

**Graduate Course Retake Approval**

This form must be submitted to the Graduate School or School of Professional Development for approval and then to the Registrar's Office, 276 Administration Building or emailed to registrar\_office@stonybrook.edu, for processing.

After registration deadlines have passed, a late registration form must also be submitted and a fee for processing this form will be assessed.

<b>Student Name:</b>		<b>SBU ID #:</b>	
<b>Telephone #:</b>		<b>SBU Email Address:</b>	
<b>Term:</b>	<b>Program:</b>	<b>Cumulative GPA:</b>	
<b>Course Taken on 1<sup>st</sup> Attempt:</b>	<b>Grade Earned on 1<sup>st</sup> Attempt:</b>	<b>Are you an international student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you have any other degree requirements to complete?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

*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 available).*

<b>1<sup>st</sup> Choice Course Retake &amp; Section #</b>	<b>Five-digit Class #</b>
<b>2<sup>nd</sup> Choice Course Retake &amp; Section #</b>	<b>Five-digit Class #</b>
<b>3<sup>rd</sup> Choice Course Retake &amp; Section #</b>	<b>Five-digit Class #</b>

**Why are you seeking to retake this course?**

If approved, I understand that only the most current grade will be included in my cumulative GPA. More information on the policy can be found in the Graduate Bulletin at:  
[http://sb.cc.stonybrook.edu/gradbulletin/current/regulations/grading\\_policy/grading\\_system.php](http://sb.cc.stonybrook.edu/gradbulletin/current/regulations/grading_policy/grading_system.php)

<b>Student Signature:</b> _____	<b>Date:</b> _____
<b>Course Instructor Signature:</b> _____	<b>Date:</b> _____
<b>Graduate Program Directors Signature:</b> _____ NOT NEEDED IF NON-MATRICULATED	<b>Date:</b> _____
<b>Visa &amp; Immigration Services Signature (if applicable):</b> _____	<b>Date:</b> _____
<b>Graduate School/School of Professional Development Approval:</b> _____	<b>Date:</b> _____
<b>Registrar's Office Processed Signature:</b> _____	<b>Date:</b> _____

Graduate School: 2401 Computer Science Bldg.  
 School of Professional Development: 2321 Computer Science Bldg.

It is the policy of the Graduate School & School of Professional Development to abide by University, federal, and state laws. For more information on our policies, visit the Graduate Bulletin.