



## APPEAL FOR PERMISSION TO TAKE COURSES ELSEWHERE

Students seeking permission to complete courses at other institutions and transfer the credit to Loyola should engage in conversation with their assigned primary academic advisor regarding their eligibility **prior to submitting an appeal**. This appeal form should be submitted to a student's assigned primary academic advisor when a student is prepared to demonstrate extenuating circumstances that warrant permission be granted to take a course at another institution and transfer the credit to Loyola.

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 LUC Student ID #: \_\_\_\_\_ Student Email: \_\_\_\_\_@luc.edu  
 Academic Advisor: \_\_\_\_\_ College/School: \_\_\_\_\_

Provide information below about the institution where and the term when the course(s) will be taken.

<i>Name of Institution</i>			
<i>City, State</i>		<i>Term</i>	

Provide information below about the course(s) for which you are requesting permission to transfer credit.

<i>Course Details at the Other Institution</i>			<i>LUC Equivalent</i>	<i>Advisor Verification</i>	<i>Complete this section if you are requesting that a course fulfill a CAS major or minor requirement.</i>
<i>Course Title</i>	<i>Course Subject/ Number</i>	<i>Credit Hours</i>	<i>Course Subject/ Number</i>	<i>Official Articulation</i>	<i>Dept. Chair/ Program Director Printed Name and Signature (Indicating approval for the course to fulfill a major/minor requirement)</i>

All appeals must be accompanied by an academic plan that demonstrates the academic need for a specific course to be taken during a specific term. Your academic advisor must review your plan and verify academic need prior to the submission of your appeal.

### Documentation

You may choose to provide any relevant documentation in support of your appeal. Attach labeled copies of any memoranda, letters, or other documentation as appropriate. Examples may include:

- Medical documentation for you/family (sensitive information may be redacted)
- Letter from employer/volunteer coordinator
- Travel itinerary (must include relevant dates)
- Deployment instructions
- Financial documentation that is not reflected in your financial aid

## Rationale

Once academic need is established, you must provide a rationale for your appeal. Your written request for an appeal is the opportunity to explain reasons why you should be granted permission to take a course at another institution. Your rationale must address why you are unable to complete the course at Loyola.

Type rationale here

### Read Carefully Before Signing

This is an appeal for permission to take a course at an institution other than Loyola, but is not a guarantee that permission will be granted. Permission to enroll in a course at an institution other than Loyola is driven by a student's academic need to take a specific course, during a specific term, in combination with extenuating circumstances that prevent the student from being able to take the course(s) at Loyola.

I have read the Policy on Prior Permission to Take Coursework at Other Universities on [the website](#). I clearly understand that permission must be granted prior to enrolling in a course at another institution. I believe that my request stated above is accurate and reasonable. I further understand that:

1. *I am responsible for knowing the guidelines for submission of this appeal;*
2. *an administrative decision will be made in the next several weeks and written notification of that decision will be provided via Loyola University email;*
3. *I will be notified in writing via Loyola University email if a decision may take longer than the deadline explained above due to major University events/activities that may hinder the review process;*
4. *the decision rendered on the appeal by the appeal committee is FINAL.*

Student Signature: \_\_\_\_\_

### For Office Use Only

Loyola GPA: \_\_\_\_\_

Earned Credit Hours: \_\_\_\_\_

Academic Plan Reviewed for Need by Assigned Advisor:

\_\_\_\_\_  
*Advisor's Initials*

EFC (if applicable): \_\_\_\_\_

Rationale:

Prior Appeals Submitted:

Yes      Number of appeals: \_\_\_\_\_  
 No

Appeal Decision:

Approved  
 Denied

CEEB Code \_\_\_\_\_

\_\_\_\_\_  
Appeal Committee Signature

\_\_\_\_\_  
Date

RegRec Use Only: Date Received \_\_\_\_\_ RRRPMP Checklist Posted \_\_\_\_\_ Articulation Req: Yes No

Notes: