

Records Office

Deputy Hall, Room 101, #12
Bemidji, MN 56601
218/755-2020 Fax: 218/755-4409
records@bemidjistate.edu

Repeat Course Form

Complete this form for each course you repeat at BSU to ensure your transcript reflects an accurate grade point average and total number of credits. Once complete return to the Records Office located at the address on this form.

Name: _____ **SSN/BSU ID:** _____
Last First MI

Course Repeated:

Dept. Course # Title

Original Course: Year: _____ Term: _____
(F = Fall, W= Winter, S= Spring, 1= Summer)

Course Repeat: Year: _____ Term: _____
(F = Fall, W= Winter, S= Spring, 1= Summer)

Apart from those courses whose description state they may be repeated, any course may be repeated for the purpose of replacing the former grade with a new grade. Once this form is filed, the new grade, whether higher, the same, or lower, will be substituted for the original grade in computing the grade point average and total semester credits. However, the original course and grade will remain on the transcript. Classes originally taken for a letter grade must be repeated for a letter grade (cannot be repeated on a Pass/No Pass basis).