

Policy on Prior Permission to take Coursework at Other Universities

Approved: November 11, 2005, Revised by AAUPC 1/24/06

1. Limit on courses. Undergraduate students are limited to a total of 12 hours of study elsewhere after they matriculate to Loyola. This includes those who matriculate as freshmen or as transfer students. However, transfer students who transferred in with 60 or more hours may not take any additional courses elsewhere.

2. Study Abroad exception. Students may receive prior approval for taking more than 12 hours from another institution when they have been approved to participate in a Loyola-sponsored study abroad program.

or

3. Prior permission required. Students must obtain permission to take a course at another institution prior to enrolling in such. Prior permission will be granted by advisors or dean/chair/director as outlined below.

4. Summer study. Students who wish to take courses during summer session are to be encouraged to take summer courses offered at LUC.

a. Prior permission may be granted to take a course at another institution only if a comparable course is not offered during LUC's summer sessions. (Financial reasons (e.g. course is less expensive at JCC than at LUC) alone are not sufficient for approval.)

b. An academic advisor may approve courses to fulfill elective credits. A dean, chairperson, or program director may approve courses to fulfill major/minor requirements or electives within major/minor requirements.

5. Core curriculum credits. Because of the nature of Loyola's new outcomes-based university core curriculum and the pedagogical integration of learning on knowledge, skills, and values, all Core classes must be taken at Loyola. Special circumstances for granting exceptions to this policy will be the responsibility of the Director of the Core Curriculum.

6. Completing a request for approval. In all cases, the student and the academic advisor (or dean/chairperson/director) must complete the form: "Permission to take a non-Loyola Course", which can be found on the Academic Affairs website. The student should meet with their academic advisor to discuss requests for permission to take courses at another institution in the summer. The form must be submitted in time to secure permission prior to enrolling in a course at another institution.

Effective January 1, 2006; amended and approved January 24, 2006
Office of the Provost and Vice President for Academic Affairs
LOYOLA UNIVERSITY CHICAGO
Office of Academic Affairs

PERMISSION TO ENROLL IN COURSES AT A SCHOOL OTHER THAN LOYOLA
(Note: Students may not take more than 12 hours total from other institutions after matriculating to Loyola.)

Last Name: _____ First Name: _____
Personal ID Number: _____ Courses Approved for: _____
Term Year
Student's Major: _____ Number of hours earned to date: _____

This student has permission to enroll in the following courses:

Course Title	Course No.	Credit Hours	(Loyola Course Equivalent)	For: (Circle One)
_____	_____	_____	_____	Major Minor Elective Core
_____	_____	_____	_____	Major Minor Elective Core
_____	_____	_____	_____	Major Minor Elective Core

at _____
(Name of College or University)

Student's Signature Date

Student Status: _____ Good Standing _____ On Academic Probation
_____ Full Time _____ Part Time

APPROVAL:

Academic Advisor Signature Date

Dean/Chairperson/Director Signature Date
(Where appropriate)

Reason Permission Granted

COPIES: Student
Dean or Advisor File

Please send transcript of student's work to:
Undergraduate Admission Office
Loyola University Chicago
Sullivan Center for Student Services
6525 Sheridan Rd.
Chicago, IL 60626