

Professional and Continuing Studies – Evening Program: Policies and Procedures

The PCS Task Force approved the official name of the Office of Professional & Continuing Studies on November 30th, 2009.

The following definitions and policies associated with nontraditional students and programs were approved on December 7, 2009:

Definitions:

Fulltime student status:

Academically – 12 credit-hours

Financially – 13 credit-hours

Tuition:

Evening students are charged by the hour until they register above 12 hours. At that point, they are charged the fulltime day tuition rate.

To encourage evening students to early register, an e-mail was generated explaining the billing and payment schedule. The e-mail explained that regardless of when they register, payment is not due until 30 days after classes begin. By registering early, we can better plan how many courses our evening students need, open more sections, and reserve seats in courses if necessary.

Dean's list:

Eligibility begins with 9 credit-hours with a GPA of 3.50

Policies:

Professional & Continuing Studies students must follow all of the policies of Loyola University New Orleans contained in the official *Undergraduate Bulletin* and *Student Handbook* in addition to the policies listed below, which are specific to Professional and Continuing Studies students:

Students who are classified as evening students are eligible to take some day courses, but at least half of their program must be completed with evening courses. Evening students taking day courses should consult with their advisor before registering.

All students admitted on probation, placed on probation and/or continued on probation will be required to meet with their faculty or staff advisor until they are in good academic standing with the university. Students requiring further guidance will be encouraged to utilize additional counseling services at the university such as those provided by the Academic Resource Center, Career Development Center, and University Counseling Center.

Evening students can register for OCICU (Online Consortium for Independent Colleges & Universities) courses if no other course option is available to meet a requirement or if there is an extenuating circumstance preventing the student from taking another on-campus course and an academic advisor has approved the student's schedule.

Students must obtain the prior written permission of their respective deans to enroll in

courses at other institutions. No transfer credit will be awarded for such work unless the courses are approved by the student's dean. Students will be granted permission to take courses elsewhere only when they can demonstrate compelling reasons to do so and are in good academic standing at Loyola.

Advising:

Each degree-seeking student is assigned both a faculty and staff advisor who will assist the student in achieving his or her educational and career goals by providing quality academic advising, which strives to educate the whole person. Students are encouraged to meet with one or both of their advisors regularly during each term and especially prior to registration.

Office of Professional & Continuing Studies: Responsibility Regarding Evening/Nontraditional Students

The Office of Professional & Continuing Studies serves evening/nontraditional undergraduate students in the same way they always have. All admissions processes and basic services, like parking decal distribution, ID validation, etc., are handled by the PCS Office. If an applicant's previous academic work is below the university's admissions standards, the Associate Dean of the appropriate college is consulted as to whether or not admission should be granted.

For continuing students, the Office of Professional & Continuing Studies is also responsible for:

Certifying degrees for the BCJ, Liberal Studies – Humanities, and Liberal Studies – Social Sciences students, and assisting the School of Nursing with graduation audits and certifications of their students;

Advising undecided students and any students who are unable to meet with their advisor;

Determining academic action decisions in consultation with the respective dean's office. It has been agreed that the Office of Professional & Continuing Studies is be consulted and/or notified of all academic decisions made by the colleges regarding nontraditional students just as the colleges/departments are consulted/notified; and

Providing a New Student Orientation for all incoming, first-time nontraditional students in all colleges.

Responsibility of the Colleges and Respective Departments Regarding Evening Nontraditional Students

Colleges and their respective departments are responsible for maintaining and supporting the evening programs housed in their colleges in the same way they are responsible for their traditional day programs. These responsibilities include:

Ensuring that evening courses are routinely offered by all departments, and that enough courses are provided to satisfy students' degree requirements;

- Encouraging faculty/instructors to offer evening courses and evening sections of courses;
 - Recruiting new faculty/instructors who have an appreciation for the needs of a diverse student body and experience teaching nontraditional learners;
 - Proposing new and innovative evening courses/programs (majors and minors);
 - Overseeing and processing faculty course evaluations;
 - Implementing ongoing program and course review processes to ensure that quality learning outcomes are achieved; and
- Supporting faculty development opportunities on engaged pedagogy and other best practices.