

**BEMIDJI STATE UNIVERSITY**  
**Records & Registration**  
Deputy Hall, Room 101, #12  
1500 Birchmont Dr.  
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.

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
Last First MI

**Course Repeated:**

_____	_____	_____
Dept.	Course #	Title
Original Course:	Year _____	Term: _____ (F = Fall, S= Spring, 1 = Summer)
Course Repeat:	Year _____	Term: _____ (F = Fall, 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 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).