PERMISSION TO TAKE COURSEWORK AT OTHER UNIVERSITIES

Policy on Prior Permission to Take Coursework at Other Universities

Undergraduate students are limited to a total of 12 hours of study at other regionally accredited U.S. colleges and universities after they matriculate to Loyola. This includes those who matriculate as freshmen or as transfer students. Transfer students who transferred in with 60 or more hours may not take additional courses elsewhere.

Prior permission is mandatory. Students must obtain permission to take a course at another U.S. institution prior to enrolling in it. Prior permission will be granted by advisors or the dean, chairperson, or program director as outlined below.

In addition, credit earned via Loyola-approved study abroad programs are not included in this 12 hour limit, and are subject to a different approval process. For more information on how study abroad credit is approved, visit the Study Abroad web site (https://www.luc.edu/studyabroad/).

Summer Study

Students who wish to take courses during the summer session are encouraged to take courses offered through Loyola's Summer Sessions. Prior permission may be granted to take a course at another U.S. institution only if a comparable course is not offered during Loyola's Summer Sessions. Financial reasons alone (e.g., a course is less expensive than at Loyola) are not sufficient for approval.

An academic advisor may approve courses to fulfill elective credits. A dean, chairperson or program director may approve courses to fulfill major/minor requirements or electives within major/minor requirements.

Students who wish to study abroad, i.e., take courses for credit at any institution outside the 50 United States (even if the courses or study abroad program is offered via a U.S. accredited institution) must apply through the Office for International programs (OIP) and receive OIP permission before enrolling in courses or department from the U.S.

Core Curriculum Credits

Because of the nature of Loyola's outcomes-based university Core Curriculum and the pedagogical integration of learning on knowledge, skills and values, all Core classes must be taken at Loyola. Special circumstances for granting exceptions to this policy will be the responsibility of the faculty director of the Core Curriculum.

Completing a Request for Approval

For courses at U.S. institutions, the student and academic advisor (or the dean, chairperson, or program director) must complete the following form: Appeal For Permission to Take Courses Elsewhere (https://www.luc.edu/media/lucedu/registrationrecords/pdfs/Appeal%20to%20Take%20Courses%20Elsewhere.pdf). The student should meet with an academic advisor to discuss requests for permission to take courses at another U.S. institution in the summer. The form must be submitted in time to secure permission prior to enrolling in a course at another institution.

Students who wish to study abroad, i.e. take courses for credit at any institution outside the 50 United States (even if the courses or study abroad program is offered via a U.S. accredited institution) must apply through the Office of International Programs (OIP) and receive OIP permission before enrolling in courses or department from the U.S. This process and the associated deadlines are outlined on the Study Abroad web site.