EMPIRE STATE
UNIVERSITY

Graduate Repeat Course Approval

Use this form to inform the Office of the Registrar of a course that you are repeating.

Name	ID#
Address	
City	State Zip Code
Mobile phone	Work phone
Email	Fax

Course that you wish to repeat:

Course number and title _____

Original enrollment term_____

Repeat enrollment _____

When you complete the repeat course form and repeat a course, the highest grade is used for the calculation of a grade point average (GPA). Both the original and the repeated course will appear on the transcript. **It is important to note that a graduate student can only repeat a course once.**

Please note that while your GPA calculation includes only the highest grade, your academic satisfactory academic progress calculation includes both course attempts.

Student signature _____ Date _____

Advisor approval _____ Date _____

School signature _____ Date _____

Once this form has been signed by the student and advisor, it should be sent to the appropriate school for processing:

School for Graduate Studies fax
518-587-9760
Grad.Services@sunyempire.edu

School of Nursing and Allied Health fax
518-587-5126
SONAH.Services@sunyempire.edu