



Department of Mathematics and Statistics
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Course retake request form

This form is used to request permission to re-take a class in the department of Mathematics and Statistics if you have previously obtained a grade of D+ or lower on two or more attempts. The completed form should be sent to courseretakes@math.luc.edu.

Name:

Major:

Course title and number (to be retaken) :

Previous math and stats classes and grades. List all math and stats classes taken at Loyola and final grades. Include all attempts at a class, including grades of "W." You may attach a second page if needed.

Class (e.g. MATH118)	Semester (e.g. Fall 2000)	Final Grade

What went wrong. Please explain briefly what, in your opinion, has stopped you from being successful in your previous attempts.

Plan. Please outline what you will do differently in order to succeed this time.

Student Contract to Retake a Mathematics or Statistics Course

This contract is between _____ (student name) and the Department of Mathematics and Statistics and grants permission to retake _____ (Course number) during the _____ Semester (Fall, Summer, Spring, year).

Student Responsibilities:

- 1) Attend all classes regularly and punctually.
- 2) Actively engage in classroom activities, discussions, and group work.
- 3) Complete all assigned readings, homework, and projects on time.
- 4) Seek assistance from the instructor or tutoring services if facing difficulties with understanding the material.
- 5) Prepare adequately for quizzes, tests, and examinations.
- 6) Respect the instructor and fellow classmates by fostering a positive and inclusive learning environment.
- 7) Maintain open communication with the instructor regarding any concerns, questions, or academic challenges.
- 8) Other conditions included by the course coordinator (list below).

Failure to fulfil any of the above responsibilities will result in not being able to re-take the course.

Signed: _____ Date: _____
Student

Signed: _____ Date: _____
Course Coordinator

This form, with both signatures, should be emailed to both your assigned academic advisor and the course coordinator. The signed form gives you permission to re-take the class. You should work with your academic advisor to get registered in an appropriate open section of the class.