



Preparing people to lead extraordinary lives

UNDERGRADUATE STUDENT REQUEST TO DISCONTINUE COLLEGE/SCHOOL PROGRAM

For multiple-degree-seeking students only

Students who are currently enrolled in multiple schools (programs) and who wish to discontinue one of the programs must complete this form and submit it to the college/school dean's office of the program they are requesting to discontinue.

1. Name: _____
Last First Middle

2. Student ID Number: _____ 3. Loyola E-mail Address: _____

4. Permanent Address: _____
Number and Street City State ZIP Code / Country

5. Perm. Phone: (_____) _____ 6. Cell Phone: (_____) _____
Area Code Number Area Code Number

7. I am **concurrently enrolled** in the following schools (check all schools in which you have a *Major* declared):

- College of Arts and Sciences
Major(s): _____
- Engineering Science
Major: _____
- Institute of Environmental Sustainability
Major: _____
- Marcella Niehoff School of Nursing
Major: _____
- Quinlan School of Business
Major(s): _____
- School of Communication
Major: _____
- School of Education
Major: _____
- School of Social Work
Major: Social Work
- St. Joseph College Seminary
Major: Philosophy

8. I wish to **discontinue** enrollment in the following school:

- College of Arts and Sciences
- Engineering Science
- Institute of Environmental Sustainability
- Marcella Niehoff School of Nursing
- Quinlan School of Business
- School of Communication
- School of Education
- School of Social Work
- St. Joseph College Seminary

9. Total number of credit hours earned: _____

10. *Minors* I wish to maintain or declare: _____

Signature: _____ Date: _____

Please return this form to the office of the College/School which you are requesting to discontinue:

College of Arts & Sciences
 Sullivan Center 235, LSC
 Lewis Towers 930, WTC
 CASLOYOLA@LUC.edu

Institute of Environmental Sustainability
 BVM Hall 300, LSC
 IES@LUC.edu

Quinlan School of Business
 Schreiber Center 320, WTC
 QuinlanUBUS@LUC.edu

School of Social Work
 Maguire Hall 5th Floor, WTC
 SOWK-Advising@LUC.edu

Engineering Science
 Cuneo Hall 315, LSC
 EngineeringScience@LUC.edu

Marcella Niehoff School of Nursing
 BVM Hall 800, LSC
 SONAdvising@LUC.edu

School of Communication
Email Submissions Only:
 LoyolaSOC@LUC.edu

St. Joseph College Seminary
 1120 W. Loyola Avenue, LSC
 Visit cometojoseph.com

School of Education
 Lewis Towers 11th Floor, WTC
 SOEAdvising@LUC.edu

FOR OFFICE USE ONLY:

Received by: _____ Date Received: _____

File/documents, if any, uploaded to DocFinity

LOCUS:

- Check for MINR plan(s) under program that is being discontinued, and add MINR plan(s) to remaining program
- Discontinue program in Student Program/Plan
- Update Student Advisor assignments as necessary
- Add LOCUS Comment