

## **SYLLABUS PART II**

### **ACADEMIC POLICIES & STUDENT SUPPORT SERVICES**

Updated on 08/15/2022

#### **Academic Honesty and Plagiarism**

These regulations make up the Academic Honor Code for students at Loyola. This includes definitions of academic dishonesty such as plagiarism, and the processes determining findings of academic dishonesty and governing appeals. For more information check the [Undergraduate and Graduate \(non-law\)](#) or [Law](#) policies.

#### **Course Drop and Withdrawal Policy**

Please view the university [Academic Calendar](#) regularly for important dates, such as last date to drop, last date to withdraw, etc. It is your responsibility to drop or withdraw by the date indicated on the Academic Calendar.

#### **Administrative Drop Policy for Online-Adult Students in Online Programs**

All students in online programs are required to academically participate in their course no later than 11:59PM CST on the 7th calendar day of class within the session. The complete policy can be found [here](#). On-ground students taking online courses are not affected by this policy.

#### **Student Conduct and COVID**

Students must comply with any directive from University and government officials with regards to public health directives. When city or university mask mandates are in place, students must wear a face mask covering their nose and mouth while indoors except when that individual is alone (e.g. personal residence hall rooms) or actively eating. Individuals who cannot wear a face mask because of health reasons or functional reasons should contact the Office of Accessible Education to determine other accommodations. Everyone should regularly wash their hands and avoid touching their face, touching others, and sharing items. Tell Loyola Public Health at [covid@loyno.edu](mailto:covid@loyno.edu) immediately if you test positive for COVID or call Student Health at 504.865.3326 during business hours, Monday – Friday, 8:30 a.m. – 4:30 p.m., or LUPD after hours or on weekends at 504.865.3434. Public Health will notify your professors that you have an excused absence and will initiate contact tracing. For more information consult Loyola's [Coronavirus FAQ page](#).

#### **Emergency Procedures**

At times, ordinary university operations are interrupted as a result of tropical storms, hurricanes, or other emergencies that require evacuation or suspension of on-campus activities. To prepare for such emergencies, review the content [here](#).

## **Office for Accessible Education**

Loyola is committed to offering classes that are accessible. If you encounter disability related barriers in a course, please let the Office for Accessible Education (OAE) know immediately.

To find out more about the accommodations process or if you need to discuss the accommodations you may be eligible for, please see our contact information [here](#).

## **University Counseling Center**

The University Counseling Center, located on the 2nd floor of the Danna Center, provides mental healthcare for all currently enrolled Loyola students. Office hours are Monday-Friday, 8:30 a.m. to 4:45 p.m. and services are free.

During business hours, call (504) 865-3835 to schedule an appointment and/or to request to speak with the counselor on-call. After hours and on weekends, call (504) 865-3835 and press 1 at the voicemail prompt to be immediately connected to a trained and licensed mental health professional. Please visit our [website](#) for more information.

## **Student Success Center**

Located on the second floor of the Monroe Library, the [SSC](#) is the one stop shop for academic advising, success coaching, tutoring, career development, online success, and accessible education.

## **The Office of Writing and Learning Services (OWLS)**

OWLS offers free peer tutoring in a wide variety of subjects, including mathematics, writing, science, business, languages, and study skills. OWLS tutors work with students to help them gain confidence in their course content, build on their current knowledge, strengthen their writing skills, and enhance their study skills. [Schedule an appointment today](#).

## **J. Edgar & Louise S. Monroe Library**

[Librarians and library staff](#) are eager to help students with finding, accessing, evaluating, and using books, journals, and many other information sources you might need for your coursework. The Monroe Library has a faculty librarian assigned to each program of study. Get to know your liaison and all of the things he or she can do for you. Make an appointment for help with your research paper or project by clicking Make an Appointment under your liaison's photo [here](#). Law students can contact the Law Library [here](#).

## **Information Technology**

Information Technology provides on-campus computer systems assistance and technical support to students, faculty, and staff, through the support units of client services, computer services,

distributed systems, telecommunications, and information management. Contact us by phone at (504) 865-2255 or email at [helpdesk@loyno.edu](mailto:helpdesk@loyno.edu)

## **Title IX**

Title IX is a federal law that prohibits sex discrimination and harassment in education programs and activities that receive federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault, stalking, dating violence, and domestic violence, as well as discrimination within housing, athletics, and employment. If you believe you have been a victim of discrimination or harassment on the basis of sex or are aware of discrimination or harassment occurring, Loyola encourages you to report the incident to one of the contacts below:

### **Student Affairs:**

To file a report if a Loyola student, faculty member, or staff member is involved and for official notification to the University click [here](#).

**Human Resources:** Rachel Dirmann, Director

If a Loyola staff member is involved and for official notification to the University, (504) 864-7768, [rdirmann@loyno.edu](mailto:rdirmann@loyno.edu)

**Office of the Provost:** Uriel Quesada, PhD., Vice Provost for Institutional Research, Accreditation, and Academic Engagement. If a Loyola faculty member is involved and for official notification to the University, (504) 865-3049, [uquesada@loyno.edu](mailto:uquesada@loyno.edu)

**University Police:** for immediate emergency response and official notification to the University, (504) 865-3434

**Sharonda R. Williams, Director of Government Affairs and General Counsel** for general assistance and official notification to the University:  
(504) 864-7082, [shwillia@loyno.edu](mailto:shwillia@loyno.edu)

Students should be aware that all University employees, other than counselors, pastors, resident ministers, or advocates (e.g. trained staff in the Women's Resource Center) and those employees legally regarded as confidential sources must bring reports of violations of Title IX, including sexual and gender-based harassment, assault, and violence that they observe or learn about, **immediately to the attention** of the Title IX Coordinator or a Deputy Title IX Coordinator.

For more information regarding Title IX reporting and resources, including private and confidential resources, go to [this page](#).

### **Reporting Bias Incidents**

A bias incident is an act of discrimination, harassment, intimidation, or violence that appears to be intentional and motivated by prejudice or bias. If you experience or witness such an act, you

may report with your name or anonymously by filing a [Bias Incident Report](#). For more information, visit [this page](#) or call 504-865-3428.

For information on how to **report other concerns**, please check the Report a Concern [page](#).

### **Canvas Learning Management System**

For Canvas help, you can chat with Canvas Support (Student) or call Canvas Support Hotline (866-932-6945) by clicking Help on the global navigation menu in your Canvas account. You can also visit [Canvas Student Guide page](#) , or [Canvas video tutorials](#) for students, or contact Loyola's Online Learning Team (OLT) by sending an email to [onlineed@loyno.edu](mailto:onlineed@loyno.edu). There is additional information in the “Streetcar to Canvas” self-paced training course.

### **Family Educational Rights and Privacy Act (FERPA)**

Annually, Loyola University New Orleans informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The [Family Educational Rights and Privacy Act](#) (FERPA) affords students certain rights with respect to their education records.