

SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

SCPS Graduate Academic Policies Academic Advising

Upon admission, graduate students are required to meet with their primary academic advisor and discuss the overview of their academic plan. Throughout their time, students may schedule advising appointments with their academic advisor regarding any registration or enrollment questions.

The University uses LOCUS and particularly the Academic Requirements Report (ARR) as an official record of all courses completed and to be completed by the student. The Microsoft Excel electronic audit is also used as a tool to assist students in devising a graduation plan.

A file review and graduation audit are completed for all graduate students when they apply for graduation to ensure that the classes necessary for graduation have been or will be completed.

Academic Grievance Procedure

SCPS graduate students are held to the academic grievance policies and procedures outlined within the University's undergraduate academic standards and regulations: <https://catalog.luc.edu/undergraduate-academic-standards-regulations/>.

Academic Integrity

SCPS graduate students are held to the academic integrity policies and procedures outlined within the University's undergraduate academic standards and regulations: <https://catalog.luc.edu/undergraduate-academic-standards-regulations/>.

Academic Standing

A graduate student is in good academic standing if they:

1. Meet the standards of quality of their academic program and SCPS;
2. Makes satisfactory progress toward completion of degree requirements within the established time limit; and
3. Fulfills SCPS' requirement regarding grade-point average. Students who are not in good academic standing are not eligible to receive a degree and cannot hold an award.

A cumulative GPA of at least 2.8 is required for a student to be considered in good academic standing. Students must be in good academic standing to graduate and have their degree and/or certificate conferred.

Academic Probation

The review for academic standing is completed at the end of the term (fall and spring 16-week semester and 12-week summer semester) and not at the end of each 8-week session. When a student's cumulative GPA falls below 2.8 at the end of the term, they will be placed on academic probation and are required to complete an Academic Improvement Plan, and, may be restricted in enrollment.

Students will have one semester on academic probation. During this semester on academic probation, students must either:

- a. Raise their Loyola cumulative GPA to at least 2.80 (i.e., return to good standing), or
- b. Achieve a semester GPA of at least 3.00 to continue on probation for one additional semester.

If students do not satisfy either (a) or (b), they may be dismissed from the University (i.e., dropped for poor scholarship). For the semester on academic probation, students may not request "Incompletes" or withdraw from a course without permission from their academic advisor.

Dismissed For Poor Scholarship

Students who do not meet the requirements of academic probation and do not return to good academic standing will be dismissed for poor scholarship.

Admission

Admission on Condition (Unofficial Transcripts)

Conditional admission may be offered to those who have submitted unofficial (self-submitted) or in-progress transcripts (applicant is still enrolled at previous institution at the time of admission). These admitted students must request that official transcripts be submitted to gradapp@luc.edu before the end of the first term of enrollment, or a hold will be placed on their account so that they may not register for future terms.

Admission on Probation

Admission on probation may be offered to students who do not meet the academic requirements for admission. These students will have the opportunity to demonstrate their ability to succeed academically while on academic probation.

For **undergraduate students**, the terms for admission on probation are as follows:

- Students must pass CPST 200 Introduction to Degree Completion in their first session.
- Students must earn a cumulative grade point average of 2.5 in their first 12 credit hours of coursework.

At the completion of their first 12 credit hours, the student's record will be reviewed to determine if the GPA and CPST 200 requirements have been met and their status updated to one of the following:

- Good academic standing. If the student achieves the required 2.5 GPA on the 12 credit hours and their cumulative GPA is 2.0 or higher.
- Continued on probation. If the student achieves the required 2.5 GPA on the 12 credit hours but still needs to bring their cumulative GPA to 2.0 or higher, they will be given the opportunity to continue to improve their GPA with future enrollment.
- Dismissal for poor scholarship. If the student fails to earn a 2.5 GPA on the 12 credit hours, they will be dismissed from the university.

For **graduate students**, the terms of admission on probation are as follows:

- Students must earn a cumulative grade point average of 2.8 (good academic standing) by the end of their first semester.

At the completion of their first semester, the student's record will be reviewed to determine if the GPA requirement has been met and their status updated to one of the following:

- Good academic standing. If the student achieves the required 2.8 cumulative GPA or higher.
- Dismissal for poor scholarship. If the student fails to earn a 2.8 cumulative GPA, they will be dismissed from the university.

Admission on Probation (Paralegal Studies Certificate Students)

Students who do not meet the 2.5 minimum undergraduate GPA requirement for the post-baccalaureate certificate programs may be conditionally admitted if the admission committee agrees that the student has the potential for success in paralegal studies at this level. These students will have the opportunity to demonstrate their abilities by achieving a 2.5 minimum GPA in the first two sessions of study. At that point, their files will be reviewed for a change in status to either good academic standing or dismissal for poor scholarship.

Auditing a Course

All degree and non-degree seeking students auditing a course must first receive approval from the SCPS Assistant Dean. Course auditing will be allowed only in rare and special circumstances. Students auditing a course will be assessed tuition on a per-credit basis at 50% of the normal tuition rate.

Students must complete the University's graduate audit request form, email it to the Assistant Dean, and on approval it will be submitted to the Office of Registration & Records. This form is found on the Registration & Records website here: <https://www.luc.edu/regrec/aboutus/forms/>

Completion of this form does not constitute registration for the course; the student is responsible for registering for the course via the university's registration system and must do so prior to the late registration deadline to avoid a late registration fee. The completed form must be received by the SCPS Dean's office before the audit deadline as stated on the academic calendar on the SCPS website. SCPS will not approve a request received after the deadline.

Class attendance is required, and auditors have a right to participate in class discussions. A grade of AU indicates satisfactory attendance; a grade of W will be assigned in cases of unsatisfactory attendance. Auditors do not complete course papers, examinations, or other assigned projects.

A course that is audited does not count as hours attempted, and therefore is not considered in determining a student's enrollment status (i.e., whether the student is classified as full or part-time) and is not eligible for coverage by a tuition scholarship.

Class Attendance/Student Accountability Expectations of Students

Students are expected to treat their classroom and SCPS community obligations as they would treat any serious professional engagement. The following expectations apply to all students within the SCPS community at all times:

- Students are expected to behave ethically and respectfully within the SCPS community, and according to the Academic Integrity policy and Community Standards as found in the Academic Catalog.
- Students must use and check Loyola email and Sakai for all correspondence with SCPS faculty and staff.

- Students are responsible for reviewing and understanding University and SCPS policies and calendars.
- Students should meet regularly with their academic advisor

Students should also adhere to the following expectations before and during their courses:

Before classes:

- Complete Mastering Learning Tools (new degree-seeking students).
- Attend the SCPS orientation, when applicable.
- Purchase books or obtain course materials prior to the start of the course.
- Review the syllabus carefully prior to the start of the course and contact instructor with questions.
- Enroll prior to the session/term start date. Late enrollment is highly discouraged. Instructors are not required to make accommodations or accept late assignments due to late enrollment.
- Students who have accessibility needs must work with the Student Accessibility Center (SAC) prior to the start of class. Students should start the process with SAC at least two months prior to the start of the 8-week session.

During Classes:

- Adhere to deadlines and timetables established by the instructor and submit work on time. Any variations/conflicts must be communicated in advance and approved by the instructor.
- Proactively communicate with instructors and academic advisor about any concerns, difficulties, or scheduling conflicts or missed sessions of the course.
- Prepare thoroughly for each session in accordance with the instructor's request.
- Arrive promptly for the start and remain until the end of each synchronous class meeting.
- Participate fully and constructively in all class activities and discussions.
- Display appropriate courtesy to all involved in the class sessions. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to, the cultural, religious, sexual, and other individual differences in the University community.
- Provide constructive feedback to faculty members regarding their performance, through the university's formal course evaluation, administered at the end of each 8-week session.

Class Attendance/Student Accountability

Due to the intensive nature of each course, students' success in SCPS courses will heavily depend on their attendance and participation in the course. The choice to pursue a degree or certificate will likely involve adjusting one's schedule to avoid conflicts whenever possible. The value placed on class participation as a component of the final grade in any course is at the discretion of the individual instructor and will be stated in the syllabus.

Courses may include both synchronous and asynchronous components. Asynchronous coursework is independent coursework students complete within a certain time frame, but students are not required to be online at a specific day or time. Synchronous coursework refers to online meetings that occur at a designated date and time as set by the course instructor. Required synchronous meetings will be communicated in

advance of a student registering for a course and are included within the SCPS course schedule and are held in the evening (6-9pm, CST) or on Saturdays (9am-Noon, CST).

Students are expected to be present for every required synchronous meeting of the course. If they are unable to attend a class meeting or if they will be late for a class, they must notify the instructor in advance of the absence. Requests for missed class meetings should only occur for circumstances that are truly unavoidable and students are responsible for reaching out to their instructor in advance of the start of the session.

Each course's instructor reserves the right to make judgment on accepting and/or making up assignments missed because of class absence for a required meeting. That policy will be clearly expressed in the course syllabus. Unexcused absences may result in failing the course. Please understand, if an instructor allows an excused absence, even with an approved modification to the required meetings for a course, any change to the required components of a course will impact the student's experience and can impact a student's learning and performance.

Understanding When a Class Begins

All classes start with the start of the 8-week session and not when the first required meeting date is scheduled for the course. Any required meeting a class has, whether it is a synchronous meeting for an online class or an on-campus meeting, will be clearly listed within the SCPS course schedule for the semester.

Non-Participation in Class and Withdrawal

Students must withdraw from a course within LOCUS to be considered withdrawn. Non-participation in a class, without formal withdrawal in LOCUS, does not constitute a withdrawal from a course. Students who do not withdraw from a course in LOCUS will have their grade computed on the basis of the work completed and may receive an 'F' grade.

Paralegal Studies Attendance and Participation Policy

Regular class attendance is required for Paralegal Studies (PLST) classes. Absences in PLST courses are excused only for serious, unavoidable situations, and you are expected to notify the instructor in advance of your absence. Absences from classes rescheduled because of public holidays are not excused, as these dates are provided at the time of registration. If you stop attending a class but do not officially withdraw from it, your grade will be computed on the basis of what work you did complete; you may receive an F if that is the resulting grade.

This accelerated program of paralegal studies requires a heavy commitment of time and energy. We are all balancing personal and professional demands. Our responsibility to you is specifically to prepare you for a paralegal career. When you miss a class, you lose the benefit of our knowledge and experience in the legal workplace, as well as our personal interest in your progress. Your absence may also be unfair to a group project.

In particular, your absence from class generally cannot be excused because of your job responsibilities. You are expected to register for a reasonable course load in light of other demands on your time.

Your success in this program will depend heavily on your attendance and participation in the classroom. The instructor has the discretion to decide whether to accept a late assignment or allow a makeup assignment, and

if so to impose a deduction in the grade for that assignment. Also, the value placed on class participation as a component of the final grade in any course is at the discretion of the individual instructor.

Any student who has more than two absences, excused or unexcused, in a single 8-week session course will not be allowed to continue in that course without the Director's permission. The student will receive a final course grade calculated on the basis of zero scores on all subsequent tests and assignments.

The student must petition the Director for this permission in writing within three business days of the third absence. Relevant factors will include the student's performance in the class, the teacher's assessment of the student's ability to master the missed classes and assignments, and the reason for the absences. As noted above, absences from classes rescheduled because of holidays are not excused, as these dates are provided at the time of registration.

If some of the student's absences are excused, the student will have the opportunity to withdraw from the course, as long as the deadline for dropping a course has not yet passed. The student's grade will then be recorded as W. However, the student is still responsible for the course tuition in accordance with the University's official withdrawal schedule.

Please note that teachers may continue to use class attendance as part of the grading criteria. Also, it is at the teacher's discretion to consider absent a student who arrives late to class or leaves early.

If you cannot attend a class, you are expected to make arrangements to obtain notes and assignments from other students, and to submit any assignments due by the appropriate deadline. It is not appropriate to expect your teacher to give you his or her class notes; this would be unfair to the students who attended the class. Nor is it appropriate to ask the teacher to review or summarize the class for you. Of course, you may ask the teacher questions after you have reviewed the material.

Students who miss exams or quizzes in a PLST course must immediately send a message requesting a makeup to both the instructor and the Director. The makeup will be allowed only on agreement of the Director and instructor that a serious, unavoidable situation (such as illness, family emergencies, or religious holidays) caused the absence. The Director and instructor have the discretion to impose a deduction in the grade for that exam or quiz.

The makeup exam or quiz must then be taken as soon as possible, before the next class meeting, and during regular office hours, 8:30 am to 5 pm. You will be expected to rearrange your work or personal schedule to accommodate the makeup. To schedule a makeup exam or quiz, please contact the Institute Office, 312-915-6820.

You may be asked to provide documentation of the reason for your absence before you will be allowed to make up any quiz or exam. A request to make up more than one missed quiz or exam within two 8-week sessions generally will not be approved by the Director.

Course Registration

Students register for courses via the University's LOCUS system. Registering for a course is the only way to guarantee a place in a course. Registration after the session start date will incur a late registration fee. SCPS does not operate waitlists for any of its courses.

When registration opens for a semester, SCPS students are advised to enroll in all sessions within that semester. For example, for fall and spring 16-week semesters, students should enroll in both 8-week session

I and session II. Students who do not enroll in all available sessions may encounter billing and/or financial aid issues for the semester.

A student must be registered in a course before attending any classes or participating in the course. No student may register for a course after the late registration period.

Late Enrollments

Students may enroll in a course after it has begun only during the add/drop period in Week 1 of each 8-week session during the fall and spring semesters. The add/drop period for summer session courses are shorter, about 1-2 days. Late registration fees apply to enrollment completed during the add/drop period. Students should consult the academic calendar on the SCPS website to learn the dates for add/drop.

Students are strongly discouraged from enrolling after the start of an 8-week session as late enrollment may lead to missed class sessions and assignments. Students are responsible for informing instructors immediately of their late enrollment. Instructors are not required to make accommodations or accept late assignments due to late enrollment. Additionally, students should be aware that it takes up to 24 hours for a student to be uploaded into a course's Sakai site after enrollment in LOCUS.

Double Dipping

Students are permitted to complete multiple programs (i.e. certificates, degrees), even if program requirements overlap. For students completing multiple programs, conferral of your degree or certificate will not be done until program requirements for all programs have been completed. Please understand, while certificate requirements may be completed prior to finishing degree requirements, we cannot confer the certificate earlier in a student's time at Loyola. Conferral for all programs is completed at the same time.

Full-Time Status/Registration Limits

To be considered a full-time student, SCPS students must be enrolled for 12 credit hours per 16-week semester.

Students are not required to meet or maintain full-time status to be in good standing. However, some financial aid (student loans and scholarships), employer tuition reimbursement policies, and other situations may require full-time status in an educational program. It is recommended that students confirm the number of courses they are enrolled in for a given semester with Financial Aid to adjust their budgets accordingly.

SCPS students may register for no more than 9 credit hours in any one 8-week session. Students wanting to take more than the 9 credit hours must receive approval from the Assistant Dean.

Grading and Grading Policies

The University uses letter grades and plus/minus indicators to indicate the quality of a student's achievement in a course. The chart below shows the standardized grading scale used by all SCPS faculty for converting numerical scores into letter grades. No "A+" or "D-" grade is available.

Grade	Grade Points
A	4.0
A-	3.67

B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0

Minimum Grade Requirement

Students must earn a C- or higher in all required graduate courses. Any grade less than C- will not satisfy program requirements.

No Record (NR) Grade

The notation "NR" is assigned in LOCUS for any course in which the student is enrolled but has not participated. Criteria for determining participation includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Participating in an online discussion about academic matters.
- Initiating contact with a faculty member to ask a question or discuss a matter related to the course.
- For online or blended course, participation and attendance is defined as any class activity, including logging into the course on Sakai and accessing any of the course materials.

Pass/No-Pass Option

The Pass/No Pass option is not available for graduate courses or to SCPS graduate students.

Incomplete (I) Grade

SCPS expects students to complete all coursework by the end of the session or term during which a course is taken. However, if a student and the instructor make arrangements in advance, a student may receive a grade of Incomplete (I) at the end of the session/term. The student is to complete the outstanding work and submit it to the instructor according to a schedule approved by the instructor, subject to the following SCPS policies.

A grade of Incomplete for a course is assigned at the instructor's discretion, when justified by unexpected, disruptive situations or circumstances beyond the student's control. These may include personal illness or injury, a death in the immediate family, a natural disaster, or other such emergency. Documentation may be required, at the instructor's discretion.

Incomplete requests should only be submitted where a student has completed a significant portion of the course, and required coursework, and circumstances prevent the student from finishing remaining requirements by the end of the class. For example, if a student has been actively participating in and keeping up with coursework and they encounter life circumstances within the final few weeks of a course

that prevents them from completing successfully, they should contact the instructor to request an incomplete. This request is not meant to be used in those situations where students have been non-participatory throughout the course and need additional time to make up missed assignments from the bulk of the course. In those cases, the student should contact their primary academic advisor to discuss their options.

For any incomplete request, the student must initiate the request by submitting the Incomplete form, found on the Registration and Records website, to the instructor. The instructor will then complete and submit the form according to its instructions and, if approved, enter the grade of Incomplete for the student in LOCUS.

The student must comply with all conditions specified on the form. The latest deadline permitted for submitting the missing work is six weeks after the start of the subsequent semester, but the instructor may specify an earlier due date. If the student does not submit the missing work by the deadline, the instructor enters a grade based on the work completed.

Grading Criteria & Late Assignments

Instructors include an explanation of the grading criteria for each course on the syllabus. Late assignments (if accepted) and exams or quizzes taken late (if permitted) may be marked down, at the instructor's discretion.

Graduation/Commencement

The University awards degrees and certificates four times within each academic year, after every semester: fall semester (December), J-term (January), spring semester (May), and summer semester (August).

Prospective graduates must submit a graduation application in LOCUS. Deadlines for the LOCUS graduate application are as follows:

- Fall graduation: August 1
- Spring graduation: November 1
- Summer graduation: December 1
- J-term graduation: February 1

All financial obligations to the University must be satisfied before the diploma or certificate can be mailed.

Laudatory Status/Honors

No SCPS graduate programs consist of the credit hours required for students to be considered for laudatory status upon graduation. Laudatory status is only available to eligible undergraduate students.

Commencement

The School of Continuing and Professional Studies has a commencement ceremony each year at the end of the spring semester in May on the Lake Shore Campus. Information can be found online at the University's Commencement website: <http://www.luc.edu/commencement>

The May Commencement ceremony includes graduates from the fall, spring, and summer semesters within that academic year.

Honor Societies

Alpha Sigma Nu (ASN)

Alpha Sigma Nu inductees rank in the top 15%, academically, of students in the School of Continuing & Professional Studies. Loyola University Chicago inducts fewer than 5% of its students each year, so it considers Alpha Sigma Nu to be one of the highest honors the University can bestow.

Eligible students are sent an invitation to apply and must meet the following criteria:

- Actively enrolled at time of induction
- Undergraduate students must be juniors or seniors at the time of induction.
- Undergraduate transfers must have completed 1-1/2 semesters at a Jesuit institution.
- Graduate students must have completed 1/2 of their credit requirements at the time of induction.
- Must be in the top 15% of their class
- Demonstrated participation in service activities

SCPS Dean's List

For the fall and spring semesters, students who complete 12 credit hours during the semester and achieved a minimum semester GPA of 3.7 or higher are named to the SCPS Dean's List at the end of the semester.

Leave of Absence

Stop-Out Definition

A stop-out student is a student who has not enrolled for one semester/term or more. Students who do not enroll in a single 8-week session within the semester but enroll in the other 8-week session will not be considered a stop-out student.

Time to Completion Policy

Students have up to three (3) years to complete all program requirements and should consult with their advisor when making any adjustments to their schedule.

Leave of Absence Policy

Given that courses are only offered once an academic year, we recommend that students remain continuously enrolled and complete courses within the time frame set within your initial advising appointment. However, we understand circumstances may require you to step away from classes.

Students who need to stop-out of enrollment for anywhere from one semester up to one year, may request a leave of absence. Students should request a leave of absence before the start of the fall or spring semester, and no later than the start of the 8-week second session for the semester. Students choosing not to enroll in the summer semester do not need to request a leave of absence.

Students must submit the leave of absence form to their primary academic advisor to request a leave.

Returning From Leave/Extending Leave

Students on leave should contact their primary academic advisor when they are prepared to return to classes. Ideally, students should allow at

least one month prior to the start of the semester to prepare for a return from leave.

If students need to extend their leave of absence, they should contact their primary academic advisor with this request. Extensions can only be provided to students who have requested a leave of less than one year, or three consecutive semesters.

Discontinuation & Readmission

Students who do not return from a leave of absence or who have exceeded their three (3) year time limit to complete all program requirements will be withdrawn from the university.

Withdrawn students may apply for admission to SCPS if they wish to return to classes. Students will be held to the degree requirements of the catalog year in which they are readmitted.

Applicants for readmission who have been dropped from Loyola for poor scholarship may apply for readmission only after complying with all terms outlined in their dismissal letter.

Applicants for readmission who have been dropped from Loyola for disciplinary reasons must have their applications for readmission reviewed by the Dean of Students Office. If the Dean approves readmission, the application will be reviewed according to the regulations stated above.

Non-Degree Student Status

Non-degree seeking students must submit a 'Non-Degree' application for admission for each semester where they will be taking classes. Students must meet any prerequisite requirements for a course they wish to complete. Non-degree students interested in taking graduate-level classes must provide an official transcript reflecting the completion of a bachelor's degree.

The non-degree-seeking option is for students who wish to sample classes before applying to a degree program, transfer credit to another institution, or obtain professional or personal enrichment.

Non-degree-seeking students may complete a maximum of 9 credit hours (3 courses) of graduate classes total. This is inclusive of all semesters where a non-degree student may request access to enroll. Admission as a non-degree-seeking student does not guarantee admission to a formal program. Should you decide to pursue a degree program, a new application and all supporting materials are required.

Non-degree seeking students are not eligible for Federal Financial Aid or the Returning Ramblers Scholarship.

Non-Traditional Credit

SCPS does not accept non-traditional sources of credit towards graduate program requirements.

Registration Changes and Withdrawals

A grade of "W" indicates official withdrawal from a course during the withdrawal period (see academic calendar on SCPS website for dates). The grade of "W" is not counted in computation of academic standing as either attempted or earned credit hours, nor calculated in the grade point average.

The financial impact of changes after the late/change registration period is determined in accordance with the University's withdrawal schedule, available on the Bursar's website. The website provides the official schedule for each term, but generally, the schedule for fall and spring semester 8-week sessions is as follows:

First week of session - 100% of tuition credit

Second week of session - 80% of tuition credit

Third week of session - 40% of tuition credit

Fourth week of session and after - 0% of tuition credit

The effective date of withdrawal is determined by the date the course is dropped in LOCUS, not by class attendance. In an online or blended course, participation and attendance are defined as any class activity, including logging into the course on Sakai and accessing any of the course materials. A student who does not officially withdraw from a course will receive a grade based only on the work completed and will remain responsible for all charges for that course.

Students may not withdraw after the withdrawal deadline and, after the deadline date, will be assigned the grade earned based on work completed. For students dealing with extenuating circumstances preventing participation in a course, they may submit an appeal for change in academic record.

Students may work with their primary academic advisor to learn more about the appeal process and find further information in the university's academic catalog under Academic Appeals ([https://catalog.luc.edu/academic-standards-regulations/undergraduate/\].SCPS](https://catalog.luc.edu/academic-standards-regulations/undergraduate/].SCPS)). SCPS graduate students follow the standards and practice for appeals as found in the undergraduate catalog.

The Financial Aid Office is required to recalculate financial aid eligibility for students who withdraw from classes before 60% of the course has been completed. This includes a recalculation for withdrawals where the effective date of withdrawal is adjusted after an approved appeal.

Repeated Courses

If a student, with the authorization of the SCPS Dean's office and graduate program director, repeats a course, only the most recent grade earned for the course will be used when evaluating whether all degree requirements have been met. In factoring a student's GPA, a repeated course grade does not replace the grade for a previous attempt. The average of all grades from all attempts is used in calculating a student's cumulative GPA.

Residency Requirement

It is expected that all work towards a graduate degree will be completed with academic credit earned at Loyola University Chicago. However, up to six (6) credit hours of graduate work completed at another institution may be applied toward a graduate degree with permission of the SCPS Dean's office.

If transfer credit is approved this does not mean that the credit hours required to earn a degree or certificate may be reduced. A student may be required to take another program course or elective to fulfill the credit hour requirements for a program.

Students may request transfer of credit during their first semester. The SCPS Dean's office maintains responsibility for approving all

transfer credit. To ensure that each student is well prepared for undertaking scholarship in the student's current field of study, SCPS's decision regarding transfer credit will be based on the quality of the student's work, the time interval since its completion and its relevance to the student's program of study at Loyola. Coursework below a B grade will not be accepted. Students may not be able to transfer coursework that has been awarded as part of a conferred or completed graduate degree program.

For certificates consisting of 18 credit hours or more, up to six (6) credits may be accepted in transfer, and all other required credits must be earned at Loyola. For certificates consisting of fewer than 18 credit hours, transfer credit will not be accepted, and all courses must be completed entirely with Loyola academic credit.

Students completing a certificate first can apply these courses toward the completion of a degree in the same area, where program requirements overlap. The time interval since completion of a certificate to application for a degree in the same area must be less than five (5) years.

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