

## Petition to Repeat a Graduate Course

Graduate Studies, 6<sup>th</sup> Floor Maytum  
 Phone: 716-673-4971 Fax: 716-673-3249 Email: [gradstudies@fredonia.edu](mailto:gradstudies@fredonia.edu)

With prior written approval of the Chairperson of the Department (of the course) and the Associate Provost for Graduate Studies, graduate students wishing to improve the final course grade may retake up to two (2) courses during a single degree program and then may exercise the course repeat option after the grade for the retaken course has been submitted to the Registrar. After the course repeat option is processed, neither the previous course grade nor its earned credit will count toward the student's cumulative GPA or overall credit hours. A single course may be retaken only once and must be completed within two (2) years after the completion of the original course.  
 TUITION WAIVERS MAY NOT BE USED TO PAY FOR COURSE RETAKES.

Please complete this form and return to Graduate Studies

**COMPLETE ALL REQUESTED INFORMATION AND OBTAIN ALL REQUIRED SIGNATURES**

Legal Name: \_\_\_\_\_ Fredonia ID \_\_\_\_\_

On Campus Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
 Street City State Zip

I petition the Associate Provost for Graduate Studies to exercise the course repeat option for the following course:

Course Number/Title	Semester/Year Initially Completed

I understand that the initial grade will remain on my academic transcript but that my overall quality point average will be recalculated based on the grade earned when the course was repeated.  Agreed

**REQUIRED SIGNATURES by the following offices:**

<i>Office Name &amp; Location</i>	<i>Signature</i>	<i>Date</i>
<b>Student's Signature</b>		
<b>Chairperson (of the department the course is in)</b>		
<b>Associate Provost for Graduate Studies, 803 Maytum</b>		

SUNY Graduate Studies  
 Maytum Hall, 6<sup>th</sup> Floor  
 Fredonia, New York

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