REQUEST TO REPEAT A CLASS
Institute of Environmental Sustainability

To request to repeat a course required for a major or minor, complete this form and submit it to the Institute of Environmental Sustainability Office: BVM 311 (LSC).

Date: __________________________

Student name: __________________________ Student ID: __________________________

Loyola e-mail address: __________________________ Phone: __________________________

1. Student’s school(s):
   - [ ] Arts & Sciences (CAS)
   - [ ] Business (QSB)
   - [ ] Communication (SOC)
   - [ ] Education (SOE)
   - [ ] Environmental Sustainability (IES)
   - [ ] Nursing (MNSON)
   - [ ] Social Work (SSW)

2. Major(s): __________________________ Minor(s): __________________________

3. Credit hours earned (not including current semester): __________ Cumulative GPA: __________

4. Year in school: (circle one) Freshman Sophomore Junior Senior

5. Transfer student?: (circle one) Yes No

6. Multiple-Degree-Seeking (i.e., enrolled in more than one school)?: (circle one) Yes No
   If yes, which school(s): __________________________

7. Have you applied for graduation?: (circle one) Yes No
   If yes: I filed for graduation for: (circle one) Fall Spring Summer Year: __________

8. Course Number/Name: __________________________
   (e.g., ENGL 273: Intro to Fiction)
   Previously taken: Term: __________ Year: __________ Grade earned: __________
   *Additional credit will not be earned in courses in which you earned a D or D+ grade.

   I am requesting to repeat this class in: (circle one) Fall Spring Summer Year: __________
   Course Subj/Number: __________________________ Section: __________________________
   (e.g., ENGL 273) (e.g., 03W) (e.g., 5311)

9. Is this a prescribed required class for a major or minor?: (circle one) Yes No
   If not specifically required, why do you want to repeat this class?: __________________________

10. Is there a related class involved (e.g., lec/disc, lab)? (circle one) Yes No
    Section: __________________________ Class#: __________________________
    (e.g., 003) (e.g., 5311)

11. Is departmental permission required? (circle one) Yes No

12. Class counts toward: (circle one) Major Minor

13. Enrollment Appointment (date that you can register): __________________________ Time: __________________________

14. I intend to enroll in _______ total credit hours (including this class).

For Office Use Only
   [ ] Authorized Repeat
   [ ] Unauthorized Repeat

Approved by: __________________________ Date: __________________________

(04/2014)