

**THE SCHOOL OF EDUCATION
LOYOLA UNIVERSITY CHICAGO**

**RECOMMENDATION FOR ACCEPTANCE OF HOURS
FOR ADMISSION TO ADVANCED STANDING**

(See the reverse side for the School of Education's policies and procedures.)

Student: _____ Loyola ID #: _____

Program: _____ Degree Sought: Ed.D.

<u>Transfer School (s)</u>	<u>Semester Hours Recommended</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Total Number of Semester Hours Recommended for Acceptance: _____

Semester Hours to be Completed in the School of Education Program: _____

Semester Hours Required by the School of Education Program: _____

Faculty Member's Name _____ *Signature* _____ *Date* _____

The School of Education Approval: _____ *School of Education Officer* _____ *Date* _____

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Policies for the Acceptance of Hours for
Admission to Advanced Standing

1. Students are to apply for acceptance of hours for admission to advanced standing and the faculty member is to make a recommendation to The School of Education during the student's first semester in a Graduate School program.
2. The School of Education's decision regarding approval of hours for admission to advanced standing will be based on the quality of the students' work, the time interval since its completion, and its relevance to the student's current program of study at Loyola.
 - a) Quality of Work: The School of Education will accept only those courses for which the student received a grade of "B" (or its equivalent) or better. Courses for which the student earned a grade of "P" or "S" (or their equivalents) are acceptable only if the institution indicates that such grades are equivalent to a "B" or better; courses for which the student received a grade of "C", "D", "F", "WF", "X", "I", or "NC" (or the equivalents) are not acceptable.
 - b) Time Interval: The School of Education expects that courses to be used for admission to advanced standing meet standards of recency relative to matriculation in The School of Education. In cases where the time interval between prior course work and matriculation in The School of Education is extraordinary, the program's recommendation to The School of Education is to include information indicating that the theoretical basis and content of the courses meet the current standards of the field and/or that the student's professional experience makes a significant contribution toward preparing the student for undertaking scholarship in her/his current field of study.
 - c) Relevance: In cases where the relevance of the recommended courses to the student's current program of study is not clear, the recommendation should include appropriate supporting documentation.

Procedures for Making a Recommendation to The School of Education

1. Complete the front of this form.
2. Attach to this form a copy of the student's transcript(s) that include **all** courses to be included in the recommendation (The School of Education will provide copies of the student's transcript if necessary). Circle the appropriate courses, including hours earned and grades.
3. Use the following formula to convert quarter hours to semester hours:
$$\text{Quarter hours} \times .667 = \text{semester hours (round down to the lowest whole numbers).}$$
4. Submit the recommendation to the Associate Dean for Academic Affairs SOE. The School of Education will notify the student and the graduate program director of its decision.