

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 and Title _____

Course Number (Ex. BIOL 121) to be Repeated and Title

____ First Year Seminar (199) _____

Course Number (ex. PHIL 199) to be Repeated and Title

____ Second Year Seminar (298, 299) _____

Course Number (ex. PHIL 298, 299) to be Repeated and Title

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 the repeated grade will replace the prior grade in my GPA, regardless of which grade is higher.

Student Signature _____ Date _____

UNDERGRADUATE REPEAT COURSE POLICY AT BSU

(Effective Fall 2015)

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 course description as "repeatable for credit."

An undergraduate student may choose to repeat the course through BSU. The repeated grade will replace the prior grade in the student's GPA regardless of which grade is higher. Although both courses and grades will appear on the student's transcript, credit for the course will be awarded only once as outlined above. **(Only courses taken through Bridgewater State University and repeated through Bridgewater State University will be eligible for use under this policy.)**

Please note that a student's Honors designation is finalized at the time of degree completion. If a student repeats a course after having graduated, the GPA may change, but the Honors designation is not adjusted.

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. For information see "Repeat Coursework" in the Financial Aid section of the latest BSU Catalog <http://catalog.bridgew.edu>.