

ACADEMIC POLICIES

Academic Progress

Satisfactory academic standing is defined by the college as a 2.0 minimum cumulative GPA. Satisfactory academic standing is assessed by the college at the end of each session.

Separately, to remain eligible for financial aid, students must meet the 2.0 GPA requirement while successfully completing at least 67% of attempted coursework in an academic year. The Office of Financial Aid assesses student academic progress at the end of each semester and will place students falling below this target on probation. Students who do not meet the Office's standards by the end of the subsequent semester must file an appeal with Financial Aid. If the appeal is granted, students have until the end of their second semester on Financial Aid probation to meet Satisfactory Academic Progress (SAP). Students who fail to do this will lose their financial aid package permanently.

Dean's List

Students who earn a term GPA of 3.5 or higher on a completed full-time schedule of classes shall be added to the Dean's List for that term, recognizing them for their academic achievement. Students with incompletes will be reviewed for Dean's List eligibility once their incomplete grades have been finalized.

Phi Theta Kappa (PTK) Honor Society

Students who receive a cumulative GPA of 3.5 or higher and complete at minimum 12 credit hours will receive an invitation to the College's honor society – Phi Theta Kappa (PTK) from the PTK Advisor.

Academic Probation

At the end of each term, students with a cumulative GPA below a 2.0 are placed on academic probation.

Students on academic probation will have a registration hold ("DPP") placed on their account. Only after the student completes an Academic Improvement Plan and meets with their advisor will the hold be lifted. Students will then be placed on Dean's Probation with Registration ("DPR"), which allows students to register for courses for the subsequent term.

First Probation

The first time that a student is placed on academic probation, they must participate in the following process. The goal of this process is to help students raise their GPA and return to satisfactory academic standing.

1. At the end of each semester, if you have a cumulative GPA below a 2.0, you will receive an academic probation notification letter via email from the Assistant Dean for Academic Affairs.
2. The first step to complete is the Academic Improvement Plan (AIP). The AIP is an academic plan you and your advisor will create to ensure you have steps in motion to improve your grades for each class you are enrolled in. Independently, you must complete Part 1 of the Academic Improvement Plan (Reflection, Plans for Success, and Availability), which can be found on the Arrupe website. After you complete this step, you should forward the completed form to your academic advisor.
3. Next, you should contact your advisor and schedule an Academic Progress Appointment held within the first three weeks of the term. In this meeting you and your advisor will

review your Part 1 of the AIP and develop your academic plan. Your advisor will sign the electronic form as verification that the two of you have met.

4. After these steps, the "DPP" registration hold on your account will be changed to "DPR."
5. At the week 5-7 mark of the semester, you should make an appointment with the Retention and Learning Coordinator to review the progress you have made towards your academic plan.

Multiple Probations

Students on academic probation for more than one term do not need to complete the Academic Improvement Plan a second time. Exceptions are: students who were dismissed and reinstated; students who have been on Leave of Absence and are returning; and students who the advisor believes will benefit from re-doing their Academic Improvement Plan. Students who have been on academic probation for multiple semesters must meet with their academic advisor within the first two weeks of the subsequent term to discuss their goals and progress. They must also continue to schedule at least one Academic Progress Appointment per semester with the Retention and Learning Coordinator.

Academic Dismissal

Students on probation may be subject to dismissal for poor academic scholarship from Arrupe College if they do not either return to good standing by earning a cumulative GPA of 2.0 by the end of their term or probation, or earn at least a term GPA of 2.33.

Academic Integrity

Arrupe College values participation, truth, and honesty in personal, professional, and academic communication and endeavors. In particular, as a community of scholars and learners, Arrupe College requires its members to understand and abide by Loyola's policies and procedures regarding academic honesty.

Some examples of academic dishonesty include:

- Plagiarism
- Multiple submissions of the same work for credit for more than one assignment
- Fabricating data
- Collusion without instructor permission
- Cheating
- Aiding and abetting the academic misconduct of others

Faculty members have the responsibility to determine acts of academic dishonesty within their courses. They are also responsible for assigning penalties when they encounter academic dishonesty. At minimum, acts of academic dishonesty will result in the student receiving a grade of "F" for the assignment or exam

All occurrences of academic dishonesty must be reported by the faculty member to the Associate Dean of Academic Affairs who reserves the right to impose further sanctions depending on the infraction's severity and frequency.

For more information regarding academic policies as they relate to academic honesty, sanctions, and appeals, please see the Undergraduate Studies Catalog (<https://catalog.luc.edu/undergraduate-academic-standards-regulations/>).

Attendance

Arrupe has an in-person class model. We believe that in-person classes are a significant factor in a student's academic success. Consistent attendance allows students to learn new concepts, build relationships with peers and faculty, and puts students on a path to passing courses. Consistent attendance and participation in class will maximize student's chances to learn and be successful at Arrupe.

Students with increasing absences face an increased chance they will fail their courses, fall behind in class, and lose a connection with the Arrupe community. We also understand that students get sick, have family emergencies, and things do come up. This is where we need your help. It is essential to follow the steps if an absence becomes unavoidable:

1. **Understand** the class policy. Each professor has their own attendance and participation policy. Ensure you thoroughly understand the policy and the impact your absence will have on your grade. Unless otherwise noted, you will still be held accountable for any assignments due during your absence.
2. **Communicate** with your professor(s) in advance. Per class policy, some faculty will allow you to complete missing work for which you may be eligible to receive late credit and may be asked to bring supporting documentation. Communicate with your faculty so that you are aware of what you can and cannot complete for credit.
3. **Follow up** with your professors once you return. Students are strongly encouraged to arrange a time to review with their professors the work that will be missed in class. Similarly, follow up with a classmate for any notes and insights on the class missed.

Students who will be absent for more than two consecutive classes are strongly encouraged to first schedule a meeting with their advisor and the Associate Dean for Academic Affairs or Retention and Learning Coordinator to help the student to determine the best path forward. The student should also consult with their professors to determine how their absence will affect their progress in individual courses.

Transfer Credit

Arrupe abides by Loyola University Chicago's Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), and dual credit transfer policies. For more information, visit the Undergraduate Studies Catalog at;

http://www.luc.edu/academics/catalog/undergrad/reg_transfercrpol.shtml (http://www.luc.edu/academics/catalog/undergrad/reg_transfercrpol.shtml)

The Arrupe associate's degree consists of at least 62 credit hours with some programs requiring a greater number of credit hours. Of these 62+ credit hours, students must complete at least 33 credit hours in residence at Arrupe College in order to graduate with an associate degree. Students may apply up to 29 credit hours, or approximately a year's worth of coursework, towards the completion of their associate degree.

Process for Transferring Back Credits

A student who has earned at least 55 college credits and holds a 2.0 GPA or above is eligible to apply to transfer back two academic courses (for a maximum of seven (7) credits) from another postsecondary institution or another college of Loyola University Chicago to complete their Arrupe College degree. This policy allows the student to fulfill their degree requirements and achieve timely graduation. The total number of credits

transferred back plus the total number of credits transferred in cannot exceed 33 credit hours total.

Students must have the approval of the Assistant Dean for Academic Affairs prior to the end of their final semester at Arrupe and, *in most cases*, are encouraged to complete all transferable credit in the first semester at the other postsecondary institution.

Students awarded an associate's degree from Arrupe College are recognized as core complete at any of the Illinois Articulation Initiative receiving institutions including all of Loyola University Chicago's undergraduate colleges.

Before transferring, students should first meet with their advisor to identify the remaining degree requirements and their options to complete the degree, including transfer back. The Transitions Coordinator can help the student identify a transfer institution and transferable coursework. The student will need to submit the syllabus to the Transitions Coordinator for approval. Students can initiate the transfer back process by completing the Transfer Back Worksheet, with the Transitions Coordinator and submitting the completed form to the Assistant Dean of Academic Affairs. The student can retrieve a copy of the Transfer Back Worksheet from the Office of Academic Affairs or the Transitions Coordinator. After earning a "C" or above in the transfer back coursework, the student will need to send an official transcript from the transfer institution to Loyola University Chicago.

Academic Grievance Policy

The Arrupe College process for resolving academic grievances complies with the University's academic grievance procedures (<https://catalog.luc.edu/undergraduate-academic-standards-regulations/academic-grievance-procedure/>). The purpose of an academic grievance policy is to ensure fairness and consistency in the management of all academic disputes involving course grades and accusations of academic misconduct.

Grade Appeals

If a student believes a grade to have been assigned by mistake or unfairly, she or he has the right to appeal the grade. The student must first contact the instructor to discuss the grade. If the instructor determines that a change of grade is warranted, the instructor submits a change of grade request via LOCUS. If the instructor denies the appeal, or fails to respond to the student's request, the student may request a formal hearing to have the appeal reviewed in an impartial and thorough manner.

In order to request a grade review, the student must submit a formal grade change request to the Associate Dean of Academics no later than 30 days into the next semester indicating why the assigned grade is arbitrary or capricious. The Associate Dean will determine whether there are grounds for an appeal and whether to convene a hearing board.

The Associate Dean's decision or that of the hearing board is final in all cases except expulsion.

Please refer to the Undergraduate Academic Catalog (<https://catalog.luc.edu/undergraduate-academic-standards-regulations/academic-grievance-procedure/>) For more information about the Academic Grievance Policy's grade appeal process.

Academic Misconduct Appeals

If a student believes she or he was wrongly accused of academic misconduct such as cheating or plagiarism, she or he must first discuss the matter with the instructor. According to the University's academic grievance procedures (<https://catalog.luc.edu/undergraduate-academic->

standards-regulations/academic-grievance-procedure/), if the instructor denies the appeal, the student may request an impartial review of the accusation by filing a formal appeal with the Associate Dean for Academics. The Associate Dean will determine whether there are grounds for an appeal and whether to convene a hearing board.

The Associate Dean's decision or that of the hearing board is final in all cases except expulsion.