

# UNIVERSITY OF MINNESOTA DULUTH

## Permission to retake a course (or equivalent course)

In repeating a course, students may choose either to retake the UMD course, or its equivalent, at UMD, or to take an approved, equivalent course anywhere else within the University of Minnesota system. **Department approval is required to take an equivalent course. Only the last grade recorded is used in calculating the University of Minnesota GPA.** Only the most recently completed credits can be applied toward graduation requirements.

UMD students may take an equivalent course at an institution outside the University of Minnesota system to replace a course previously completed at UMD *only if department approval is granted before registering for the course. Although this course may be used to meet UMD degree requirements, its grade will not be included in the student's University of Minnesota GPA.* Only the most recently completed credits can be applied towards graduation requirements. A notation will be added to the transcript that the UMD course was repeated at another institution.

### Return this form on campus to:

Student Assistance Center  
23 Solon Campus Center

### or mail it to:

Office of Financial Aid and Registrar  
University of Minnesota Duluth  
1049 University Drive  
Duluth MN 55812-3011

**E-mail:** umdhelp@d.umn.edu

**Phone:** 218-726-8000

**Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.**

Student information		
Last name--type or print neatly in ink	First	Middle
Student ID number	U of M e-mail _____@d.umn.edu	

### Course repeat using an equivalent UMD or other University of Minnesota system course

	Department	Course #	Description	Credits	Grade	Term/year
Original course taken at UMD						
Equivalent UMD/UM course						
UMD department approval <input type="checkbox"/> Yes <input type="checkbox"/> No						
Department head name (please print):						
Department head signature:				Date:		

### Course repeat using an equivalent course from outside the University of Minnesota system

	Department	Course #	Description	Credits	Grade	Term/year
Original course taken at UMD						
Equivalent course						
Equivalent course taken at:						
UMD department approval <input type="checkbox"/> Yes <input type="checkbox"/> No						
Department head name (please print):						
Department head signature:				Date:		

To request copies of this form in an alternative format: 218-726-8000. UMD is an equal opportunity employer and educator.