



LOYOLA
UNIVERSITY CHICAGO

Graduate School Academic Appeal Form for Non-Coursework Evaluations

Students, faculty members, and administrators are strongly encouraged to attempt to resolve informally problems arising from academic matters. The Graduate School hopes that open communication between all parties and mutual confidence in one another's goodwill will lead to the resolution of problems in this manner.

Regarding evaluation of academic work outside of coursework (for milestones or degree requirements), the academic appeal procedure applies only to those cases in which the evaluation of the student is alleged to be capricious. An evaluation of a student is capricious if the evaluation is: 1) based partially or entirely on criteria other than the student's performance; 2) based on standards different from those standards of evaluation applied to other students; or 3) based on a substantial departure from announced standards of evaluation. In cases other than those noted above, an evaluation of a student is not a basis for an academic appeal.

This form, when appropriately completed, constitutes a formal written request for a hearing and should be directed via Loyola email (student and faculty luc.edu accounts) to the Chair of the department or program in question within thirty (30) days of the faculty decision being appealed.

Please complete this thoroughly and include relevant details.

1. Which decision regarding your academic progress do you wish to appeal? Please include the approximate date and the names of the faculty involved in making the decision.
2. As outlined above, a decision may be appealed if it is alleged to have been made capriciously. On what basis are you appealing the decision?
 - Based partially or entirely on criteria other than the student's performance;
 - Based on standards different from those standards of evaluation applied to other students;
 - Based on a substantial departure from announced standards of evaluation.
 - In Significant Violation of Clearly Established Written School or Department Policies
 - Result of Improper Procedures
3. What is your evidence in support of this claim?
4. Do you have others who can serve as witnesses to support your claim?
5. What efforts have already been made to resolve this issue and what decisions were communicated to you and by whom?

Please note that all appeals must be heard by the department in question before they can be advanced to the Graduate School.