the student is required to reset the PIN to another number.

### **DROP/ADD PERIOD**

Deadlines for drop/add activity are strictly enforced. A dropped course is removed from the student's record.

Registration for the **audit** grading option may be selected by students during any registration activity or the drop/add period **and may not be changed at a later date**. Please refer to the calendar in the course reference guide for additional information.

### **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 signed by the student and his or her adviser must be filed in the Office of Student Records before the last day to add classes. Regular tuition and fees apply for audited courses.

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 or 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 one week following the mailing of the fall or spring midterm grade reports, students may receive an administrative withdrawal from a course. A grade of W for the course is placed on the transcript, and the transaction requires the adviser's and instructor's signatures. Course withdrawal is not complete or official until all signatures have been obtained and a copy is filed in the Office of Student Records. Students who stop attending but do not officially withdraw from the course 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 hours are included.

Courses that may be taken more than once as opposed to "repeated" courses (Independent Study, Play Production, etc.) will carry a transcript notation identifying all repeated courses.

### **GRADUATE COURSES**

Subject to the rules of the respective colleges, undergraduates may take one graduate course in each of their last two semesters. The graduate course's earned hours and

quality points will be applied to the graduate career only. If students wish to have the graduate credit applied to the undergraduate career, they should petition their dean's office within the first month of class. Under no circumstances will the course's hours and quality points apply to both the graduate and the undergraduate careers.

### **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**

DEGREE-SEEKING STUDENTS are formally admitted to pursue a degree program. Degree-seeking students are classified as follows:

- Freshmen—0 – 24 total earned hours
- Sophomores—25 – 55 total earned hours
- Juniors—56 – 89 total earned hours
- Seniors—90 or more total earned hours

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

Classifications may be changed in a student's first term by the Office of Admissions up to November 1 in the fall semester, March 1 in the spring semester, and two weeks after the summer session registration.

NON-DEGREE-SEEKING STUDENTS are admitted with official credentials but do not wish to pursue 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 an application for 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.

TRANSIENT STUDENTS are admitted for one semester. If they wish to continue their enrollment, those who enroll as transient students must apply for admission as non-degree-seeking students or as degree-seeking students by submitting official credentials. Transient students are not eligible to early register. Course work taken while a transient student is subject to evaluation in terms of applicability to a degree. There are limitations on the financial aid available to transient students.

### **ACADEMIC ENROLLMENT STATUS**

**Academic Full-time**—any undergraduate student enrolled for 12 or more credit hours.

**Academic Full-time Per Summer Session**—any undergraduate student enrolled for six or more credit hours.

Any undergraduate student not enrolled full-time is considered part-time. Undergraduate students must have their dean's permission to register for more than 20 credit hours (12 hours in City College) in the fall and spring semesters or six credit hours per summer session.

## **CLASSROOM DISCIPLINE**

In the classroom, 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 terms 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 chairperson or the dean of the college.

In the 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 concerning guilt to the student's dean. This decision 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. 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 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 terms or dismissed from the university.

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 the dean's designated representative), two faculty members, and a student to render a decision. The dean or the dean's designated 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 decision of this committee is final.

#### **PROCEDURES FOR EXCLUSION OR DISMISSAL FOR CAUSE**

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, has committed an offense which warrants such action, or notified of a decision of guilt. 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 associate dean 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 associate dean), 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 associate dean), 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 associate dean 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. Students from Loyola who have been excluded are not allowed to take course work elsewhere. If they violate this restriction, the transcript may be requested but credit will not be given for the course work nor will the grade point average be used to accept or reject a student who wishes to reenter Loyola. Course work taken after the period of the exclusion will be evaluated. However, the student is advised to follow the procedures for taking courses elsewhere as stated in this bulletin.

## **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.
- D** This grade is assigned 1 quality point per semester hour.
- 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 tenth 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.

**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.

**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 POINTS** are calculated by multiplying the quality points associated with a grade (A=4, etc.) by the quality hours. (A 3-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 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 the grade he or she has earned, the right to know the grading system of the instructor, and the right to know grades as they are given during the semester. 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 chairperson. 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 semester, 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 chairperson 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 position 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.

## **ACADEMIC ACTIONS**

### **Probation, Exclusion, and Dismissal**

An undergraduate student whose Loyola cumulative grade point average falls below 2.0 will be placed on academic probation. In the subsequent semester, the student will be required to make substantial progress toward a Loyola cumulative grade point average of at least 2.0. Under normal circumstances, substantial progress is defined as removal of at least one-half of the existing quality point deficiency, with the remainder of the deficiency to be removed in the following term. Failure to make substantial progress during the probationary period may result in the student's exclusion from the university for a minimum of one or two semesters. A student is removed from probation upon achieving a Loyola cumulative grade point average of at least 2.0 and upon fulfilling any other probation conditions required by the college.

An undergraduate transfer student who is admitted on probation will be required to make substantial academic progress and to meet specific minimum/maximum credit hour requirements established by the college. Failure to do so during the first semester at Loyola may result in academic dismissal or exclusion from the university for a minimum of one or two semesters. A transfer student is removed from probation upon fulfilling probation conditions required by the student's college.

Students wishing to return to the university after the period of exclusion must apply for readmission. Readmission in such cases is not automatic and is decided by the dean of the student's college. A mandatory part of the readmission process is an interview with the associate dean, who will, if the student is readmitted, develop a contract with the student for the appropriate curriculum and required progress. Students who reside out of state may substitute a letter to the associate dean in lieu of the interview.

Students from Loyola who have been excluded are not allowed to take course work elsewhere. If they violate this restriction, the transcript may be requested but credit will not be given for the course work nor will the grade point average be used to accept or reject a student who wishes to reenter Loyola. Course work taken after the period

of the exclusion will be evaluated. However, the student is advised to follow the procedures for taking courses elsewhere as stated in this bulletin. See *Transfer of Course Work*.

All students who have previously been excluded from the university and have been readmitted on probation will be required to make progress as established upon reentry by the associate dean of the student's college. Failure to do so may result in the student being dismissed indefinitely from the university. For readmission after dismissal, refer to the *Special Evaluation* section of the *Admissions* chapter of this bulletin. See *Transfer of Course Work*.

At the end of each semester, students will be notified by mail by their deans of any academic actions. Academic probation is determined solely by the student's grade point average. Academic actions which result from the student's inability to remove himself or herself from academic probation are made on an individual basis. Academic actions may be appealed in writing to the dean of the student's college. This appeal must be received in writing with supporting documentation within 14 days from the date of the exclusion/dismissal letter. A decision will be made within 7 days. In the spring of 1979, the university ceased indicating a probationary status on a student's transcript; however, the following academic actions do appear on the student's transcript: "academic exclusion for a minimum of one semester," "academic exclusion for a minimum of one year," or "academic dismissal indefinitely."

Students may not graduate while on academic probation.

#### **Dean's List**

An undergraduate degree-seeking student enrolled in the College of Arts and Sciences, College of Business Administration, or College of Music who completes 12 quality hours or an undergraduate student enrolled in City College or the College of Business Administration as an evening student who completes nine quality hours may be placed on the Dean's List. To be eligible for this distinction, the student must have earned a 3.5 grade point average with no I or blank grades. Students who are placed on the Dean's List will have this distinction indicated on their transcript at the end of each semester.

#### **CAREERS**

Students may have an undergraduate, graduate, professional, and continuing education career at Loyola University. 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 undergraduate 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.

#### **MAJOR**

Students indicate an interest in a program of study during the initial admission process which enables the student to be advised properly concerning a course of study. Should the university in the orderly review of its curriculum decide to discontinue a major, the courses necessary for the completion of the major will be offered in a two-year period.

#### **CHANGE OF COLLEGE OR MAJOR**

Students may change colleges or majors by filing the appropriate change of major form through the Office of Student Records' website [www.loyno.edu/records/changecollegemajor.php](http://www.loyno.edu/records/changecollegemajor.php). Students must have a minimum 2.0 to change colleges. Students who change their majors must follow the academic program in effect at the time of the change.

## **DOUBLE MAJOR AND MINOR**

Students are allowed to pursue two majors simultaneously by submitting their request through the Office of Student Records' website [www.loyno.edu/records/changecollegemajor.php](http://www.loyno.edu/records/changecollegemajor.php). Arts and Sciences students must have a minimum 3.0 to pursue two majors. The dean and adviser will establish requirements based on the current bulletin.

## **SECOND BACHELOR'S DEGREE**

A student who has already been awarded a bachelor's degree may apply for a second degree only if the second degree is different from the first degree. Ordinarily, a second degree at the undergraduate level is discouraged, and a graduate degree is encouraged. However, in rare instances, two baccalaureate degrees may be appropriate to a student's educational goals. Students who hold a baccalaureate degree from Loyola University or any other accredited institution may earn a second bachelor's degree from Loyola if they meet the following conditions:

1. Have the approval of and work out program details with the dean of the college involved;
2. Complete at Loyola a minimum of 30 additional semester hours beyond the first degree, at least 15 hours of which must be in the second degree's major;
3. Complete all requirements for the second degree not covered by the first degree program;
4. Meet all quality point and grade requirements set by the college, including the college's Common Curriculum requirements.

Students should be aware that financial aid opportunities for those seeking a second baccalaureate degree are limited.

## **COMPOSITION REQUIREMENTS**

All entering day division freshmen receive placement based upon their ACT or SAT II test scores. Depending on the score, students are either placed in ENGL T122 (Critical Reading/Writing), receive exemption from ENGL T122, or take a placement examination. Students required to take the placement exam may not schedule a composition course without having taken the exam. Based on the results of the exam, students are placed in ENGL A100 (Expository Writing), ENGL A105 (English Composition—International Students), or ENGL T122. Please note that exemption will require three hours of general electives.

Students transferring to Loyola University from a community college must successfully complete six hours of English composition in order to receive credit for ENGL T122 or COMP C119.

For City College, the graduation requirement in composition is satisfied by Composition C119. For information on the testing and placement sequence, please refer to the paragraphs dealing with composition in the *City College* section of this bulletin.

## **FOREIGN LANGUAGE REQUIREMENTS**

All students (freshmen and transfers) who enter the B.A., B.S., or B.F.A. degree programs in the College of Arts and Sciences will be required to pass a second-semester course in first-year foreign language (i.e., French, German, Italian, Russian, Spanish, Latin, or Greek A101) or demonstrate equivalent knowledge by placing into a higher level on a departmental examination. Students who must take A100 of the language in preparation for the required A101 will use the A100 credit as general elective hours. Students enrolling in business administration (with the exception of international business) or music have no foreign language requirement but may elect to take foreign language if they so

desire.

Loyola offers placement tests in the following languages: Spanish, French, Italian, German, Russian, Latin, and Greek. No credit is given as a result of these tests; their purpose is placement into the appropriate level.

**FRESHMEN:** Students who have knowledge of the languages listed above may take the foreign language placement test to determine if they can “place out” of the entire requirement or to determine the level at which they should begin if they wish to continue with the language beyond the requirement. Students who “place out” of the requirement will need to take three additional hours of general electives to fulfill graduation requirements.

**TRANSFER STUDENTS:** Students who are transferring from an accredited institution, with six semester hours with a minimum grade of C for the equivalent of Loyola’s A101 language course, will have met the foreign language requirement and **NEED NOT** take the placement test. Transfer students with no foreign language transfer credit may take the exam to determine if they have sufficient knowledge to “place out” of the requirement or to determine the level at which they should begin if they wish to continue the language beyond the requirement. This later group will need to take additional general elective hours as explained above.

**EXEMPTIONS:** Students who have graduated from a high school outside of the United States in which the language of instruction is not English are considered “native speakers” of another language and are thus exempt from the foreign language requirement. Also exempt from the foreign language requirement are students who place into ENGL A105. No credit will be awarded for students exempt from the requirement; they will need to complete three additional hours of general electives to fulfill graduation requirements.

Students who seek exemption from the requirement who do not meet the guidelines above need to take the placement exam to determine eligibility for exemption. Falling into this category are students who attended high school in the United States but who speak a foreign language at home. Please note that in this category we can offer exemptions only in languages Loyola teaches. Students exempt from the requirement will need to complete three additional hours of general electives to fulfill graduation requirements.

## **MATH PLACEMENT**

All entering day division freshmen are placed in math courses based upon the math scores of the ACT or SAT tests. These scores determine if any remedial work is required before the student may schedule the math course specified by his/her program. Entering students who score at or above the Loyola-established score on the math portion of the ACT or SAT may receive exemption, depending on their degree program, for the required math. Please note that exemption will require three hours of general electives.

Transfer students are also required to take the math placement examination unless they transfer a college-level (i.e., not remedial) math course with a minimum grade of C.

Currently, Loyola offers two remedial math courses. MATH A092, Fundamentals of Algebra, is the remedial course for students who major in biology, chemistry, physics, computer science, computer information systems, economics, psychology, sociology, elementary education, or business. MATH A095, Introduction to Linear Mathematics, is the remedial course for all other majors in arts and sciences and in music.

If a student is placed in remedial math, the student must complete the remediation before registering for the college-level math course required by the major.

Credit earned in MATH A092 and MATH A095 is not applicable toward a degree, but grades earned in these courses enter into the grade point average.

## **CREDIT BY EXAMINATION**

Loyola recognizes that students, as a result of study or experience, may possess a mastery of the content of certain college courses. To enable students to profit from their knowledge, Loyola allows students to receive credit or a waiver of a requirement through departmental or external examination. The availability of departmental examinations is left to the discretion of the individual departments.

Credit by examination is governed by the following regulations:

1. Only registered non-transient students are eligible to receive credits. Credits earned by examination may be posted on the Loyola transcript only during a term in which the student earns credit for completing course work.
2. The maximum number of credit hours a student may earn by examination is 30.
3. A student may not receive credit in or a waiver of a requirement in a course in which the student has attended or enrolled, except during the first semester when a student is allowed to drop a course because of inaccurate placement. Students who have enrolled in a course as auditing may petition for credit by examination.
4. A student may not receive credit by examination for a course that is at a level more elementary than one in which he or she is currently or previously enrolled.
5. Credits earned by examination do not qualify students for veterans' benefits nor are they used in determining registered hours.
6. Credits earned at another university based on that institution's internal placement exams will not transfer to Loyola.

### **Departmental Examinations**

Students may petition the dean in charge of the subject area to be examined on the content of a specific course or to have an examination or evaluation of an academic experience related to a specific area. Upon completion of the examination or evaluation, the dean will notify the Office of Student Records who shall, if the student has been successful, post the credit. There is a per course equivalent fee charged. Students should consult their dean for this fee information.

### **Optional Placement Tests**

Placement tests in modern foreign languages, Greek, Latin, and history are available to entering students. Their scores on the test may enable them to "place out" of certain courses. Based on their scores on the history test, students may receive Loyola credit for specific courses upon registration.

Additionally, placement and proficiency tests and auditions are given in the area of music for the purpose of assigning students to private applied music study and to ensure homogeneity in some classes. Extraordinarily able music students may receive advanced placement in some music study on an individual basis.

### **External Examinations**

Students may petition the university for credit by external examination by having the scores sent to the student's dean's office. The dean's office will evaluate all scores

based on the approved external examination. There is a \$20 posting fee on external examinations.

### External Credit by Examination Chart

TEST NAME <sup>1</sup>	LOYOLA EQUIVALENT	CEEB	CEEB	CEEB	CEEB	ADV PLAC
		CREDIT HOURS	CLEP GEN	CLEP SUBJ*	ACH TEST	
Biology	BIOL A106 Cult. Biol.	3			650	4
Microbiology	BIOL A300 Microbiology	4				
Anatomy	BIOL C210 Anatomy	3				
Chemistry	CHEM T122 Gen. Chem.	3			670	4
Composition	ENGL T122 Critical Reading/Writing or Comp C119	3	500		640	4
Microeconomics	ECON B200 Microeconomics	3				
Macroeconomics	ECON B201 Macroeconomics	3				
Educ. Psychology	EDUC A305 Education Psych.	3				
French I	FREN A100 French I	3			660	
French II	FREN A101 French II	3				
French Lang. Level III	FREN A201	3				4
French Lit. Level III	FREN A201	3				4
German I	GERM A100 German	3			670	
German II	GERM A101 German	3				
German Level III	GERM A201	3				4
European History	HIST T124 World History	3			640	4
American History I	HIST A200 U.S. History I	3			590	4
American History II	HIST A201 U.S. History II	3				
Afro-American Hist.	HIST A276 U.S. Black History	3				
Latin Lyric	LATN A300-level	3				4
Virgil	LATN A300-level	3				4
Composition and Lit.	ENGL T125 The Emerging Self	3				4
College Algebra	MATH A117 College Algebra or MATH C112 College Algebra	3				
Algebra & Trig.	MATH A118 Pre-calculus Math	3				
Trigonometry	MATH A118 Pre-calculus Math	3				
Mathematics (Level II)	MATH A118 Pre-calculus Math	3			750	
Mathematics	MATH T122 Math Models	3	500			
Mathematics (Level I)	MATH T122 Math Models	3	640			
Statistics	MATH A241 Prob. & Stat. or ORGB C260 Elementary Stat.	3				
Test & Measurement	MATH A241 Prob. & Stat.	3				
Calculus	MATH A257 Calculus I	4				4
Calculus AB	MATH A257 Calculus I	4				4
Calculus BC	MATH A258 Calculus II	4				4
Calculus BC	MATH A257 Calculus I	4				

<sup>1</sup> In accordance with the guidelines of the American Council on Education, formal course work taken while in the military and noncollegiate courses may be substituted for one of the exams listed in the External Examination Chart. Students should petition their dean for consideration by submitting the results of those examinations. Registered nurses enrolled in Loyola's Nursing program may receive 24 hours in nursing in addition to the 30 hours of credit by examination.

\* Scores will be based on ACE recommendations.

	and MATH A258 Calculus II	4					5
Physics B	PHYS A115 Gen. Phys. I Lec.	3					
	and PHYS A112 Phys I Lab.	1					4
TEST NAME <sup>1</sup>	LOYOLA EQUIVALENT	CEEB CREDIT HOURS	CEEB CLEP GEN	CEEB CLEP SUBJ*	CEEB ACH TEST		ADV PLAC
Physics B	PHYS A110 Basic Phys. I Lec.	4					
	and PHYS A112 Phys. I Lab.	1					5
Physics C	PHYS A116 Gen. Phys. II Lec.	3					
	and PHYS A113 Phys. II Lab.	1					4
Physics C	PHYS A111 Basic Phys. II Lec.	4					
	and PHYS A113 Phys. II Lab.	1					5
Psychology	PSYC A100 Intro. to Psych.	3					4
Russian I	RUSS A100 Russian I	3				730	
Sociology	SOCI A100 Intro. Soc.	3					
Spanish I	SPAN A100 Spanish I	3				670	
Spanish II	SPAN A101 Spanish II	3					
Spanish Lang.	SPAN A201	3					4
Spanish Lit.	SPAN A201	3					4
Humanities	SPEC A499 Humanities	3	500				4
Natural Sciences	SPEC A499 Natural Sciences	3	500				4
Social Sciences	SPEC A499 Social Sciences	3	500				
Art: History	VISA A210 World Art	3					4

### IB—International Baccalaureate—Credit by Exam Scale

#### Credit given for: Higher Levels—scores of 5, 6, 7

Biology	3 hrs.	BIOL T122	Cultural Biology
Chemistry	3 hrs.	CHEM T122	Introduction to Chemistry
Computing	3 hrs.	COSC A106	Microcomp. and Productivity
Economics	3 hrs.	ECON X130	Economics and Society
English <u>AI</u>	3 hrs.	ENGL T125	The Emerging Self
History—Americas	3 hrs.	HIST A200	U.S. History
History—European	3 hrs.	HIST A499	Modern Europe

#### Languages: A2 & B

Fren/Germ/Span/Ital/Russ	3 hrs.	LANG A201	Second Year II
Italian	3 hrs.	ITAL A499	Second Year II
Greek/Latin	3 hrs.	GREK/LATN A499	Second Year II

Mathematics <u>HL</u>	3 hrs.	MATH T122	Math Models
Music	3 hrs.	MUGN U168	Introduction to Western Art Music
Philosophy	3 hrs.	PHIL T122	Introduction to Philosophy
Physical Science	3 hrs.	SPST A499	Physical Science
Physics	3 hrs.	PHYS T122	Introduction to Physics
Psychology	3 hrs.	PSYC A100	Introduction to Psychology

### RESIDENCY

At least 25 percent of the semester credit hours required for the degree must be earned through instruction offered by Loyola. Unless special permission is granted by the dean for the student to pursue course work elsewhere, the last 30 credit hours must be completed at Loyola. Although transfer students are required to complete at least 15 credit hours in their major while at Loyola, additional hours are normally required. Transfer

students in City College are required to complete at least 50 percent of the credit hours in the major at Loyola.

### **ELIGIBILITY FOR GRADUATION**

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

To be eligible for graduation, students must have fulfilled their specific degree program and college requirements, must have at least a 2.0 Loyola cumulative grade point average, major average, and minor average if a minor is pursued, and must have been certified to graduate by their dean. Those departments with different requirements will so inform students. Graduating students are expected to complete a senior exit survey before graduation.

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 Registration 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 and distinctions. Subsequently, the Office of Student Records posts the degrees and distinctions 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*).

### **GRADUATION DISTINCTIONS**

Graduation distinctions are determined on the basis of the student's Loyola cumulative grade point average. A student who has made a cumulative average of 3.500 graduates *cum laude*, one who has made an average of 3.700, *magna cum laude*; one who has made an average of 3.900, *summa cum laude*. In addition, graduation distinctions for transfer students who complete 60 or more Loyola quality hours will be based solely on the Loyola cumulative grade point average.

Graduation distinctions for transfer students who complete fewer than 60 Loyola cumulative quality hours will be based on two factors: 1) the Loyola cumulative grade point average, provided it is a 3.500 or better, and 2) the combined grade point average of course work taken at Loyola and transfer institution(s). If the lower of the two averages is 3.500, the distinction will be *cum laude*; if the lower is 3.700, the distinction will be *magna cum laude*; if the lower is 3.900, the distinction will be *summa cum laude*.

On completion of all course requirements and certification for graduation by the student's dean, the official distinction will be inscribed on the diploma and listed on the transcript. Distinctions noted in the commencement ceremony program are based on the previous term's cumulative grades and, therefore, may not be the same as the official distinction.

## 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. All students, regardless of their participation in the commencement ceremony, will be charged a graduation fee of \$250. This fee will include the cost of the regalia, diploma and leather cover, and free lifetime transcripts.

## DIPLOMAS

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

## CROSS-ENROLLMENTS

Loyola has cross-enrollment agreements with the New Orleans Consortium (Xavier University and Notre Dame Seminary), Tulane University, University of New Orleans, and Southern University in New Orleans. Loyola students who wish to enroll at one of these institutions through a cross-enrollment agreement must have the permission of their adviser, dean, and the cross-enrollment coordinator. **Students may not cross enroll for courses regularly offered at Loyola.**

Loyola students who participate in the cross-enrollment program will have the course work automatically posted to their Loyola transcript. Therefore, when applying to graduate schools, Loyola students should not indicate one of the cross-enrollment institutions as one of the schools that they have attended.

Students who cross-enroll at Loyola will not have a transcript from Loyola for the semesters during which they cross-enrolled; those courses will appear on the transcript of their home institution. If, however, the student attends Loyola during the summer when there is no cross-enrollment agreement, then he or she would have a Loyola transcript for that summer semester.

Any student paying the equivalent of full-time day tuition on his or her home campus is eligible to cross-enroll for a maximum of two courses or six hours through the New Orleans Consortium (Loyola, Xavier, Notre Dame) per semester. The combined number of semester hours scheduled determines full-time tuition.

Loyola, University of New Orleans, and Southern University cross-enroll only in ROTC programs.

Loyola University has a cross-enrollment agreement with American University, Washington Semester Program. Students may enroll, with permission of their dean, in this program. These courses will be placed on the Loyola transcript, and the grades will be included with their Loyola grades. Tuition is paid directly to American University.

## ENROLLMENT AT OTHER UNIVERSITIES

**Students must obtain the prior written permission of their dean to enroll in courses at other institutions.** No transfer credit will be awarded for such work unless the courses are approved by the student's department and dean. Only students in good standing are granted permission to attend another institution. Students are cautioned that deans will grant permission to take courses elsewhere only when the student can demonstrate compelling reasons to do so. Credit will be awarded only as earned hours for approved courses in which grades of C or above have been earned.

An official copy of the transcript from the other institution must be submitted to the Office of Student Records prior to the completion of Loyola's next semester or the course will be subject to the provisions of evaluation of transfer course work.

Students from Loyola who have been excluded are not allowed to take course work elsewhere. If they violate this restriction, the transcript may be requested, but credit will not be given for the course work nor will the grade point average be used to accept or reject a student who wishes to reenter Loyola. Course work taken after the period of the exclusion will be evaluated. However, the student is advised to follow the procedures for taking courses elsewhere as stated in this bulletin.

### **SUMMER SCHOOL POLICY**

Students pursuing degrees at Loyola are encouraged to advance their progress toward completion by attending Loyola's summer sessions. **Loyola students desiring to attend summer sessions elsewhere must have prior, written permission from their dean if they want such credits to apply toward a Loyola degree.** Credit will be awarded only as earned hours for approved courses in which grades of C or above have been earned.

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

Students enrolled in a 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 form 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. Students should consult the official university calendar for the tuition refund schedule and deadlines.

Withdrawal is not complete or official until all signatures have been obtained and the student record's copy is returned to 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 at the university for a period of two semesters or more must follow the degree requirements in effect at the time of their reentry.

### **MEDICAL WITHDRAWAL FROM THE UNIVERSITY**

A student will be granted a medical withdrawal from the university within the term the student is incapacitated, on the condition that detailed written documentation is provided by the student's health care professional to the associate vice president for 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 are retained for a period of one year. 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 semester, students who are taking courses leading towards degree requirements are eligible for benefits through the Veterans Administration and can be certified by the Office of Student Records. In accordance with Title 38, United States Code, *Veterans Benefits*, Loyola 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 courses only and excludes noncredit courses. All inquiries concerning the certification should be directed to the Office of Student Records.

### CREDIT HOUR CERTIFICATION RULES FOR ALL STUDENTS

Classification	Full Time	3/4 Time	1/2 Time	1/4 Time
Undergraduate.....	12	9	6	3
Graduate.....	9	-	5	-
Law.....	9	6	3	2
Summer School—All Colleges.....	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, or continuing education transcript. 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, minor, if applicable, 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.

Students who have attended Loyola as transients under the cross-enrollment/consortium policy will have their course work posted on their home institution's transcript.

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, letters of good standing, 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 clerical 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, when 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 numbers, place of birth, college, major, honors, awards, photo, classification, dates of enrollment, degrees conferred, dates of conferral, any graduation distinctions, and the institution attended immediately prior to admission.

The law provides that any student may, upon written request, restrict the release of or printing (in the student address directory) of such directory information. 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 administrators and faculty may have access to information contained in students' records on a need-to-know basis.

Personal information shall only be transferred to a third party 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, and a university official shall remain in the immediate vicinity during the examination process.

### **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.