Office for International Programs
Appeal Process for Third Semester Abroad

According to Office for International Programs (OIP) policy, eligible students may study abroad for up to two academic semesters. Students may elect to go through an appeal process to study abroad for a third semester. OIP will not consider petitions for studying abroad for a fourth or more terms. Students may participate in an unlimited number of summer abroad programs. A review committee in OIP will perform a careful evaluation of your appeal.

The appeal should, at a minimum, consist of
1) A personal statement from the student explaining why he/she wants to spend a third semester abroad.
2) A statement of support for the appeal from the student’s academic advisor. This statement must also indicate a summary of the student’s unmet degree requirements, including major, minor, university core courses, and any other department-specific requirements. (This statement and summary should be submitted by the advisor directly to OIP.)
3) A detailed degree plan analysis of how the student plans to meet unmet degree requirements both abroad and once back in Chicago, giving evidence of the likelihood of being able graduate after four years of study at Loyola (or fewer than four years, if a transfer student). The following are recommendations for compiling a thorough degree plan analysis:
   - Find out as much as possible about future course offerings, both for the proposed abroad program(s) and for the remaining semesters in Chicago before graduation.
   - Be able to explain the relevance of your prospective future course offerings (both abroad and in Chicago) to your unmet degree requirements.
   - If your degree program analysis involves study abroad in a program other than the Rome Center or faculty-led summer programs, it is advisable that you go through the course approval process and submit the results with your appeal, so it becomes clear to the reviewers how the study abroad courses will count toward your Loyola degree. For information on this process, see http://www.luc.edu/studyabroad/course_approvals.shtml
4) Students wishing to study abroad for a third semester at one of the three Global Centers (Rome, Beijing, and Vietnam), after having spent two semesters at that Center already, must follow the appeal process above. However, their personal statement must also clearly address: 1) why they wish to spend a third semester at that Center specifically; 2) how their academic objectives cannot be met by participation in any other approved study abroad program. This includes Rome Start students who would have already studied at the Rome Center for two semesters as part of the Rome Start program. If approved, students will be admitted to the Center programs for a third semester of study there on a space-available basis only; students who have not had the opportunity to study at that Center will be given first priority. Approval of appeal does not guarantee admission to the Center program in question.

How your appeal will be reviewed
The review committee will consider:
   - How much space is available on your program?
   - Are your reasons for wanting to stay valid?
   - Will you be able to meet all necessary degree requirements in four years?
   - Performance on past study abroad programs will also be considered.

Items for the appeal should be submitted to Kelly Heath, Associate Director, Study Abroad in the Office for International Programs, 206 Sullivan Center, LSC  E-mail: kheath2@luc.edu or FAX: 773-508-7125