

STONY BROOK UNIVERSITY
UNDERGRADUATE COURSE RETAKE APPROVAL FORM
FALL 2011 – updated 4/5/11

Instructions to Student:

Stony Brook values the importance of students making good academic decisions. If you wish to register for a second attempt of 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 you make timely progress toward graduation. Please note the following:

1. While you are permitted to register for a second attempt of any course in the summer and winter sessions, you are encouraged to speak with an academic advisor before doing so. General academic advisor approval is **required** for a second attempt in the fall or spring semesters.
2. The courses noted below have been designated **controlled access (CA)**. Students registering for CA courses for the **first time** will have priority to do so. If seats remain available, and you wish to take a CA course for a second time in the fall or spring semester, you will need to obtain approval from a general academic advisor. CA courses:

AMS 102, 151, 161

ANP 300

BIO 201, 202, 203, 204, 205, 315, 358

CHE 129, 131/141, 132/142, 133/143, 321, 322, 326

ECO 108, 303, 305

MAP 103

MAT 122, 123, 125/131/141, 126, 127, 132/142

PHY 121/125/131, 122/126/132, 123, 124, 127, 133, 134

PSY 201, 310

3. Permission to register for a second attempt in which you earned a grade of C or better on the first attempt is **rarely granted**, unless a particular course grade higher than a C is required in your declared major/minor.
4. Second or more course attempts do not replace the grade from the first attempt; rather, both the original and new grades appear on your academic transcript and both are averaged into the cumulative GPA (except MAP 101 and MAP 103.)
5. All third or more attempts of courses in any semester (fall, spring, summer, winter) require a petition (in addition to this form). Please see your academic advisor to obtain a petition.
6. If you wish to take an equivalent course at another institution, seek pre-approval from the relevant department at Stony Brook and file a Transfer Course Evaluation Form with the Transfer Office in 134 Administration.

Please follow the steps below if you would like an academic advisor to consider your request:

1. Seek permission to register for a second attempt by the dates indicated on page 2. To view the University calendar and deadlines, visit www.stonybrook.edu/registrar. No late additions of second or more attempts are permitted.
2. For second or more attempts, you must have a grade from the first attempt noted on your transcript. If it is a course currently **in progress**, please **do not** seek permission until a grade is posted on your transcript unless you have already withdrawn from the course (earning a W) or selected the P/NC option.
3. Please complete page 3 **prior to** scheduling an appointment to speak with your academic advisor in one of the following areas:

Undergraduate Colleges & University Scholars - freshmen - N-3071 Melville Library

Academic and Pre-Professional Advising Center - sophomores, juniors, and seniors in CAS, COB, SOJ, and SOMAS; HANBS Health Science majors - E-2360 Melville Library

Transfer Office – sophomores, juniors, and seniors in CAS, COB, SOJ, and SOMAS - 134 Administration Building

College of Business – for all BUSINESS (BUS) courses - 109 Harriman Hall

College of Engineering and Applied Sciences - all CEAS majors - 127 Engineering Building

Athletes - all student athletes - Student Athlete Development Office, Gymnasium

EOP/AIM - all EOP/AIM students – W-3520 Melville Library

Honors College – all Honors College students – N-3071 Melville Library

WISE – all WISE students – 220 Engineering Building

BIO courses – for all BIOLOGY (BIO) courses - G-04, CMM Building

4. If your request is approved, check SOLAR to ensure the class/section is open. If the class is closed you will be added to the course waitlist (if an active waitlist exists) by the Registrar's Office.
5. If your request to retake a **non-CA course** is approved, bring this completed and signed form to the Registrar's Office, 276 Administration Building, **as soon as your enrollment appointment begins, but before the end of the add/drop deadline.**
6. If you are requesting to retake a **CA course**, you must do so by **Friday, August 26, 2011**. If your request is approved, your advisor will keep the approved form and deliver it to the Registrar's Office after all first time students have had an opportunity to register. The Registrar's Office will send you a SOLAR message if you are registered into or added to a course waitlist from **August 29-31, 2011**. It is your responsibility to check SOLAR and review your class schedule for accuracy. Priority will be determined based upon major, cumulative GPA, number of credits needed to graduate, and cumulative number of credits earned.

NOTE: You should not expect open seats in CA courses. We suggest completing the course at Stony Brook over the summer or winter, or at another college or university.

7. If your request is approved and the Registrar processes this form, should you wish to swap into another section of the same class, please visit the Registrar's Office. A new form is not required.
8. **Falsification of signatures is punishable as academic dishonesty.**

Instructions to Academic/Faculty Advisor:

1. Review the student's academic transcript, verifying the course and grade earned on the first attempt, including P/NC or W.
2. Review the date of the student's request; if after the add/drop period, late add not permitted.
3. Review notes on student's record on PeopleSoft, ensuring no previous denial by another academic advisor for same course.
4. Select one of three options on next page and add date. For non-CA approved courses, give original to student to bring to the Registrar's Office for processing. For CA approved courses, keep original in central office file.
5. Enter comments on student's PeopleSoft record, whether form is approved, approved with reservations, or denied. Include course, decision, and relevant comments.

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

Student Name _____ SB ID _____

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

Student Telephone # (August 2011) _____ E-Mail _____

Course Taken on First Attempt _____ Grade Earned on First Attempt _____

Is this course a controlled access (CA) course (see list below)? YES or NO

If YES, note that all first time enrollees have priority. CA Courses: AMS 102, 151, 161; ANP 300; BIO 201, 202, 203, 204, 205, 315, 358; CHE 129, 131/141, 132/142, 133/143, 321, 322, 326; ECO 108, 303, 305; MAP 103; MAT 122, 123, 125/131/141, 126, 127, 132/142; PHY 121/125/131, 122/126/132, 123, 124, 127, 133, 134; PSY 201, 310.

1st Choice Proposed Course Retake & Section # _____ Five-digit Class # _____

2nd Choice Proposed Course Retake & Section # _____ Five-digit Class # _____

3rd Choice Proposed Course Retake & Section # _____ Five-digit Class # _____

Note: If none of these sections are available, we will attempt to enroll you in another open section or add you to the waitlist.

Why are you asking to enroll in this course? Will this course fulfill a DEC, major, or other requirement?

What contributed to your course grade on the first attempt? What will be different during the second attempt?

If approved, I understand that I am NOT permitted to select the pass/no credit (P/NC) option for this course.

Student Signature _____ Date _____

FOR ACADEMIC ADVISOR COMPLETION

Approved _____ Approved with Reservations _____ Denied _____ 3rd or more attempt _____
(Petition required in addition to retake form.)

Academic Advisor Name & Signature _____ Date _____

Advisor Comments: _____

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

Date Processed: _____ Staff Initials: _____

Form updated: 4/5/11