



Office for International Programs

Academic Advisor/Dean Recommendation Form

Preparing people to lead extraordinary lives

Part I: PROGRAM & ELIGIBILITY INFORMATION

(MUST be filled out by OIP staff during a student appointment or walk-in hours.)

Program Title & Location: _____

Program Term & Year: Fall 20____ Spring 20____ Summer 20____ Full-Year 20____-20____

Application Deadline: _____

GPA Requirement: _____ Foreign Language Prerequisite: _____

Class Standing Requirement (by program start date): _____

OIP Staff Contact: _____ Extension: _____

Part II: STUDENT INFORMATION & WAIVER

(To be filled out and signed by student.)

Last Name: _____ Loyola Email: _____

First Name: _____ Telephone: _____

Loyola ID: _____

A recommendation writer should be aware that Public Law 93-380 permits the student to inspect recommendations unless he/she has signed the waiver below. The undersigned student hereby waives his/her right to inspect this form under the Family Educational Rights and Privacy Act of 1974 (Buckely Amendment).

Student Signature

Date

- **First-Year & Sophomore Students*** should drop off this form at the Office of Academic Advising & Services in Sullivan. Your advisor will then contact you before filling out Part III and submitting it to OIP.
- **Junior and Senior Students*** should follow instructions below for their school.
 - CAS:** Drop off this form at Sullivan 235 or Lewis Towers 900. Your advisor will contact you before before filling out Part III and submitting it to OIP.
 - Business:** Make an appointment with Dr. Susan Ries (seniors) or Alex See (juniors) to have Part III completed. Schedule appointment at Maguire 220 or call 312-915-6113.
 - Social Work:** Make an appointment with Dr. Jeanne Sokolec to have Part III completed. Schedule appointment by emailing jsokole@luc.edu or calling 312-915-7019.
 - Communication:** Make an appointment with Shawna Cooper-Gibson to have Part III completed. Schedule appointment at SOC 239 or call 312-915-6548.

* **All Education & Nursing Students** should meet with their appropriate school contact **before** selecting their program so that this form can be dropped off to your school contact without needing to make an appointment.

-**Education:** Robbie Jones, Lewis Towers 1157 or call 312-915-6723

-**Nursing:** Eileen Lynch, Damen 507 or call 773-508-3262

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Part III: ACADEMIC ADVISOR/ DEAN RECOMMENDATION

(To be filled out and signed by student's Academic Advisor/Dean.)

Note: Please use the "Questions for Advisors with Study Abroad Applicants" sheet to facilitate discussion with the student before answering the questions below.

1) Is this student currently on academic probation?

Yes No

2) Does this program assist the student in his/her progress towards graduation?

Yes No If not, please explain how program will benefit the student.

3) Is this student planning to take any classes for Pass/No Pass on this program?

Yes No

4) Is this student academically and developmentally prepared to go on this program?

Yes No If not, please explain below.

5) Applicant is:

Recommended Recommended with Reservation Not Recommended

6) If you are recommending the student but he/she does not meet the GPA requirement listed on the front, please provide a detailed explanation for your recommendation below.

Print Name

Office/Division/College

Signature

Date

When complete, return form to:

Office for International Programs

Sullivan 206, LSC

Phone: 773-508-7706, Fax: 773-508-7125

Or, scan and e-mail both sides of form to:

studyabroad@luc.edu