## 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:			Tod	ay's Date:	
LUC Student ID #:			Stud	dent Email:	@luc.edu
Academic Advisor:			Coll	ege/School:	
Provide information be	low about the ins	stitution whe	ere and the term	when the cou	rse(s) will be taken.
Name of Institution					
City, State				Term	
Provide information be	low about the co	urse(s) for w	yhich you are rec	questing permis	sion to transfer credit.
Course Details at the Other Institution			LUC Equivalent	Advisor Verification	Complete this section if you are requesting that a course fulfill a CAS major or minor requirement.
Course Title	Course Subject/ Number	Credit Hours	Course Subject/ Number	Official Articulation	Dept. Chair/ Program Director Printed Name and Signature (Indicating approval for the course to fulfill a major/minor requirement)

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

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: \_\_\_\_\_\_

Loyola GPA:	Prior Appeals Submitted:			
Earned Credit Hours:	☐ Yes Number of appeals:			
Academic Plan Reviewed for Need by Assigned Advisor:				
Advisor's Initials	Appeal Decision:  Approved			
EFC (if applicable):	☐ Denied			
Rationale:	CEEB Code			
Appeal Committee Signature Date	2			
RegRec Use Only: Date Received RRPRPM Chec	klist Posted Articulation Req: □Yes □No			