

REPEAT COURSE REQUEST - UNDERGRADUATE

Upon completion, please return this form to the Registrar's Office, Boyden Hall room 003, FAX 508-531-6101.

This form is required of all students who wish to repeat a previously passed undergraduate course.

[Students are urged to keep a copy of this form for their own records.]

Student Name _____ Banner ID _____

I have completed the undergraduate course outlined below, and I wish to take it again at BSU as outlined:

Semester to Repeat the Course: ____ Fall ____ Spring ____ Summer Year _____

Check One: _____ Course Number to be Repeated (ex. BIOL 121) _____
and Course Title _____

_____ First Year Seminar (199)

_____ Second Year Seminar (298, 299)

I have read the university policy on Repeat Courses below. I understand that if I have previously completed a course or course equivalent, I cannot receive duplicate credit in the repeated course, or in a course equivalent such as a first year seminar or second year seminar. I further understand that if I have previously earned a grade of C or higher in the repeated course, the first grade will continue to count in my GPA, and the 2nd grade will not.

Student Signature _____ Date _____

UNDERGRADUATE REPEAT COURSE POLICY AT BSU

Credit cannot be awarded more than once for the same course, whether earned through BSU or in transfer. Credit also may not be awarded more than once for courses which are seen as equivalents to each other, in content or in outcomes. Example: Credit may not be awarded for more than one first year seminar (____199) or more than one second year seminar (____298 or ____299) regardless of topic. All exceptions (ex. Internships) are marked in the catalog as "repeatable for credit".

An undergraduate student may choose to repeat the course through BSU for which he or she received a grade of "C-" or less and, in this case, the grade will replace the first in the student's GPA. Although both courses including grades will appear on the student's transcript, credit for the course will be awarded only once. For the first three times that a course is taken, only the most recent grade will be used to calculate the GPA, regardless of which grade is higher. All grades for courses taken the third and subsequent times will be used in the calculation of the student's GPA. **(Only courses taken through Bridgewater State University and repeated through Bridgewater State University will be eligible for use under this policy.)**

This policy does not apply to courses taken after a student has been awarded a bachelor's degree from Bridgewater State University. It also does not apply to courses for which a student earned a grade of "C" or above. If a student in either of these situations repeats a course, that course and grade will appear on his or her transcript, but the student will receive no credit and the grade will not be included in the calculation of the student's GPA.

Note(s)

Repeating courses taken in a previous semester may affect certain federal and state benefits, various financial aid programs, loans, scholarships and social security benefits, in addition to athletic eligibility and veteran's benefits. The Veterans Administration will not pay for a repeated course in which a passing grade has been previously earned. Satisfactory Academic Progress requirements must be met for continued financial aid eligibility.