SYLLABUS PART II

ACADEMIC POLICIES & STUDENT SUPPORT SERVICES

Updated on 08/11/2025

Statement on Diversity

Our Jesuit identity calls us to see the dignity in each human being and to "walk with the excluded." Loyola University New Orleans values each of your unique perspectives, experiences, and understandings of the world and will respect all students' contributions. Our diversity as a class–in race, gender identity, sex, sexual orientation, religion, language, ability, socioeconomic or military status, national or ethnic origin–is an asset to our learning experience and a part of the Universal Apostolic Preferences. Please remember that discriminatory language and conduct is never acceptable.

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. Loyola's Artificial Intelligence (AI) policy is designed to promote the ethical and educational use of AI technologies and foster learning and innovation while protecting against certain risks that AI poses to Loyola and its educational mission. Students should familiarize themselves with the [University Artificial Intelligence Policy](#) regarding acceptable use of AI in classes and in research.

Course Drop and Withdrawal Policy

Please review 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.

Billing and Payment Policy

All enrolled students are assessed tuition, fees, residence hall charges, and board plans as applicable prior to the beginning of the semester. Payment deadlines are scheduled on the following dates:

> Spring 2026: January 5, 2026
> Summer 2026: May 15, 2026

All students are expected to comply with [Loyola's billing and payment](#) policy by ensuring that all account charges are paid in full.

Students who have not met their financial obligations, or made appropriate arrangements, have not officially completed registration. These students will be dropped from their courses.

Administrative Drop Policy for 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.

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 on the Loyola emergency website. A student checklist can be found at the end of the Academic Affairs Continuity of Operations Plan.

Office for Accessible Education

The Office for Accessible Education (OAE) works to ensure that students with disabilities have equal access to education and campus life at Loyola. If you encounter disability-related barriers in a course or elsewhere on campus, please contact the Office for Accessible Education (OAE) immediately.

To find out more about the accommodations process or if you need to discuss the accommodations for which you may be eligible, please review the information found here. You can schedule an appointment with an Accessibility Coordinator to begin the process of requesting accommodations. You may also email oae@loyno.edu if you have any questions or need assistance with the OAE registration process.

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 as permissible based on state licensure guidelines. 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.

Pan-American Life Student Success Center

Located on the first and second floors of the Monroe Library, the SSC is the one stop shop for advising, success coaching, tutoring, career development, accessible education, and TRIO student support services.

Students in fully-online programs can also reach out to the [Online Student Success Office](#).

The Office of Writing and Learning Services (OWLS)

OWLS offers free peer tutoring in a wide variety of subjects, including math, writing, science, business, languages, study skills, and more. OWLS tutors work to help you gain confidence in your course content, to build on your current knowledge, to strengthen your writing skills, and to enhance your study skills. Find us in the SSO apps (look for the little owl), in Canvas "Help," or [schedule an appointment here](#). OWLS is located on the 2nd Floor of the Monroe Library. Walk-ins welcome.

J. Edgar & Louise S. Monroe Library

[Librarians and library staff](#) are eager to help you with finding, accessing, evaluating, and using books, journals, and many other information sources you might need for your coursework. A librarian is assigned to each program of study in order to provide expert help in every subject area. Reach out to a subject librarian or browse our online [research guides](#) whenever you need assistance. [Make an appointment](#) with a librarian by selecting the subject area you need help with and clicking "Make an appointment" under the librarian's photo.. Law students can contact the [Law Library](#) for expert help in legal research.

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. Visit us [online](#), by phone at (504) 865-2255 or email at 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:

Title IX Coordinator: Dr. Dawn Broussard
Danna Student Center, Room 205
(504) 864-7151
dmbrous1@loyno.edu

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

The Title IX Coordinator can also assist pregnant or parenting students by ensuring they understand their rights under federal law and connecting them to appropriate campus and community resources. Pregnant or newly parenting students are encouraged to contact the Title IX office for more information.

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

Students should be aware that all University employees, other than counselors, pastors, or campus ministers working within the scope of their licensure or ordination, 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.

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 inclination or preference either for or against an individual or group that interferes with impartial judgment and is based on traits related to age, color, disability, gender, gender expression or identity, national origin, race, religion, sex, sexual orientation. Bias differs from discrimination and discriminatory harassment, which require investigation and are covered by other University policies. If you experience or witness such an act, you may report with your name or anonymously by filing a Bias Incident Report. Bias incidents are reviewed by the Bias Response Team.

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 the Canvas Support Hotline (866-932-6945) by clicking Help on the global navigation menu in your Canvas account. You can also visit the Canvas Student Guide page, watch the Canvas video tutorials for students, or contact Loyola's Online Learning Team (OLT) by sending an email to onlineed@loyno.edu. There is additional information in the "Streetcar to Canvas" self-paced training course. If you do not have access to this course in your list of Canvas courses, please contact the OLT.

To change your name on Canvas, please go to LORA, select "user options", "user profile", and "edit personal identity." Pronouns can be changed on LORA and on Canvas.

Please note, all official course enrollments (add, drop, withdraw) must be completed on LORA. Performing these actions within Canvas does not change any official enrollment status. LORA also documents the official final grade. Canvas and LORA grades may not always match. Contact your instructor with questions.

Concourse Syllabus

To access a syllabus in Concourse: go to your enrolled course in Canvas; select "Concourse Syllabus" from the course navigation on the left side of the display; if your instructor has uploaded a syllabus, it will appear in the window.

There are two ways to access the repository to view syllabi for non-enrolled classes. The easiest way is to click on "Concourse Syllabus" in the Single Sign-On (SSO). From this dashboard, you will see all of your courses. You can then search for courses by clicking on the magnifying glass on the upper-right, which will open a search window. Clicking on "advanced" will let you enter additional search terms. Alternatively, you can click on a course in Canvas and then go to "Concourse Syllabus" in the course navigation. From there, you can type a different course name in the "search" field.

We have created a visual guide with more information about using Concourse to search for syllabi. Problems with the system (not missing syllabi) should be emailed to onlineed@loyno.edu.

Be aware, our syllabus repository is not available for public view. To access syllabi, you will need to enter through the SSO or through Canvas. Syllabi from past terms are not currently available.

Family Educational Rights and Privacy Act (FERPA)

Loyola University New Orleans annually informs students of the Family Educational Rights and Privacy Act of 1974, as amended. FERPA is designated to protect the privacy of educational records and affords students certain rights with respect to their education records.

Religious Holidays

Loyola University New Orleans promotes respect for all religions. Any student who is unable to attend classes or to participate in any examination, presentation, or assignment on a given day because of the observance of a major religious holiday or related travel shall be excused and provided with the opportunity to make up, without unreasonable burden, any work that has been missed for this reason and shall not in any other way be penalized for the absence or rescheduled work. Students will remain responsible for all assigned work. Students should notify professors in writing at the beginning of the semester of religious observances that conflict with their classes. A list of major religious holidays likely to affect Loyola students can be found here for 2025. Please notice that only work-restricted religious holidays are covered by this policy. Faculty are encouraged to accommodate students whose bona fide religious observances in other ways impede normal participation in a course. For example, given that the Muslim holiday of Ramadan has a period of fasting from sunrise to sunset, faculty members should consider requests to take exams earlier in the day. Students who cannot be accommodated should discuss the matter with their advisor.