COURSE REPEAT FORM

PLEASE PRINT. Return signed form to the Registration Office.

_____ _____
Last Name First MI Student ID Number

Course Title and Number (i.e. ENGL& 101 English Composition)**:** _____

Course first taken: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year _____

Grade Received: _____

Course repeated: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year _____

Grade Received: _____

Student Signature _____ Date _____

Date Posted/Initial _____
office use only

Repeating a Course

- Students who repeat a course need to fill out a "Course Repeat" form at the time of registering. If registering online, students need to fill out a "Course Repeat" form before the course is complete.
- Students may not take a class more than three (3) times per state regulation (this is defined as two repeats in addition to the original enrollment). Students must meet with an advisor to develop an educational plan when they repeat a class for a third time. Some programs may have more stringent restrictions for repeating courses (e.g. nursing). Courses with letter grades AU, CR, I, NP, T, or W are excluded because these grades do not affect the GPA calculation.
- The Repeat Symbol (R) indicates the course has been repeated. Only the highest grade will compute in the cumulative GPA. An "R" will be placed next to the lowest grade on the transcript.
- Students receiving financial aid or veterans benefits should consult the respective office(s) prior to repeating a course, as benefits or eligibility may be reduced or canceled as a result of the repeat.

Mail, Fax 360-676-2798 or return this form to:

Registration Office
3028 Lindbergh Avenue
Bellingham, WA 98225-1599

Questions, call 360-752-8434

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360.752.8354.