STONY BROOK UNIVERSITY
UNDERGRADUATE COURSE RETAKE APPROVAL FORM – SUMMER (3rd or more attempts) & FALL 2012

GENERAL INFORMATION

1. You may register for a second attempt of any course in the summer and winter sessions, but are encouraged to first speak with an academic advisor.
2. Academic advisor approval is **required** for a **second attempt** in the **fall or spring** semesters. If you wish to retake a course that is not designated as repeatable, you must meet with your academic advisor to discuss how repeating a particular course fits into a realistic academic plan that ensures your timely progress toward graduation.
3. All **third or more attempts of courses in any semester** (fall, spring, summer, winter) require a petition and letter of support from the department's Undergraduate Program Director (in addition to this form).
4. **Fall course retakes are not permitted after the add/drop deadline, Tuesday, September 11 at 4 p.m.**
5. To request a course retake, you must first have a grade for that course noted on your transcript. If it is a course currently **in progress**, please seek permission **after** a grade is posted on your transcript unless you have already withdrawn from the course (earning a W) or selected the P/NC option.
6. Permission to retake a course in which you earned a grade of C or better is **rarely granted**, unless a course grade higher than a C is required in your declared major/minor.
7. Course retakes do not replace the grade from an earlier attempt; rather, both the original and new grades appear on your transcript and are averaged into your GPA.
8. If you wish to take an equivalent course at another institution, this form is not needed. Seek pre-approval from the relevant Stony Brook department and file a Transfer Course Evaluation Form with the Transfer Office in 134 Administration Building.

CONTROLLED ACCESS COURSES

The courses noted below are **controlled access (CA).** Students registering for CA courses for the **first time** have priority. If seats remain available, and you wish to retake a CA course in the fall or spring semester, you will need academic advisor approval. Priority is determined based upon major, cumulative GPA and credits earned, and number of credits needed to graduate. **You should not expect open seats in CA courses. We suggest completing the course at Stony Brook in the summer or winter, or at another college or university.**

AMS 102, 110, 151, 161	**MAT 122, 123, 125/131, 141, 126, 127, 132/142**
ANP 300	**PHY 121/125/131, 122/126/132, 123, 124, 127, 133, 134, 141, 142**
BIO 201, 202, 203, 204, 205, 207, 315, 358	**POL 201**
CHE 129, 131/141, 132/142, 133/143, 321, 322, 326	**PSY 201, 310**
ECO 108, 303, 305, 320	**SOC 202**
MAP 103	

STEPS

1. Complete page 2 in its entirety.
2. Speak with your academic advisor as follows:

   ACADEMIC DEPARTMENTS:

   ANTHROPOLOGY (ANP 300 course) – Anthropology Department – S-501 Social & Behavioral Sciences Building
   BIOLOGY (BIO) courses – Biology Department - G-04 CMM Building
   BUSINESS (BUS) courses – College of Business - 109 Harriman Hall
   ESL courses – Linguistics Department – N-255 Social & Behavioral Sciences Building

   ACADEMIC ADVISING UNITS:

   Undergraduate Colleges & University Scholars – freshmen – N-3071 Melville Library
   Academic & Pre-Professional Advising Center – sophomores, juniors, and seniors in CAS, COB, SOJ, & SOMAS; HANBS Health Science majors – E-2360 Melville Library
   Transfer Office – sophomores, juniors, and seniors in CAS, COB, SOJ, & SOMAS – 134 Administration Building
   College of Engineering & Applied Sciences – all CEAS majors – 127 Engineering Building
   Athletes – Student Athlete Development Office, Gymnasium
   EOP/AIM – W-3520 Melville Library
   Honors College – N-3071 Melville Library
   WISE – 220 Engineering Building

3. If your request to retake a **non-CA course** is approved, bring this form to the Registrar's Office, 276 Administration Building, as soon as your enrollment appointment begins, but before **4 p.m. on Tuesday, September 11**.
4. If your request to retake a **CA course** is approved, your advisor will keep this form and deliver it to the Registrar's Office after all first time students have registered. **Starting Friday, August 24**, the Registrar's Office will begin processing forms and send you a SOLAR message if you are registered into or added to a course waitlist. It is your responsibility to check SOLAR and review your class schedule for accuracy.

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Note: This form must be submitted in person to the appropriate academic advisor for approval and then to the Registrar's Office, 276 Administration Building for processing. <u>No faxed copies are permitted</u>.

Student Name _____ Stony Brook ID _____

Declared Major(s) _____ Cumulative GPA _____ Total Credits Earned (including transfer) _____

Expected Graduation Date _____ Telephone _____ E-Mail _____

Course Taken on First Attempt (i.e., CHE 131) _____ Grade Earned (include W or P/NC) _____

Course Taken on Second Attempt (if applicable) _____ Grade Earned (include W) _____

Is this a controlled access (CA) course (see list on page 1)?   YES   or   NO
If YES, note that all first time enrollees have priority.

Note: Check SOLAR for seat availability. If the sections you note below are not available at the time your form is processed, we will attempt to enroll you in another open section or add you to the waitlist (if a waitlist exists). After this form is processed, should you wish to swap into a different section, visit the Registrar's Office. A new form is not required.

1st Choice Course Retake & Section # _____   Five-digit Recitation # (if no recitation, list lecture #) _____

2nd Choice Course Retake & Section # _____   Five-digit Recitation # (if no recitation, list lecture #) _____

3rd Choice Course Retake & Section # _____   Five-digit Recitation # (if no recitation, list lecture #) _____

Is there a **co-requisite** class with this course? If yes, include course information below:

1st Choice Co-Requisite Course & Section # _____   Five-digit Recitation # (if no recitation, list lecture #) _____

2nd Choice Co-Requisite Course & Section # _____   Five-digit Recitation # (if no recitation, list lecture #) _____

Does this course fulfill a: DEC ____   major ____   other requirement _____

Why are you seeking to retake this course?

If adding this class(es) to your fall schedule brings you above the credit limit (either as enrolled or waitlisted), or creates a time conflict, which class(es) should we drop from your schedule (i.e., BIO 101) ? _____

I understand that I am NOT permitted to select the pass/no credit (P/NC) option for this course, unless the retake is of a previously taken transfer course.

Student Signature _____ Date _____

Falsification of signatures is punishable as academic dishonesty.

FOR ACADEMIC ADVISOR COMPLETION

1. Ensure the student has completed the form in its entirety, including the 5-digit recitation (or lecture, if no recitation) course codes.
2. Review the student's academic transcript, verifying the course and grade earned on the first/second attempt, including P/NC or W; if third attempt, petition required in addition to this form.
3. Review the date of the student's request; if after add/drop, late add not permitted.
4. Review notes on student's PeopleSoft record, ensuring no previous denial by another academic advisor for same course.
5. Select one of the options below and include your name, signature, and date.
6. For non-CA approved courses, give original to student to bring to the Registrar's Office. For CA approved courses, keep original in central office file.
7. Enter comments on student's PeopleSoft record. Include course and whether form is approved, approved with reservations, or denied.

Approved _____   **Approved with Reservations** _____   **Denied** _____   **3rd or more attempt** _____
                                                                                                      (Advisor signature on retake form and petition required)

Advisor Name _____ Advisor Signature _____ Date _____

For Registrar's Office Use: Please verify academic advisor signature of approval. Add student to course and section # as noted above **after his/her advanced registration appointment has started. If CA course, do not accept form.**

Date Processed: _____   Staff Initials: _____   **Form updated: 3/30/12**