

Online Course Planning Guidelines

1. Departments should follow the course carousel designed by their respective Dean's Office when scheduling major courses for adult students (Y courses). Any additional courses should be approved by the Dean.
2. Adult Student (Y) courses will also have a W section with a limited cap set in consultation with the Dean.
3. Daytime Student (W) courses with the same cap as their mirror on-ground courses can be offered without previous consultation with the Dean.
4. Daytime Student (W) courses with lower caps may be offered to address capacity issues in on-ground courses (waitlists). Chairs will need permission from the Dean to open W sections with lower caps than on-ground sections.
5. To offer a W course for any other circumstances, the department should get approval from the Dean.
6. Freshmen are not allowed to take online courses in their first semester at Loyola.
7. Summer Loyola Core courses should be 6-week courses.