



ACADEMIC STANDARDS AND REGULATIONS

GENERAL ACADEMIC APPEALS

The University's commitment to the care of the individual person is the foundation for an appeals process that affords students the opportunity to have decisions that impact their academic standing or progress at the University reviewed. In considering academic appeals, students' circumstances will be considered from a holistic perspective and final appeal decisions will support student development and progress towards achieving educational goals.

The following information regarding General Academic Appeals applies to a broad range of possible appeal topics. In the event a student wishes to appeal a decision which is categorized as a Special Academic Appeal [[hyperlink to Special Academic Appeal section below](#)], the student is responsible for complying with the policies and information outlined under the "Special Academic Appeals" heading below.

Initiation of a General Academic Appeal. To initiate a General Academic Appeal, a student must complete a written request for an appeal according to the following process:

- Students with less than 55 earned academic hours must submit their written request to the Office of First and Second Year Advising. Once the appeal is initiated, the appeal process must be completed in the Office of First and Second Year Advising where the appeal originated and may not be reconsidered in any of the schools in which the student is enrolled.
- Students with 55 or more earned academic hours must submit their written request to the Dean of their school. A student enrolled in more than one school may initiate an appeal in any of the schools in which the student is enrolled. Once the appeal is initiated, the appeal process must be completed in the school in which the appeal originated and may not be reconsidered in any other school.

A request for an appeal must be made in writing. The student's written request for an appeal is the student's opportunity to explain reasons or present mitigating circumstances why the action taken should be reconsidered. Documentation, if appropriate, should be provided to support the student's position. The request for an appeal must include the student's full name, Loyola student identification number, and Loyola email address (students not enrolled may provide a valid non-Loyola email address). General Academic Appeals must be filed within 30 calendar days of the disputed decision being rendered.

By way of example, the individual reviewing and considering the appeal may take into consideration such circumstances as:

1. A decision or ruling was made as the result of improper University procedures.
2. Further consideration is required due to extraordinary circumstances not known **by the decisionmaker** at the time of the original decision. In such cases, students must produce documentation of their unique situation (*e.g.*, death of a parent, hospitalization, serious illness) and a written explanation of why this situation might merit an exception to University academic policies.

Consideration of a General Academic Appeal. Students are afforded one level of review for a General Academic Appeal, regardless of where the appeal was originally filed and appeal decisions are final. After a written request for an appeal is submitted to the appropriate office (see above), the appeal will proceed as follows:

- If the decision being appealed was made by an academic administrator other than an Assistant or Associate Dean, the contested decision will be reviewed and considered by the academic administrator's immediate supervisor; the appeal decision made by the immediate supervisor is final and is ineligible for further appeal.
- If the decision being appealed was made by an Assistant or Associate Dean, the contested decision will be reviewed and considered by the Dean; the appeal decision made by the Dean is final and is ineligible for further appeal.

Final General Academic Appeal decisions will be made within 30 calendar days of the receipt of the written student request for an appeal. The outcome of the request for an appeal will be provided directly to the appealing student in writing via the student's official Loyola email address. For a student no longer enrolled at Loyola, the appeal outcome will be sent to the email address provided in the student's initial written request for an appeal.

SPECIAL ACADEMIC APPEALS

For appeals related to change of academic record, decisions related to academic dishonesty, decisions regarding a grade, decisions related to transfer credit, and dismissals for poor scholarship, the following Special Academic Appeals policies apply:

Appeal for Change of Academic Record:

The student's written request for an appeal is the student's opportunity to explain reasons or present mitigating circumstances why the academic record should be changed.

By way of example, the reviewing body or individual reviewing and considering the appeal may take into consideration such circumstances as:

1. A student attempt to drop a class through LOCUS was not properly executed.
2. Extraordinary circumstances prevented a student from properly withdrawing from the University. In such cases, students must produce documentation of their unique situation (*i.e.*, death of a parent, hospitalization, serious illness) and a written explanation of why this situation might merit an exception to University academic policies.

Except as otherwise provided above, an appeal for change of academic record should be made in accordance with the procedures and deadlines outlined in the General Academic Appeals [hyperlink back to the top of the page] section above.

Appeal for Decision Related to Academic Dishonesty:

According to policies on academic grievances, students may appeal the decisions of cases involving accusations of academic dishonesty according to the academic grievance procedures at http://luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml.

Appeal for Decision Regarding a Grade:

According to policies on academic grievances, students may appeal the decisions of cases involving individual student complaints of the appropriateness of course grades according to the academic grievance procedures at http://luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml.

Appeal for Decision Related to Transfer Credit:

Students requesting review of their transfer credit decision, communicated by the Office of Registration and Records, may do so by submitting a formal written letter of appeal to the Office of Records and Registration, Associate Registrar, Transfer Evaluation, who will review the appeal. This formal appeal letter is the student's opportunity to explain reasons why the student's request for transfer credit should be reconsidered. Documentation, if appropriate, should be provided to support the student's position. No appeal will be considered until all final, official transcripts are received by the Office of Records and Registration.

For new students, an appeal related to transfer credit must be made within the first semester of entrance to the University. For students enrolled for more than one semester, an appeal related to transfer credit must be made within the semester after the transfer credit decision was conveyed to the student.

Where a transfer credit decision is disputed, credit will be changed only if it is determined upon appeal that the decisions regarding transfer credit were either a result of improper procedures or were based upon inaccurate or incomplete information at the time the transfer credit decision was initially prepared. Students will be notified of the outcome of their appeal of transfer credit articulation **decision** by the Associate Registrar within 30 calendar days.

A student may request review of an appeal decision made by the Associate Registrar from the Registrar. All appeal decisions made by the Registrar are final.

The Transfer Credit for New Freshmen policy is found at:
(http://luc.edu/academics/catalog/undergrad/reg_transfercrpol.shtml).

Appeal for Dismissal for Poor Scholarship:

The dismissal appeal procedure is designed to arbitrate exceptional cases of a complex nature. It is not available to circumvent standard requirements (*e.g.*, grade standards, grade point average standards, or examination standards). Generally, a dismissal will be overturned only when a student is able to produce specific documentation that proves University error or extraordinary circumstances beyond the student's control that warrant an exception to University academic policies.

Students dismissed due to poor scholarship may appeal their dismissal by submitting a formal written letter of appeal to their Dean. Students enrolled in more than one school may only submit one appeal in the Dean's office of their choosing from which they were dismissed. This letter is the student's opportunity to explain any mitigating circumstances or reasons why the student's dismissal should be reconsidered. Documentation, if appropriate, should be provided to support the student's position. The request for an appeal must include the student's full name, Loyola student identification number, and Loyola email address (students not enrolled may provide a valid non-Loyola email address).

The appeal must be made within two weeks (14 calendar days) of the date of e-mail notification of academic dismissal. Upon submission of their formal letter of appeal, students must also schedule a meeting with their academic Dean's office.

Appeal decisions made by the Dean are final and are ineligible for further appeal. A student may request an appeal decision made by an Assistant or Associate Dean be considered by the Dean.

Appeal decisions will be made within 30 calendar days of the receipt of the written student request for an appeal. The outcome of the request for an appeal will be provided directly to the appealing student in writing via the student's official Loyola email address. For a student no longer enrolled at Loyola, the appeal outcome will be sent to the email address provided in the student's initial written request for an appeal.