

FILL OUT FORM USING "FILL AND SIGN" WITH FREE ADOBE READER SOFTWARE: THEN CIRCULATE SCANNED FORM (or pictures of form, both sides) VIA EMAIL

**1. Financial Aid Statement on reverse of form:**

**A-Glh**, John-Michael Rogers jarogers@loyno.edu

**Gli-Or**, Keisha Williams khwilli1@loyno.edu

**Os-Z**, Tara Johnson thjohnso@loyno.edu

**2. Then send to your college-level CMM Advisor:**

Laura Jayne ljayne@loyno.edu OR

Carmen Balthazar cmbaltha@loyno.edu

**PERMISSIONS TO TAKE COURSES AT ANOTHER UNIVERSITY or REQUEST FOR LETTER OF GOOD STANDING**

Loyola University has a plan for your success and you should take your classes at Loyola. However, we realize that there are extenuating circumstances when this may not be possible. Permission to take courses elsewhere will be granted only when the student can demonstrate compelling reasons to do so. Examples of compelling reasons include:

- The course is needed for graduation within the academic year and is not being offered at Loyola during that timeframe or course sections have filled/closed.
- A student needs to take a course during the summer semester due to a prior course withdrawal, failed course, or other academic reasons, and the course is not being offered by Loyola during the summer session or course sections have filled/closed.
- Courses beyond the 120 hours requirement are needed for post-graduation certification testing (ex: the CPA exam).

**Note: the cost of a Loyola course and other financial matters are not considered a compelling reason for enrolling elsewhere.**

- Junior Colleges & Community Colleges: Students who have attained Junior status, 56 earned credit hours, by the end of the current semester will not be permitted to attend classes at a Junior or Community College. Applications can only request permission to attend a 4-year school.
- Students who have or who will have started into their final 30 credits by the end of the current semester are not permitted to attend courses at other schools. The final 30 credits must be completed at Loyola.
- Credit will be awarded only as earned hours for approved courses in which grade of C or above have been earned; grades of C- or below will not receive credit. Grades do not transfer, only the earned hours.
- After completion of the course, students must submit an official copy of the transcript from the other institution to the Dean's office for evaluation of transfer credit.
- Loyola students on approved medical leave may be allowed to take up to 9 credit hours of coursework elsewhere with permission of the associate dean. Please see medical leave policy.
- If a student is placed on academic probation as a result of the current semester's grades, permission is rescinded.

**PLEASE COMPLETE THE INFORMATION BELOW AND THE JUSTIFICATION STATEMENT ON THE REVERSE OF THE FORM.**

**Student Name:** \_\_\_\_\_ **CWID #** \_\_\_\_\_

**Student's Current Mailing Address** \_\_\_\_\_  
 (Dorm name and mailbox # is okay) \_\_\_\_\_

**Permission is requested for the following Term:** Fall/Year \_\_\_\_\_ Spring/Year \_\_\_\_\_ Summer/Year \_\_\_\_\_

**Give Complete Name and Address** \_\_\_\_\_

**Of School Student Wishes** \_\_\_\_\_

**To Attend** \_\_\_\_\_

Requested courses may not be used to satisfy Loyola Core requirements	Home school's Course Number & Title:	# of credits	Loyola Equivalent Course-Number & Title	How do you want this course to count for you at Loyola
No more than two courses per Summer session				

*Attach Course Description/s before emailing request!*

