Stony Brook University

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.

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

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).

1st Choice Course Retake & Section #	Five-digit Class #
2nd Choice Course Retake & Section #	Five-digit Class #
3rd Choice Course Retake & Section #	Five-digit Class #

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/School of Professional Development Approval: _____	Date: _____
Registrar's Office Processed Signature: _____	Date: _____

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.