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>
<th>Processed by:</th>
<th>Date</th>
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<td>□ Pending</td>
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<td>□ Approved Group 1</td>
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<td>□ Denied</td>
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GENERAL INFORMATION

- 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.

Fall 2016 course retakes must be processed by the add/drop deadline, 4 p.m. on Tuesday, September 13, 2016.

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is a course currently in progress, seek permission after a grade is posted on your transcript unless you have already withdrawn from the course (earning a W).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

ANP 300 is a controlled access course (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.

If the course you wish to retake is taught by one of the “Academic Departments” noted below, please visit that department for approval.

Academic Departments:
- ANTHROPOLOGY (ANP 300 course)
- BIOLOGY (BIO courses)
- BUSINESS (BUS courses)
- HEALTH SCIENCE (HAN 200, HAN 202, HAN 312)
- JOURNALISM (JRN courses)
- PSYCHOLOGY (PSY 201, PSY 310)

If your request to retake a CA course is approved, pending seat availability, you will be able to register for that course (or add yourself to the course waitlist if one exists) via SOLAR.