

# Appeal to the Undergraduate Course Repeat Policy

Student Progress and Status / Academic Policy Committee  
 c/o Academic Advisement 100 Netzer Administration Building - SUNY Oneonta  
 Oneonta, New York 13820  
 Phone: (607) 436-3390 Fax: (607) 436-3392

**Please Print Clearly:**

NAME \_\_\_\_\_

STUDENT I.D. NUMBER \_\_\_\_\_

STUDENT E-MAIL ADDRESS \_\_\_\_\_ @suny.oneonta.edu

MAJOR(S) \_\_\_\_\_

CONCENTRATION \_\_\_\_\_

**REPEAT POLICY:**

1. For a course initially taken prior to Fall 1994 and subsequently repeated, the transcript will reflect both courses and grades; both grades will be calculated in the grade point average.
2. For a course initially taken in the Fall of 1994 or thereafter and subsequently repeated, the transcript will reflect both courses and grades; only the higher grade will be calculated in the grade point average.
3. In both cases, credit will be granted only once. In courses that are allowed to be repeated (e.g., COMP 100 to a maximum of 6 semester hours), the repeat rule will be applied after the maximum credits are achieved. Exceptions to this (e.g., student fails COMP 100 the first time and wishes to improve GPA via the repeat rule) may be directed to the Committee on Student Progress and Status via the College Registrar (128 Netzer).
4. Students may not repeat a course using the Pass/Fail grading option, a course challenge, or with an independent study. Students may not use transfer courses to replace a grade at Oneonta.
5. Beginning **Fall 2015**, students will be permitted a maximum of one repeat per course. Only the higher grade will count in the student's GPA. Credit will be earned once. Students who attempt to repeat a course a second time will be dropped from the course by the Registrar and/or denied Prior Approval.
6. Appeals: Students who wish to appeal the repeat rule may do so in consultation with the student's faculty advisor. Students will use the **Appeal to the Undergraduate Course Repeat Policy Form** to outline their request. The student's faculty advisor and the chairperson of the student's major each review the form and make recommendations. The Student Progress and Status Committee makes the final decision.
7. Repeating courses may have an impact on financial aid eligibility. Students repeating courses should meet with their financial aid counselor.

**APPEAL PROCESS:** *Students may appeal being prohibited from repeating a course beyond the maximum allowed by the Repeat Policy. Making an appeal is not a guarantee of acceptance of the appeal.*

1. Students complete this form (Items A-D) and attach the proposed justification with any supporting documentation for the requested appeal.
2. Students meet with their assigned faculty advisor. In the case of dual majors, meet with the faculty advisor most closely associated with the course. Review the appeal and leave it with the advisor who will make a recommendation and forward the materials to the appropriate Chair.
3. Chairs review the materials and make a recommendation, then forward all materials to Academic Advisement.
4. Academic Advisement will present the appeals to the *Student Progress and Status/Academic Policy Committee*. The chair of the committee will notify the student, advisor and chair of the decision. **All decisions are final.**
5. Students whose appeals are granted may add the approved course during any open registration period on a space available basis.

**COURSE INFORMATION**

A)	Subject Code	Course Number	Course Title	s.h.	Semester and Year you wish to take the course:
Identify the course you wish to repeat.					

B)	List each Semester and Year the course was taken:	List each Grade earned:
List each time you took the above course and the grade earned in each semester.		

**C)** Attach a written and signed justification for why you think this appeal should be granted. Include any supporting documentation.

**D)** I have submitted this form and provided all the necessary information. I understand submitting an appeal is not a guarantee of acceptance of my appeal, and if approved, repeating the course may affect my financial aid and time to degree completion.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADVISOR AND CHAIR RECOMMENDATIONS:** *(Any notes to the Committee may be attached to this form)*

Advisor Print Name:	Recommendation: Approve Disapprove	Signature/Date:
Chair Print Name:	Recommendation: Approve Disapprove	Signature/Date:

**SPS - APC DECISION: Approve Disapprove**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATE PROCESSED (FOR APPROVED APPEALS):

APPEAL FORM MAINTAINED: Registrar's Office