

Registrar's Office
Undergraduate Permission for Retaking Course(s)

(when university limit has been exceeded.)

USE THIS FORM for enrollment through add/drop deadline.
(Academic Calendars on Registrar website: www.stonybrook.edu/registrar)

Undergraduate Retaking Courses Policy (Undergraduate Bulletin): *If a course is not designated as repeatable, it may be taken (at most) twice. Students are considered to have taken a course if they remain in the course past the add/drop deadline, regardless of the grade assigned in the course (P/NC, INC, W, Failing). Students wishing to retake a course (after a second attempt) which is not designated as repeatable must first obtain the Departmental Undergraduate Director's approval.* Once this approval is obtained, students must submit this form with all appropriate signature(s) to the Registrar's Office for processing.*

**You may review the entire policy in the Undergraduate Bulletin
as it relates to credits earned and cumulative GPA.**

***Students MUST process this form at the Registrar's Office within the Add/Drop DEADLINE date.
After the deadline, students request must go through the University petition process.

Student Name: _____ (SBID#): _____


Student Signature: _____ Date: _____

Falsification of signatures is punishable as Academic Dishonesty.
Registrar's Office retains all submitted forms for verification of instructor signature.

Transaction to be processed:

- **ADD ENROLLMENT FOR:**

 Course & Section #: _____ & Class # _____

 Semester: FALL 20 _____ WINTER 20 _____ SPRING 20 _____ SUMMER 20 _____

Course Instructor Signature (or Authorized Department Signature):

_____ (Date) _____

APPROVAL to OVERRIDE CLASS LIMIT (Approval required by department instructor OR designee).

Departmental Signature (Date) _____

IMPORTANT NOTE: Unless Approval is provided, Student must find an open section to register for this course.

Student MUST have approval from the Departmental Undergraduate Director who offers the course.

**The Physics Dept.'s approval will be granted only once per course beyond the University's policy.*

Undergraduate Program Director

(Date) _____

Signature indicates Program Director's approval for student to retake this course/section.

FOR OFFICE USE:

Date Processed: _____; Staff Initials: _____ (Form Updated: 09/04/2007)