



CHANGE to the GRADUATION LIST

RRGRAD

Loyola University Chicago, Registration and Records
820 N. Michigan STE 504, Chicago, Illinois 60611
(phone) 312-915-7221 ~ (fax) 312-915-6452
www.luc.edu/regrec

Use this form to *add, correct, or remove* one student and one degree to/from the graduation list. Submit an additional form if the student is being awarded more than one degree.

Once approved by the dean, or authorized approver, this form is to be electronically forwarded to the Office of Registration & Records at GraduationList@luc.edu. Please enter the student's LUC ID# and the student's last name on the Subject line of the e-mail. This request will only be honored if it is "signed" and comes directly from the approver of record's e-mail address. If necessary, this form may be hand delivered or faxed to the Office of Registration and Records (312-915-6352)

FERPA Notice: The information contained in this form comprises a part of the student's education record and is not to be shared with anyone who does not have a legitimate educational interest in the student's record.

Submission Date: _____

Student's LUC ID: _____

Student's full Diploma Name: _____

Include appropriate diacritical marks

ADDITION to the Graduation List. In lieu of a compelling reason, a student added to the graduation list more than six weeks after the applied-for term's posted graduation date, will be assigned the degree conferral date of the term in which this request is submitted.
Reason: _____ (continued below)

CORRECTION to the Graduation List. Correction to the Graduation List is used when there has been an omission of a major, minor or certificate and/or where there has been other administrative or typographical errors made in the submission of the student's name or other degree information.
Reason: _____ (continued below)

REMOVE student from the Graduation List. This is an action that corrects an administrative error that added the student to the Graduation List. It is not to be used as a *degree revocation*. A degree revocation is permitted only after an official disciplinary action. Reason: _____ (continued below)

Degree Awarded: _____

An additional Degree is being awarded. A separate form has been submitted

Add Major Minor Certificate: _____ Plan Code: _____

Add Major Minor Certificate: _____ Plan Code: _____

Add Major Minor Certificate: _____ Plan Code: _____

Add Major Minor Certificate: _____ Plan Code: _____

Program: _____ Program Code: _____

Graduation Term Code: _____ Graduation Term & Year: _____

Reason for change to the Graduation List (continued from above):

Approved by: _____ Date: _____
Authorized Signature (if typed, name must match sender's email address when submitted electronically)