

FILL OUT FORM, THEN CIRCULATE DIGITAL FORM (either as electronic, scanned, or pictures of form) **VIA EMAIL** to:
Dr. Buehler, pbuehler@loyno.edu

PERMISSIONS TO TAKE COURSES AT ANOTHER UNIVERSITY

Loyola University has a plan for your success and you should take your classes at Loyola.

However, we realize that there are extenuating circumstances when this may not be possible.

Permission to take courses elsewhere will be granted only when the student can demonstrate compelling reasons to do so.

Note: the cost of a Loyola course and other financial matters are not considered a compelling reason for enrolling elsewhere.

Examples of compelling reasons include:

- The course is needed for graduation within the academic year and is not being offered at Loyola during that timeframe or course sections have filled/closed.
- A student needs to take a course during the summer semester due to a prior course withdrawal, failed course, or other academic reasons, and the course is not being offered by Loyola during the summer session or course sections have filled/closed.

- Junior Colleges & Community Colleges: Students who have attained Junior status, 56 earned credit hours, by the end of the current semester will not be permitted to attend classes at a Junior or Community College. Applications can only request permission to attend a 4-year school.
- Students who have or who will have started into their final 30 credits by the end of the current semester are not permitted to attend courses at other schools. The final 30 credits must be completed at Loyola.
- Credit will be awarded only as earned hours for approved courses in which grade of C or above have been earned; grades of C- or below will not receive credit. Grades do not transfer, only the earned hours.
- After completion of the course, students must submit an official copy of the transcript from the other institution to the Dean's office for evaluation of transfer credit.
- Loyola students on approved medical leave may be allowed to take up to 9 credit hours of coursework elsewhere with permission of the associate dean. Please see medical leave policy.
- If a student is placed on academic probation as a result of the current semester's grades, permission is rescinded.

PLEASE COMPLETE THE INFORMATION BELOW AND THE JUSTIFICATION STATEMENT AT THE BOTTOM.

Student Name:		CWID#:	
Current mailing address (or dorm & box #):			
Request for which Term?	Fall/Year:	Spring/Year:	Summer/Year:
Name of school to attend:			
Mailing address of school:			

Requested courses may not be used to satisfy Loyola Core requirements	Home school's Course Number & Title:	# of credits	Loyola Equivalent Course-Number & Title	How do you want this course to count for you at Loyola
2 courses maximum				

Attach Course Description/s before emailing request!

STUDENT'S JUSTIFICATION STATEMENT FOR STUDY AT ANOTHER SCHOOL: