ACADEMIC FORMS

Procedure/Form	Required Signatures						Deadline	Notes
	Student	Instructor	Advisor	Dept. Chair	MH 043	Other		
Baltimore Student Exchange Program (BSEP)	x		x		x	BSEP Coordinator	Varies by program	Use *BSEP Registration Request Form*
Change of Major	x			Old Major & New Major	x			Use *Change of Major Form*
Change of Minor	x		x	New Minor				Use *Change of Minor Form*
Declaration of Major	x		Core				End of third semester	Use *Declaration of Major Form*
Declaration of Minor	x		x	x				A minor can be declared once a major is declared. Use *Change of Minor Form*
Drop/Add	x				x		End of Drop/Add (Dates vary by semester)	Use Webadvisor or use *Change of Registration Form*
Independent Study	x	x		x	x	*Dean (Business only)*	End of Drop/Add	Use *Specialized Study Form* (must accompany *Registration Request Form* or *Change of Registration Form*)
Internships	x	x		x	x		End of Drop/Add	Use *Specialized Study Form* (must accompany *Registration Request Form* or *Change of Registration Form*) Only one 3-credit internship counts toward degree requirements.
Leave of Absence	x					Director of AASC, Dean of First-year Students & Academic Services and/or International Programs		Use *Leave of Absence/Study Abroad Form* Use *Change of Registration Form* to drop out of courses
Overrides and Pre-requisite waivers	x			x	x		End of Drop/Add	Use *Request for Course Override Form* available at https://inside.loyola.edu/aasc/deadlines; processed by Academic Advising and Support Center
Registration	x		x				Varies by class year.	Use Webadvisor or use *Registration Request Form* or *Change of Registration Form*
Repeat/ Replacement of a Course	x				x		See *Notes*	Use *Repeat/ Replacement Form* (must accompany *Registration Form* at time of registration)
Sixth Courses	x		x		x		End of Drop/Add	Use Webadvisor or use *Change of Registration Form* Student must be in good academic standing (2.0); first-year students must have a 3.00 QPA and completed 15 credits.
Summer Courses Away	x			x	x		Mid-April	Use online form, available on AASC website
Withdrawal from a Course	x	x	x		x	See *Notes*	See *Schedule of Classes*	Use *Change of Registration Form* If student athlete, must be approved by Academic Coordinator for Varsity Athletics
Withdrawal from Loyola	x					Director of AASC and Dean of First-year Students & Academic Services		Use *Student Withdrawal Form* Use *Change of Registration Form* to drop courses