

# Application to Transfer Freshman Credit Hours



*Preparing people to lead extraordinary lives*

## PART I – to be completed by the student:

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Title of Course(s): \_\_\_\_\_

College where taken: \_\_\_\_\_

I certify that I have read the Transfer Credit Policy for New (First Time) Freshman and understand the policy as presented. I also understand it is my responsibility to insure that my request for transfer credit, including the application form and transcript(s) must be received by the Office of Registration and Records no later than 30 days after my initial matriculation (start of the first term of attendance) at Loyola University Chicago.

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

\_\_\_\_\_  
Date

## Part II – to be completed by the high school registrar, principal, or counselor:

I certify that the above college-level course was not part of the student's high school program and that **credit for the course was not offered towards partial fulfillment of the requirements for the high school diploma.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Mail the The (New) Freshman Transfer Credit form and transcripts directly to:

**Loyola University Chicago**  
Office of Registration and Records  
ATTN: Transfer Credit Team  
820 N Michigan Ave LT 504  
Chicago, IL 60611



## Transfer Credit Policy for New (First Time Freshmen)

New first-time freshmen may transfer a maximum of 5 courses carrying up to 4 credit hours each toward their undergraduate degree requirements under the following conditions:

1. Students must complete an application form within the first 30 calendar days of initial matriculation at Loyola University Chicago, to be validated by a high school officer, attesting to the fact that the course did not satisfy a high school requirement. The completed form must be received within the first 30 calendar days of initial matriculation at Loyola University Chicago.
2. The college course must have been conducted in conjunction with an institution of higher education.
3. The student must have earned a grade of B or higher in such transfer courses.
4. Students awarded such transfer credit are limited to a maximum of 24 credit hours for the combined total of AP credit, IB credit, CLEP and/or transfer credit.
5. The transfer credits will be applied toward the normal 120 credit hour graduation requirements and be consistent with transfer articulation rules in effect for Core, Major, School, or Elective credit.
6. An exception may be granted to students who attend a high school in which students may earn an associate degree while in high school; such students may transfer up to 64 credit hours to LUC.
7. This policy will be administered by the Office of Registration and Records.

Loyola University Chicago admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, or any other protected status. This information is current as of 3/2008.