

## **SYLLABUS PART II**

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

Updated on 01/03/2024

#### **Statement on Diversity**

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. 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.

#### **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.

#### **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.

#### **Public Health and COVID**

Students must comply with any directive from university and government officials with regards to public health directives. Tell Loyola Public Health at [covid@loyno.edu](mailto:covid@loyno.edu) immediately if you test positive for COVID. The Office of Student Affairs will notify your professors that you have an excused absence. 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 accessible classes. 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 see our team contact information [here](#). You can schedule an appointment with an Accessibility Coordinator to begin the process of requesting accommodations. You may also email [oea@loyno.edu](mailto:oea@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.

## **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 program librarian and all of the things they can do for you. Make an appointment for help with your research paper or project by clicking Make an Appointment under your librarian'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. Visit us [online](#), 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:

Title IX Coordinator: Dr. Dawn Broussard  
Danna Student Center, Room 205  
(504) 864-7151  
[dmbrou1@loyno.edu](mailto:dmbrou1@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](#).

**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 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](#).

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](mailto: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.

### **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](#). 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. Students who cannot be accommodated should discuss the matter with their advisor.