

REQUEST TO REPEAT A CLASS

College of Arts and Sciences

To request to repeat a course required for a major or minor, complete this form and submit it to the College of Arts and Sciences Dean's Office: Sullivan 235 (LSC) or Lewis Towers 930 (WTC).

Date: _____

Student name: _____ Student ID: _____

Loyola e-mail address: _____ Phone: _____

1. Student's school(s):

- | | | |
|--|--|---|
| <input type="checkbox"/> Arts & Sciences (CAS) | <input type="checkbox"/> Continuing & Prof. Studies (SCPS) | <input type="checkbox"/> Environmental Sustainability (IES) |
| <input type="checkbox"/> Business (QSB) | <input type="checkbox"/> Education (SOE) | <input type="checkbox"/> Nursing (MNSON) |
| <input type="checkbox"/> Communication (SOC) | <input type="checkbox"/> Engineering Science | <input type="checkbox"/> Social Work (SSW) |

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

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

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

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

6. Multiple-Degree-Seeking (i.e., enrolled in more than one school/college)?: Yes No

If yes, which school(s): _____

7. Have you applied for graduation?: Yes No

If yes: *I applied for graduation for:* 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: Fall J-Term Spring Summer Year: _____

Course Subj/Number: _____ Section#: _____ Class#: _____
(e.g., ENGL 273) (e.g., 03W) (e.g., 5311)

9. Is this a prescribed *required* class for a major or minor?: 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)?: Yes No

Section: _____ Class#: _____
(e.g., 003) (e.g., 5311)

11. Is departmental permission required?: Yes No

12. Class counts toward: Major Minor Core College language requirement

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 (AUTH) Unauthorized Repeat (UNAU)

Approved by: _____ Date: _____