



**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](mailto: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:** I agree to

- 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).

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.