



Office for International Programs

Academic Advisor/Dean Recommendation Form

Preparing people to lead extraordinary lives

Part I: PROGRAM & ELIGIBILITY INFORMATION

(To be filled out by Office for International Programs staff and reviewed with student.)

Program Title & Location: _____

Program Term & Year: Fall 20____ Spring 20____ Summer 20____ Full-Year 20____-20____

Application Deadline: _____

GPA Requirement: _____ Foreign Language Prerequisite: _____

Class Standing Requirement (by program start date): _____

OIP Staff Contact: _____ Extension: _____

Part II: STUDENT INFORMATION & WAIVER

(To be filled out and signed by student.)

Last Name: _____ Loyola Email: _____

First Name: _____ Telephone: _____

Loyola ID: _____

A recommendation writer should be aware that Public Law 93-380 permits the student to inspect recommendations unless he/she has signed the waiver below. The undersigned student hereby waives his/her right to inspect this form under the Family Educational Rights and Privacy Act of 1974 (Buckely Amendment).

Student Signature

Date

- **First-Year & Sophomore Students*** should visit the Office of Academic Advising & Services in the Sullivan Center to have the reverse side of this form filled out by an advisor during walk-in hours.
 - **Junior and Senior Students*** should make an appointment to have this form filled out by the appropriate advisor or dean in their college/school listed below.
 - CAS: LSC—Sullivan 235 or call 773-508-3500, WTC—Lewis Towers 900 or call 312-915-6520
 - Business: Dr. Susan Ries (seniors) & Alex See (juniors), Maguire 220 or call 312-915-6113
 - Social Work: Dr. Jeanne Sokolec, jsokole@luc.edu or call 312-915-7019
 - Communication: Shawna Cooper-Gibson, SOC 239 or call 312-915-6548
- ***All Education & Nursing Students** should meet with their appropriate school contact **before** selecting their program so that this form can be dropped off to your school contact without needing to make an appointment.
Education: Robbie Jones, Lewis Towers 1157 or call 312-915-6723
Nursing: Eileen Lynch, Damen 507 or call 773-508-3262

OVER ⇨

Part III: ACADEMIC ADVISOR/ DEAN RECOMMENDATION

(To be filled out and signed by student’s Academic Advisor/Dean after meeting with student.)

Note: Please use the “Questions for Advisors with Study Abroad Applicants” sheet to facilitate discussion with the student before answering the questions below.

- 1) Is this student currently on academic probation?
 Yes No

- 2) Does this program assist the student in his/her progress towards graduation?
 Yes No If not, please explain how program will benefit the student.

- 3) Is this student planning to take any classes for Pass/No Pass on this program?
 Yes No

- 4) Is this student academically and developmentally prepared to go on this program?
 Yes No If not, please explain below.

- 5) Applicant is:
 Recommended Recommended with Reservation Not Recommended

- 6) If you are recommending the student but he/she does not meet the GPA requirement listed on the front, please provide a detailed explanation for your recommendation below.

Print Name	Office/Division/College
Signature	Date

When complete, return form to:
Office for International Programs
Sullivan 206, LSC
Phone: 773-508-7706, Fax: 773-508-7125

Or, scan and e-mail both sides of form to:
studyabroad@luc.edu