



APPEAL OF ACADEMIC DISMISSAL

This form should be submitted to a student's undergraduate academic dean's office when a student believes they have extenuating circumstances that warrant a review of the dismissal. For information about academic standards and regulations, including academic appeals and deadlines, please visit the Undergraduate Studies Catalog [website](#).

Student Name: _____ Today's Date: _____

LUC Student ID #: _____ Student Email: _____@luc.edu

Rationale

Your written request for an appeal is the opportunity to explain reasons why your academic dismissal should be reviewed. Reasons may include extraordinary circumstances that negatively impacted your ability to be successful (e.g., death of a family member, hospitalization, serious illness, etc.). In such cases, you must produce documentation of your unique situation(s) and a written explanation of why this might merit an exception to University policy.

Documentation

Attach labeled copies of any memoranda, letters, or other documentation to support your appeal. Examples may include:

- Medical documentation (sensitive information may be redacted)
- Police records

Plans for Success

Explain how you have resolved the issue(s) that impacted your ability to be academically successful. Provide an overview of how you plan to make academic progress should you be reinstated.

Read Carefully Before Signing

This is an appeal of my dismissal from the University, but is not a guarantee of a review or reinstatement. I clearly understand the academic standards and regulations stated in the Undergraduate Studies Catalog. I believe that my request stated above is accurate, reasonable, and within the limits of these standards. I further understand that:

1. I am responsible for knowing the guidelines for submission of this appeal;
2. I am required to submit this appeal within 14 days of my dismissal notification;
3. an administrative decision will be made within 30 days and written notification of that decision will be provided via Loyola University email;
4. I will be notified in writing via Loyola University email if a decision may take longer than deadline explained above due to major University events/activities that may hinder the review process;
5. the decision rendered on the appeal by the appeal committee is final.

Student Signature: _____

For Office Use Only

Completed by Dean(s) of School/College

Prior Appeals Submitted:

- Yes** **Number of appeals:** _____
 No

Appeal Decision:

- Approved**
 Denied

Rationale:

Dean Signature

Date