ENROLLMENT

Cohorts
In their first two terms, Arrupe College students are part of and take classes as morning or afternoon cohorts. Though incoming students may indicate their cohort preference, cohort placement is at the discretion of the College. Sophomore students (having earned at least 31 credits) may enroll in any open class that meets their degree requirements.

Bridging Cohorts
In some instances, the Associate Dean of Academic Affairs or designated proxy may allow first year students to take classes across cohorts; that is, classes in both the morning and afternoon. In these cases, students will remain affiliated with their original cohort and return to their intended schedule for subsequent terms.

Changing Cohorts
First year students are allowed to submit a request to change cohorts in writing to the Associate Dean of Academics or designated proxy. Students cannot switch cohorts during an active academic term.

Full-Time Enrollment Requirement
Students at the College are required to enroll full-time, in at least six credit hours (two courses) per summer session and at least 12 credit hours (four courses) per semester. Loyola’s Financial Aid Office also defines full-time enrollment as 12 credit hours per semester. Students who follow this policy are eligible for maximum financial assistance.

FAFSA Verification
If a student is selected by the Office of Financial Aid to verify their FAFSA, they must complete the verification process before registering for subsequent sessions. Failure to complete verification will result in a tuition balance and registration hold. Outstanding verification documentation is itemized under the “To Do” banner in LOCUS.

Outstanding Account Balances
Students with an outstanding balance, who are not on a payment plan (IPlan), may not register until the account balance is settled in accordance with the Office of the Bursar’s policies and practices.

Part-Time Registration Appeal
Students who intend to enrol in fewer than two classes in a summer session or four classes in a semester must submit the Part-Time Enrollment Request Form to the Associate Dean of Academic Affairs on the first of the registration month. Approval is at the discretion of the Associate Dean of Academic Affairs.

Students who enroll part-time understand that transitioning to part-time status could affect financial aid, tuition charges, and date of anticipated graduation.

Full-Time-Plus Registration Appeal
Under certain circumstances, a student may wish to enroll in 14 credits or more in a given semester (or 8 credits or more in a summer term) to maintain progress towards a timely graduation. A student may submit a request to the Office for Academic Affairs through their advisor to do so.

To be eligible, the student must have earned at least a “C” GPA average (2.0) in the most recent term or semester and have fewer than two “F” grades on their transcript.

Request for Leave of Absence
In cases where extenuating circumstances significantly impact a student’s ability to attend class (i.e. medical condition, emotional trauma, crisis in the home, etc.), they may request to take a leave of absence over a semester or session by submitting a Leave of Absence Request Form to the Assistant Dean of Academic Affairs.

A student granted a leave of absence will not register for classes for the term of the leave. Therefore, financial aid will not be disbursed, nor will the student be assessed tuition or fees for that term.

Students on leave will not be deactivated from the program and will be eligible to apply for financial aid upon their return. However, students who do not register for the term in which they indicated they would return nor file an appeal with the Associate Dean of Academic Affairs for an extension of their Leave of Absence will be administratively deactivated.

Students who want to return from a Leave of Absence should complete the Reinstatement Form and submit it to the Assistant Dean. Students who want to return after more than two semesters of leave or deactivation must reapply.

Repetition of Course(s)
Students may repeat a course in which they previously received a passing grade only after they meet with their assigned academic advisor. The student will then request a class registration override from the Assistant Dean of Academic Affairs. Authorization to repeat courses merely to improve the grade will rarely be given.

The grade in a repeated course does not replace the original grade earned. The grades in both courses are averaged together. For example, if a student received a “D+” in a 3-hour course and a “B-” in the repeat, the quality points are added together (12.00) and divided by the total hours of both courses (6.00). This provides the course grade point (2.00).

In an authorized repetition of a course the student will not receive credit hours toward graduation for both courses. The student will only receive credit hours toward graduation for equivalent to one of the courses (3 hours) since credit hours in the course have already been earned. The repeated course, however, is counted for attempted hours and quality points for the accurate computation of grade point average for the term in which it is taken.

Cross-College Enrollment
Students may take coursework at another college within Loyola University Chicago needed to fulfill a desired program or degree requirement at the senior institution. Eligible students must meet the following criteria:

1. a cumulative GPA of a 3.0 or higher,
2. sophomore standing (27 or more earned credit hours), and
3. permission from both the Associate Dean of Academic Affairs at Arrupe College as well as the dean from the receiving college.

Students may enroll in no more than one class outside Arrupe in a given term.
Voluntary Withdrawal

Students who withdraw from a course or courses do so understanding that a change in registration status may impact financial aid (distributed and undistributed), tuition charges, and academic marks (W, WE, etc.).

Voluntary Withdrawal from Course(s)

If, during the academic session, a student wishes to withdraw from one or more courses, they must submit a Request to Withdraw from Course(s) Form after meeting with their academic advisor. Final approval for withdrawal rests with the student and their advisor. Please refer to Loyola’s Academic Calendar for the last date to withdraw from a course or courses. Students will incur full financial obligation to the college.

Voluntary Withdrawal from an Academic Term

An enrolled student who wishes to withdraw from all of their coursework during an academic term must complete a Request to Withdraw from Course(s) Form and complete the Intent to Withdraw for WE. A student is considered to be in attendance until such notice has been submitted. It is the student’s obligation to inform the Assistant Dean of Academic Affairs in writing of an Emergency Withdraw.

Voluntary Discontinuance

A student who is considering withdrawing from Arrupe College should schedule a meeting with their faculty advisor and the Associate Director of Financial Aid. The purpose of this meeting is to discuss the impact of withdrawing and to strategize for future success.

If the student chooses to withdraw from all coursework, they must complete the Request to Withdraw from Course(s) Form. If the student chooses to withdraw indefinitely from the university or remain inactive until further notice, the student will be Discontinued. The student will be withdrawn from all registered coursework and reimbursed for tuition based on the Office of the Bursar’s tuition recalculation schedule. The student understands a full withdrawal may trigger a Title IV financial aid review, which may result in a return of Title IV monies at term’s end. This means the student may attrite with an outstanding tuition balance, for which they will be held financially liable.

Deactivation

Deactivation means a student is no longer actively enrolled at Arrupe College, and is equivalent to an administrative suspension.

Students will be notified in writing that they have been administratively deactivated from the college.

Former students who wish to reactivate their program status the semester following the deactivation of their program must apply for reinstatement by filing a Reinstatement Appeal with the Assistant Dean of Academic Affairs. The appeal must be submitted no later than one month prior to the start date of the term in which they wish to be reinstated.

Deactivation for Non-Attendance

Students who demonstrate no academic activity within the first week of the term will be notified of pending deactivation via campus email and post at the end of the first week. Students who do not appeal by the end of the second week will be withdrawn and deactivated from the college. By terminating enrollment, financial aid will not be disbursed and billing for the current term will be canceled. Students will be held financially liable for outstanding balances from previous terms.

Deactivation for Non-Attendance

Unless granted appeal, students who have not registered for the subsequent term will be notified of pending deactivation from the program via campus email and post at least one week prior to the end of the late registration period. If the student in question does not appeal by the end of the late registration period he/she will be deactivated from the program. Late registration periods are noted on the Arrupe Academic Calendar.

Readmission Policy

Students who have been deactivated, withdrawn or dismissed may apply for readmission to the Office of Admission. Students must apply to be readmitted for a term no later than 1 year from the date of dismissal or deactivation. Students may apply for reentry in fall, spring or summer. The Associate Dean of Academic Affairs will review readmission applications. Students must demonstrate academic and professional potential which might include attaining a 2.0 at another accredited institution.