



LOYOLA UNIVERSITY MARYLAND

— 1852 —

2010 Summer Transfer Course Request

Requirements:

- Transfer courses must have prior approval from the Department Chair and AASC.
- Transfer courses must be equivalent to, discipline-compatible with, and meet learning aims of Loyola courses. The respective Department Chair or Undergraduate Program Director and the Academic Advising and Support Center (AASC) determine course comparability.
- Only 2 transfer courses may be taken in any given summer. Residency Requirement applies.
- A grade of C or better is required of all transfer courses, including labs. A course with a grade of C- or lower will not transfer.
- Transfer courses must be a minimum of 3 credits (semester hours), unless the course is a lab associated with a course.
- Summer transfer courses cannot overlap with the Loyola academic term during which the student is enrolled.
- Course descriptions are required for reviews; sometimes additional information is requested. See *specific academic dept.*
- An official transcript from the transfer school must be received by September 1, 2010. Send the transcript directly to: Academic Advising and Support Center, Maryland Hall 043, Loyola University Maryland, 4501 N. Charles Street, Baltimore, MD 21210-2699. If we do not receive an official transcript, you will be dropped from your fall courses for which these summer courses are pre-requisites after September 1, 2010.

Instructions:

- Submit your top 2 choices.
- Fall 2010 courses: You must have a summer away request in process with AASC *prior to your registration day* if you intend to register for a Fall 2010 course and you are completing the prerequisite to that Fall course this summer. *On your assigned registration day/time*, first register for all courses possible in WebAdvisor, then come to AASC in Maryland Hall 043 to register for the Fall course for which you are taking the prerequisite this summer. *WebAdvisor will not permit you to register for courses if you have not completed the prerequisite. You must be manually registered.* Study Abroad students: You should inform your program coordinator when submitting your registration materials, and also inform him/her if you are taking a summer away course as a prerequisite to a Fall 2010 course.
- Requests will be processed in the order that they are received.
- AASC will review your form. Your academic status, residency requirement, and the transfer school's accreditation will be verified.
- *If the course is approved* by both AASC and the department, AASC will send an approval letter to your Loyola e-mail address. *If the course is denied*, AASC will send a denial letter to your Loyola e-mail address and you may submit another request for consideration.
- *If you went abroad on a non-Loyola program*, it may be that you cannot transfer any more courses due to Loyola's Residency Requirement. Please check with AASC.
- *Students who wish to take summer courses outside of the United States* must see Renee Harris, Office of International Programs, Maryland Hall 148, rharris@loyola.edu. *Please do not use this form for summer abroad requests.*
- Please allow at least 2 weeks for your request to be processed.

See the table below to locate a specific department's transfer policy.
Once you have read the policy, please go to
<https://www.loyola.edu/AASC/forms/coursetransfer2010.html>
 to access the Summer Away form.

Incomplete or inaccurate submissions will be returned.

Transfer Course Policies 2010
 Current Loyola Students - Summer Away

Course Type	Can I take course away?	Policy
AC Accounting	YES	Current Loyola students must take AC courses only at 4-year, AACSB-accredited schools. Loyola students may not take AC courses at community colleges. <u>Syllabus required</u> with review of AC201, AC202, AC301, AC302, and other upper-level AC courses. Students may be required to complete additional assignments (a contingency) as determined by the chair before final acceptance of the course for transfer.
BL Biology	YES	Current Loyola students may take BL courses at community colleges or 4-year colleges/universities. Loyola students are required to take both BL lecture & BL lab at the transfer school, even if the course is being repeated. Science courses with associated labs must receive a C or higher in both the lecture and the lab in order to transfer. <u>Syllabus required</u> with review of BL courses.
Chemistry: CH Chemistry GL Geology	YES	Current Loyola students must take CH courses only at 4-year colleges/universities. Loyola students may not take CH courses at community colleges. Current Loyola students may take GL courses at community colleges or 4-year colleges/universities. Loyola students may take just the CH lecture or the CH lab at the transfer school, if the course is being repeated. Loyola students must successfully complete both the CH lecture & CH lab in order to meet degree requirements. Science courses with associated labs must receive a C or higher in both the lecture and the lab in order to transfer.
Classics: CL Classics GK Greek LT Latin	YES	Current Loyola students may take CL courses at community colleges or 4-year colleges/universities. <u>Syllabus may be required</u> for CL courses. <u>Placement test required</u> if GK and LT course are not transferable and student needs placement into these language courses.
CM Communication	YES	Current Loyola students may take CM courses at community colleges or 4-year colleges/universities.
CS Computer Science	YES	Current Loyola students may take CS courses at community colleges or 4-year colleges/universities.

Course Type	Can I take course away?	Policy
D Diversity: Core, Major, Elective Examples: WR100D, PY202D, CM306D	NO	Current Loyola students must complete the Diversity requirement at Loyola.
EC Economics	YES	Current Loyola students must take EC courses only at 4-year colleges/universities. Loyola students may not take EC courses at community colleges. <u>Syllabus required</u> with review of EC220 Business Statistics. Multiple regression must be covered in the course.
ED Education	YES	Current Loyola students may take ED courses at community colleges or 4-year colleges/universities.
EG Engineering	YES	Current Loyola students may take EG courses at community colleges or 4-year colleges/universities.
EN English core: EN101	NO	Current Loyola students must take EN101 at Loyola.
EN English core: EN200-level Major Writers	NO	Current Loyola students must take their EN 2 nd core course at Loyola.
EN English (non-core)	YES	Current Loyola students may take EN major, minor, or elective courses only at 4-year colleges/universities. Loyola students may not take EN courses at community colleges. Loyola students must have officially declared EN as their major or minor, and have prior departmental approval of the courses, in order to receive major- or minor-level credit. <u>Syllabus required</u> with review of Film courses. <u>Syllabus may be required</u> with review of EN courses.
FI Finance	YES	Current Loyola students must take FI courses only at 4-year, AACSB-accredited schools. Loyola students may not take FI courses at community colleges.
Fine Arts: AH Art History DR Theatre MU Music PT Photography SA Studio Arts	YES	Current Loyola students may take Fine Art core, major, minor, or elective courses at community colleges or 4-year colleges/universities. Loyola students must have officially declared FA as their major or minor, and have prior departmental approval of the courses, in order to receive major- or minor-level credit. <u>Portfolio required</u> with review of Fine Arts major- and minor-level courses.
GT Global Studies	YES	Current Loyola students may take GT courses at community colleges or 4-year colleges/universities. These courses must meet the specific department's transfer policy requirements. U.S. Foreign Policy courses are no longer approved for transfer credit.
HS History core: HS101	NO	Current Loyola students must take HS101 at Loyola.
HS History core: HS 300-level	NO	Current Loyola students must take their HS 2 nd core course at Loyola.

Course Type	Can I take course away?	Policy
HS History (non-core)	YES	<p>Current Loyola students may take HS major, minor, or elective courses at community colleges or 4-year colleges/universities.</p> <p>Loyola students must have officially declared HS as their major or minor, and have prior departmental approval of the courses, in order to receive major- or minor-level credit.</p> <p>Community college courses will be reviewed; however, they are often not accepted due to differences in learning aims and course content for 300- and 400-level courses.</p> <p><u>Syllabus required</u> with review of History courses.</p>
IB International Business	YES	<p>Current Loyola students must take IB courses only at 4-year, AACSB-accredited schools. Loyola students may not take IB courses at community colleges.</p> <p><u>Syllabus required</u> with review of IB282.</p>
IS Information Systems	YES	<p>Current Loyola students must take IS courses only at 4-year, AACSB-accredited schools. Loyola students may not take IS courses at community colleges.</p>
LW Law & Social Responsibility	YES	<p>Current Loyola students must take LW courses only at 4-year, AACSB-accredited schools. Loyola students may not take LW courses at community colleges.</p> <p><u>Syllabus required</u> with review of Business Law courses.</p>
MG Management	YES	<p>Current Loyola students must take MG courses only at 4-year, AACSB-accredited schools. Loyola students may not take MG courses at community colleges.</p> <p><u>Syllabus required</u> with review of MG201.</p>
MK Marketing	YES	<p>Current Loyola students must take MK courses only at 4-year, AACSB-accredited schools. Loyola students may not take MK courses at community colleges.</p>
Mathematical Sciences: MA Mathematical Sciences ST Statistics	YES	<p>Current Loyola students must take MA and ST courses only at 4-year colleges/universities. Loyola students may not take MA and ST courses at community colleges.</p>
Modern Languages: CI Chinese FR French GR German IT Italian JP Japanese SN Spanish ML Modern Languages	YES	<p>Current Loyola students may take Modern Language courses at community colleges or 4-year colleges/universities.</p> <p><u>Syllabus required</u> with review of Modern Language courses.</p> <p><u>Placement test required</u> if Modern Language course is not transferable and student needs placement into a language course.</p>
OM Operations Management	YES	<p>Current Loyola students must take OM courses only at 4-year, AACSB-accredited schools. Loyola students may not take OM courses at community colleges.</p>
PL Philosophy core: PL201	YES	<p>Current Loyola students must take PL201 only at Jesuit colleges/universities. Loyola students may not take PL201 at community colleges or at non-Jesuit colleges/universities.</p>

Course Type	Can I take course away?	Policy
PL Philosophy core: PL200-level Philosophical Perspectives	YES	Current Loyola students must take PL 2 nd core courses only at 4-year colleges/universities. School must have an independent PL department that offers a PL major. Courses in Departments of Philosophy and Religion or Philosophy in Humanities are not transferable. Loyola students may not take PL courses at community colleges.
PL Philosophy core: PL301-319 Ethics	YES	Current Loyola students Same policy as PL 2 nd core.
PL Philosophy (non-core)	YES	Current Loyola students Same policy as PL 2 nd core. Loyola students must have officially declared PL as their major or minor, and have prior departmental approval of the courses, in order to receive major- or minor-level credit.
PH Physics	YES	Current Loyola students may take PH courses at community colleges or 4-year colleges/universities. Loyola students may take just PH lecture or the PH lab at the transfer school, if the course is being repeated. Loyola students must successfully complete both the PH lecture & PH lab in order to meet degree requirements. <u>Engineering majors are required</u> to complete an additional 1-credit research course, as determined by the EG chair, if the PH transfer credits do not equal Loyola's PH credits. Biology, Chemistry, and Physics majors do not have to complete the additional research course. Science courses with associated labs must receive a C or higher in both the lecture and the lab in order to transfer.
PS Political Science: PS101	NO	Current Loyola students must take PS101 at Loyola.
PS Political Science: PS102	NO	Current Loyola students must take PS102 at Loyola.
PS Political Science: PS upper-level	YES	Current Loyola students must take PS upper-level courses only at 4-year colleges/universities. Loyola students may not take upper-level PS courses at community colleges. Loyola students must have officially declared PS as their major or minor, and have prior departmental approval of the courses, in order to receive major- or minor-level credit.
PY Psychology: PY291, PY292	NO	Current Loyola students must take PY291 and PY292 at Loyola.
PY Psychology	YES	Current Loyola students may take PY courses at community colleges or 4-year colleges/universities.
SC Sociology	YES	Current Loyola students may take SC courses at community colleges or 4-year colleges/universities.
SP Speech-Language Pathology/Audiology	YES	Current Loyola students may take SP courses at community colleges or 4-year colleges/universities.

Course Type	Can I take course away?	Policy
TH Theology core: TH201	YES	<p>Current Loyola students may take TH201 at community colleges or 4-year colleges/universities, if they are rising juniors or seniors. Courses must be Theology and not Religious Studies courses. They must contain at least 15 pages of graded writing, rely on primary texts and not textbooks, and include reading from Scripture, the Tradition, and contemporary writers.</p> <p>A TH transfer course is given provisional approval (a contingency). Final approval is determined when all written work is submitted to and approved by the chair. <i>Final approval is not given only because the course has been completed with a C or better.</i></p> <p><u>Syllabus required</u> with review of TH courses. <u>Theology transfer form</u> must be completed.</p>
TH Theology core: TH202-280	YES	<p>Current Loyola students Same policy as TH201.</p> <p><u>Syllabus required</u> with review of TH courses. <u>Theology transfer form</u> must be completed.</p>
TH Theology core: TH301-319 Ethics	YES	<p>Current Loyola students Same policy as TH201.</p> <p><u>Syllabus required</u> for review of TH courses. <u>Theology transfer form</u> must be completed.</p>
TH Theology (non-core)	YES	<p>Current Loyola students Same policy as TH201.</p> <p>Loyola students must have officially declared TH as their major or minor, and have prior departmental approval of the courses, in order to receive major- or minor-level credit.</p> <p><u>Syllabus required</u> for review of TH courses. <u>Theology transfer form</u> must be completed.</p>
WR Writing core: WR100/WR101	NO	<p>Current Loyola students must take WR100/WR101 at Loyola.</p>
WR Writing (non-core)	YES	<p>Current Loyola students may take WR major, minor, or elective courses at community colleges or 4-year colleges/universities.</p> <p>Loyola students must have officially declared WR as their major or minor, and have prior departmental approval of the courses, in order to receive major- or minor-level credit.</p> <p><u>Syllabus required</u> with review of WR courses.</p>

Resources: 2009-2010 Undergraduate Catalogue, Loyola University Maryland. See Curriculum and Policies (Courses at Other Colleges, Grades, and Residency Requirement) and Admission (Transfer Students) for transfer policy information <http://www.catalogue.loyola.edu/catalogues/current/undergraduate/index.html>.

4/15/10