



## **Policy for Cross School Registration for Graduate Students**

### **The Graduate School**

A student in The Graduate School may be able to cross school register in a course offered by an academic unit (college, institute, or school) at Loyola University Chicago outside of The Graduate School. Cross school registration is defined as a graduate student's approved enrollment in a course offered by another academic unit (college, school, or institute) than the academic unit in which their home degree program is located.

For an elective course that is offered by another academic unit, a graduate student must receive approval to cross school register in a course from:

- 1) The Graduate Program Director of their home degree program to ensure the course is counted as a requirement for their home degree program completion.
- 2) An approved representative of the academic unit which offers the cross school registered course (see the below List of Designated Representatives by Academic Unit; approval from the instructor of the course is not sufficient). This representative can provide information on the registration process for the course.

In order to cross school register, a graduate student must submit a completed Cross School Registration Form to the Associate Dean of The Graduate School at least one week (5 business days) before the first class of the course.

A graduate student should be cognizant that other academic units may offer their courses on a different calendar than the academic unit of their home degree program. Please note that cross school registration may not be an option for some courses and some semesters due to calendar/term overlaps.

A graduate student should be cognizant that other academic units may have their own advance deadline for requesting approval for cross school registration in their courses and/or may delay approval of cross school registration until their own students' course registration is completed.

When enrolled in a course offered by another academic unit, a graduate student is expected to follow the rules, procedures, and calendar of the academic unit offering the cross school registered course, and they will be graded according to that academic unit's grading policy. Please note: if you are taking a cross school registered course during the term in which you expect to graduate, different grade deadlines may impact degree conferral.

Except for certain provost-approved dual degree programs, tuition for the cross school registered course is typically charged at the rate of the academic unit of the graduate student's home degree program, not at the rate of the academic unit offering the cross school registered course.

Financial aid will not be impacted by cross school registration if the course counts towards the graduate student's degree completion, as determined by a representative of the student's home degree program. For a course to be Title IV eligible, it must be a requirement for graduation. If a course is not deemed a graduation requirement by the University, it cannot count towards the total number of credits required to be eligible for Title IV aid.

Cross school registered courses may not represent more than 50% of a student's total credit hours in any semester and cross school registered courses may not total more than 20% of the student's total credit hours for their home degree program. Each academic unit reserves the right to set requirements regarding the maximum permitted cross school registered courses for its degree programs.

Rules governing cross school registration do not apply if:



- The course is co-listed across multiple academic units or if a graduate program plan requires courses offered by another academic unit.
- The graduate student is in a dual degree program: in that case, the student should consult with their Graduate Program Director to determine if cross school registration in the course is possible and if approval is required.

This policy does not apply to a graduate student’s registration in a course outside of Loyola University Chicago. A graduate student seeking to take a course outside of Loyola University Chicago should contact their Graduate Program Director.

**List of Designated Representatives by Academic Unit Offering the Course**

In addition to receiving approval from a representative of their home degree program, a graduate student applying to cross school register in a course must obtain approval from the following designated representative of the academic unit offering the course:

ACADEMIC UNIT	DESIGNATED REPRESENTATIVE
Health Sciences Graduate Programs	Associate Dean for Graduate Education
Parkinson School of Health Sciences and Public Health	Graduate Program Director
Quinlan School of Business	Associate Dean, Graduate Programs
School of Communication	Assistant Dean
School of Continuing and Professional Studies	Assistant or Associate Dean
School of Continuing and Professional Studies, Paralegal Studies Program	Program Director
School of Education	Associate Dean of Academic Affairs and Community Engagement
School of Environmental Sustainability	Director, Graduate and Certificate Programs
Marcella Niehoff School of Nursing	Executive Associate Dean for Academic Affairs
School of Social Work	Associate Dean for Academic Affairs
Stritch School of Medicine	Educational Dean



Application Form for Graduate Student Cross School Registration

In order for a graduate student to cross school register in a course at Loyola University Chicago outside the academic unit (school, college, or institute) of their home degree program, this completed, three-part form must be submitted by the graduate student to the Associate Dean of The Graduate School by at least one week (5 business days) before the date of the course's first class.

Part I

To be completed by the student applying to register in a course offered by another academic unit.

Table with 2 columns and 3 rows: STUDENT INFORMATION, STUDENT NAME, LUCID#, LUC EMAIL ADDRESS

I am applying to cross school register in the following course.

Table with 2 columns and 8 rows: COURSE INFORMATION, SUBJECT/DEPARTMENT, COURSE #, SECTION #, COURSE TITLE, INSTRUCTOR NAME, # OF CREDITS, TERM

I understand the terms and conditions of enrolling in a cross school registered course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part II

To be completed by the Graduate Program Director of the graduate student's home degree program.

Table with 2 columns and 2 rows: REPRESENTATIVE OF STUDENT'S HOME DEGREE PROGRAM, NAME, TITLE

I [ ] APPROVE [ ] DECLINE this student's application for cross school registration in the course listed above. This course counts as a requirement for graduation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part III

To be completed by the designated representative from the academic unit (school, college, or institute) offering the course. Approval from the course's instructor will not be accepted. For a list of academic units' designated representative/s, please see above list.

Table with 2 columns and 2 rows: DESIGNATED REPRESENTATIVE OF ACADEMIC UNIT OF COURSE, NAME, TITLE

I [ ] APPROVE [ ] DECLINE this student's application for cross school registration in the course listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_