



**School of Continuing and Professional Studies**

Lewis Towers 401 • Water Tower Campus

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## Non-SCPS Student Appeal to Enroll in a SCPS Course

Students seeking permission to take a course with the School of Continuing & Professional Studies should work with their assigned primary academic advisor to complete this form and discuss their eligibility. Students must demonstrate academic need to complete a specific course to be taken during a specific term. Your academic advisor will verify if academic need has been met prior to the submission of your appeal.

This form must be submitted by the student’s primary academic advisor to [scps@luc.edu](mailto:scps@luc.edu). For more information, please visit the SCPS website: <https://www.luc.edu/adult-education/admission/nonscps-enrollment/>

STUDENT INFORMATION			
<b>LID</b>		<b>DATE</b>	
<b>FIRST NAME</b>		<b>SCHOOL/COLLEGE</b>	
<b>LAST NAME</b>		<b>GPA</b>	
<b>LUC EMAIL</b>		<b>HOURS EARNED</b>	
COURSE INFORMATION			
<b>COURSE SUBJECT/NUMBER</b>			
<b>SECTION #</b>			
<b>TERM</b>			
<b>RATIONALE</b>			
<b>ADVISOR</b>			
<b>ADVISOR SIGNATURE</b>			
FOR ADMINISTRATIVE USE ONLY: SCPS OFFICE			
<b>SCPS REVIEWER</b>			
<b>DATE</b>			
<b>DECISION</b>	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DECLINED		
<b>RATIONALE</b>			