



Undergraduate Repeat Study/Course Approval

Use this form to inform the registrar of a study or course that you are repeating to improve your skills and knowledge as well as your grade. The two studies must cover the same topic, but may be delivered in different ways. For example, if you took an online algebra course and did not do well, you may replace that course with an independent study or cross registration at another college if the replacement course also is an algebra study at the same level. You will indicate both the original study and the study that replaces it. Your mentor must approve the repeat.

Name		SS# or ID#
Address		
City	State	Zip Code
Home phone	Work phone	
Email	Fax	

Study or course that you completed and wish to replace:

Study/course title _____

Enrollment term _____

The new study or course that replaces the above:

Study/course title _____

Enrollment term _____

When you complete the repeat study form and repeat a study, the more recent grade for the repeated study replaces the original for the purpose of the award of credit and calculation of a grade point average (GPA). Both the original and the repeated study will appear on the transcript, the original course remains a part of the transcript with a code of RP to denote that it has been repeated. Only the most recent of these studies can be included in your degree program.

Please note that while your GPA calculation includes only the credits for the most recent grade earned, your academic satisfactory academic progress calculation includes both the credit earned for the more recent grade and the previous grade.

Student signature _____ Date _____

Primary mentor approval _____ Date _____

Please forward this form to the Office of the Registrar, SUNY Empire State College, 2 Union Ave., Saratoga Springs, NY 12866-4390, fax 518-580-0105.