

**SUFFOLK COUNTY COMMUNITY COLLEGE  
REQUEST TO REPEAT A COURSE**

A college level course may be repeated one time. The “W” on a transcript does not count as a repeat for a course. If you have already repeated a course, and have a grade for each attempt, you will be stopped from registering for that same course an additional time. You may take the course again, but you must complete this form and take it to the Registrar’s office before you will be allowed to re-register and pay all necessary fees.

Each grade received will appear on your transcript. Beginning Fall 2017, **only the highest grade earned applies to your GPA**. Contact the Financial Aid Office on any campus to determine if the repeated course is covered by financial aid.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Curriculum: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

I wish to repeat the following course(s):

(Sample: Campus = A(Ammerman), E(Eastern), W(Grant) / Term = 01(Winter), 02(Spring), 06(Summer), 09(Fall) / CRN = 91508 / Subject = ENG / Course = 101 / Credits = 3)

Campus	Term/Year	CRN	Subject	Course	Credits	Student’s Signature

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To make a request to repeat a course, please submit the form to one of these locations:

Ammerman Campus  
 Campus Ammerman Bldg. – 200A  
[prereqsa@sunysuffolk.edu](mailto:prereqsa@sunysuffolk.edu)

Eastern Campus  
 Peconic Bldg. – 224  
[prereqse@sunysuffolk.edu](mailto:prereqse@sunysuffolk.edu)

Michael J. Grant  
 Caumsett Hall - H100  
[prereqsg@sunysuffolk.edu](mailto:prereqsg@sunysuffolk.edu)

\_\_\_\_\_  
 Dean/ Academic Chair Signature

\_\_\_\_\_  
 Date

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**For Office Use Only: (SFASRPO)**

Processed by: \_\_\_\_\_ Campus: \_\_\_\_\_ Date: \_\_\_\_\_