APPEAL FOR CHANGE OF ACADEMIC RECORD

This form should be submitted to a student's assigned primary academic advisor when a student requests a change to their academic record for a course or courses in a term that has been completed. Students have up to one year after the completion of the term to appeal for a change to their academic record.

Today's Date: _____   Student Name: _____

Academic Advisor: _____   LUC Student ID #: _____

College/School: _____   Student Email: _____@luc.edu

Student Alternate Email:_____

Mobile Phone Number:_____

Check next to the primary factor(s) below that contributed to your decision to submit an appeal:

- ❑ Academic program not offered at Loyola
- ❑ Chronic illness of withdrawing student *
- ❑ Death of parent/legal guardian or medical issue of a family member and the withdrawing student must become a part-time or full-time caretaker of family member*
- ❑ Dissatisfaction with Loyola faculty and/or academic support
- ❑ Dissatisfaction with Loyola campus culture
- ❑ Employment conflict
- ❑ Extreme financial hardship *
- ❑ Mental health condition, serious injury or illness of withdrawing student *
- ❑ Natural or man-made disaster (e.g., tornado, fire, flood)
- ❑ Sexual assault (survivor, witness, or bystander of a sexual assault)
- ❑ Sudden or consistent lack of transportation which affected the withdrawing student's ability to meet in person attendance requirements. *
- ❑ Other situations, at the University's sole discretion, which are deemed to result in significant hardship to the withdrawing student

*These factors may allow a student who is experiencing a significant financial or physical hardship to qualify for an emergency withdrawal. An emergency withdrawal may not affect a student's tuition and fees. Students are still responsible for tuition charges based on the withdrawal schedule. **Note:** Emergency withdrawal applies only to requests for a **complete withdrawal** from **all classes**.

- ❑ I wish to **opt out** of consideration for a complete emergency withdrawal. An emergency withdrawal means that my academic record will reflect the grade of "WE" and I will not incur additional late fees on my account.

If you are eligible for an emergency withdrawal consideration you will be notified.

Written Explanation

Please write an explanation below of why the factor(s) you selected have led to your decision to submit an appeal. If your request is not related to a change impacting all classes in a given academic term, you must provide an explanation for the discrepancy among classes. Within your statement, you must also address plans to be successful in future semesters if you intend to continue as a student at Loyola University Chicago.

Documentation

Where you are requesting a change to your record, it is strongly recommended that you provide documentation related to your situation(s) to support your request. If you've opted in for Emergency Withdrawal consideration, documentation is required.

Course Information

Provide information below for any course(s) that you are requesting a change of academic record.

Class Number	Subject & Course Number	Section Number	Term Enrolled	Term Hours	Instructor	Final Grade	Last Date of Activity	Confirmed (Office Use Only)

Student Acknowledgement

Please read the following section carefully, initialing for acknowledgment, before signing and submitting this form.

Where this request includes a change of academic record, submitting this request does not guarantee this change. A decision to change a student's academic record may be driven by a student's last date of activity in a course, which includes, but is not limited to, verification by instructor(s) and online course site activity.

_____I have read the withdrawal policies and I clearly understand the academic standards and regulations stated in the Academic Catalog. My request stated above is accurate, reasonable, and within the limits of these standards.

_____ I am responsible for knowing the guidelines for submission of this form, including the requirement that my request be submitted within one calendar year after the last day of the academic term in question. An administrative decision will be made within 30 days of the submission of this request and written notification of that decision will be provided via Loyola University email. I will be notified in writing via Loyola University email if a decision takes longer than the deadline explained above.

_____ I am aware of the financial implications of my decision to request a change to my academic record. The Financial Aid Office can be reached at 773-508-7704 or lufinaid@luc.edu to discuss the financial implications of withdrawing.

_____ I am not a campus resident, OR if I am, I have cancelled my housing contract with Residence Life. Housing contracts can be cancelled online via https://forms.luc.edu/eRelease/login.htm. *(For complete withdrawal from the university)*

_____ I am aware that my LUC ID card will be deactivated upon my withdrawal. *(For complete withdrawal from the university)*

_____ I am aware of the steps required to return to LUC if I choose to do so in the future.

_____ I am not an international student, OR if I am, I have confirmed my plans to withdraw with the Office of International Programs. OIP can be reached at 773-508-3899 or isss@luc.edu

_____ I understand that by signing and submitting this form, I acknowledge I have read the information above and the appropriate policies within the Academic Catalog. All decisions related to the submission of this request are final.

Student Signature: _____

For Office Use Only

Completed by Advisor	*Completed by Dean(s) of School/College*
Student Academic Career: _____	Prior Appeals Submitted:
Loyola GPA: _____	❑ Yes Number of appeals: _____
	❑ No
Status:	
❑ Enrolled	**Appeal Decision:**
❑ Non-enrolled	❑ **Approved**
	❑ **Denied**
Academic Standing:	
❑ Good standing	**Rationale:**
❑ Probation (send to Dean of School/College)	
❑ Dismissed for poor scholarship (send to Dean of School/College)	
❑ Student directed to contact Financial Aid	
	Forms Submitted:
❑ Student Informed of Decision, Date:_____	❑ Change of Registration
	❑ Change of Grade
	❑ File/Documents, if any, reviewed and uploaded to Docfinity
	❑ Note Added to Student Record (LOCUS/Navigate)
_____	_____
Advisor Signature	Date
_____	_____
Dean Signature	Date