Department of Anthropology
ANP 300 RETAKE REQUEST FORM
Spring 2017

This form requests permission to retake ANP 300 Human Anatomy. Please complete this form and return it to department staff. You will receive a SOLAR message acknowledging receipt of your form.

Requests are reviewed by the course instructor after classes begin for the semester.

You are encouraged to attend the first day of class. You will be notified via email if your request is approved. Please do not contact the course instructor regarding this request.

Semester of First Attempt: ______________________
Grade Received: ______________________
Major: ______________________

Current Level (circle one)    Senior    Junior    Sophomore    Freshman

Briefly explain the reason for this request: (attach any supporting documentation)
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I have read the Undergraduate Course Retake Information sheet. All information contained in this retake request is accurate.
Signature: ______________________

To be completed by Anthropology Department:

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<th>Status</th>
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GENERAL INFORMATION

Academic advisor approval is required for a second attempt of courses in fall and spring. 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.

If you are approved to retake a class, you are NOT permitted to select the grade/pass/no credit (G/P/NC) option for that course, unless the retake is of a previously taken transfer course. WAE 190, WAE 192, WAE 194, WRT 101, and WRT 102 do not require advisor approval for a second attempt since they are specific required courses.

Spring 2017 course retakes must be processed by the add/drop deadline, 4 p.m. on Friday, February 3, 2017.

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, seek permission after a grade is posted on your transcript unless you have already withdrawn from the course (earning a W).

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.

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.

If you earned a grade of P, S, or D or better on a first attempt of a course, no additional credit will be earned for future retakes of the same course.

If you wish to take an equivalent course at another institution, seek pre-approval from the relevant Stony Brook department and obtain a Transfer Course Evaluation Form from Academic & Transfer Advising Services in E-2360 Melville Library.

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, you will need academic advisor approval. Priority is determined based upon cumulative credits earned and the importance of the course toward timely degree progress. You should not expect open seats in CA courses. Summer and winter session courses may have more availability than spring or fall courses. You may also want to consider taking the course equivalent at another college/university.

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

CHE 129, 131, 132, 133, 152, 321, 322, 326, 331, 332
POL 201
CSE 114
PSY 201, 310
SOC 202