

# LOYOLA UNIVERSITY CHICAGO

## School of Business Administration

Dear Loyola Senior:

Congratulations! You are nearing the end of your undergraduate degree program at Loyola. By submitting the Application for Graduation you are initiating the formal review of your degree requirements. It is important that you successfully complete any courses you may be in at this time and that you register for the appropriate courses in the future. This information sheet is a guide to help you determine your remaining degree requirements. You must carefully review your academic record with these guidelines.

If you decide to withdraw your application you must do so in writing and re-apply for a future graduation date.

The Assistant Dean of the School of Business Administration will review the graduation application. All courses still required for graduation will be listed. A copy of your evaluation will be e-mailed to your Loyola Groupwise e-mail address provided on the application. You also need to make an appointment to go over your graduation requirements after you receive your initial audit. In the event that mistakes are made in the initial audit, it is the student's responsibility to complete the graduation audit appointment in person to rectify any mistakes. Please call 312.915.6113 to make your appointment.

### **CHECKLIST FOR YOUR REVIEW**

#### **DEGREE REQUIREMENTS**

	Total hours will be 120 (fractions of hours are not rounded)
	Courses retaken or audited do not count toward the 120 requirement
	A minimum of 64 hours or the final 45 hours must be taken at Loyola
	Pass/no pass course(s) do not count for the major, a minor or core(s)
	Cumulative GPA must be 2.00 or better
	A student must attain a minimum arithmetic GPA of no less than 2.00, i.e. "C" in the courses of each major and minor field of concentration
	Two writing intensive courses (unless waived by the Dean because of transfer credit). Only courses designated as Writing Intensive on the Schedule of Classes fulfill this requirement.
	If you have a grade of "I" for your final semester it is your responsibility to complete the work and have the instructor change the grade in time for your degree to be conferred.
	Grade of "C-" or better in all university core, business core and values across the curriculum courses



### TRANSFER CREDITS

	Pending transfer credits must be submitted to Loyola no later than <u>12 weeks</u> before the graduation date (have official transcripts sent to undergraduate admissions)
	Courses with grades of "D" or below do not transfer

### HONORS/LAUDATORY STATUS

	A minimum of 64 graded Loyola hours excluding pass/no pass
	GPA is not rounded
	If you expect any change of grades which could affect your honors status, notify this office immediately
	Graduation honors announced at the ceremony are based on Loyola courses and hours completed by the previous semester. Graduation honors on your transcript are based on all Loyola work.
	Members of the honors program should see the Director of the Honors Program.

### GRADUATION CEREMONY

Students finishing in the prior December, May or August (with 12 or fewer hours remaining) of a particular year may participate in the **May** ceremony. Students may not choose which ceremony year they will participate in. That decision is predetermined by the Dean's Office.

**SEND OFFICIAL TRANSCRIPTS TO:**  
Dr. Susan Ries  
Loyola University Chicago  
School of Business Administration  
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Chicago, IL 60611