Graduate Course Retake Approval

This form must be submitted to the Graduate School 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.

Student Name: ____________________________  
SBU ID #: ____________________________

Telephone #: ____________________________  
SBU Email Address: ____________________________

Term: ____________________________  
Program: ____________________________  
Cumulative GPA: ____________________________

Course Taken on 1st Attempt: ____________________________  
Grade Earned on 1st Attempt: ____________________________  
Are you an international student?  
☐ Yes  
☐ No  
Do you have any other degree requirements to complete?  
☐ Yes  
☐ No

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)

Student Signature: ____________________________  
Date: ____________________________

Course Instructor Signature: ____________________________  
Date: ____________________________

Graduate Program Directors Signature: ____________________________  
Date: ____________________________

Visa & Immigration Services Signature (if applicable): ____________________________  
Date: ____________________________

Graduate School Approval: ____________________________  
Date: ____________________________

Registrar’s Office Processed Signature: ____________________________  
Date: ____________________________

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Graduate School: 2401 Computer Science Bldg.

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