

# UNIVERSITY OF MINNESOTA DULUTH

## Request to use an equivalent course to retake a course

A student may retake (repeat) a course using an equivalent course, **providing the department gives approval before the student registers for the course.** Only the last grade recorded is used in calculating the University of Minnesota (UM) GPA. Only the most recently completed credits can be applied toward graduation requirements.

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.

### Return this form on campus to:

One Stop Student Services  
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

Student information			
Last name—type or print neatly in ink	First	Middle	Student ID number
U of M email @d.umn.edu		Date	

Original UMD course	Department	Course #	Course Title	Credits	Grade	Term/year

### Equivalent course to retake (repeat) “original UMD course” above:

Inside the UM system	Department	Course #	Course Title	Credits	Grade	Term/year
UM campus where course will be taken	<input type="checkbox"/> Morris <input type="checkbox"/> Crookston <input type="checkbox"/> Twin Cities					

Outside the UM system	Department	Course #	Course Title	Credits	Grade	Term/year
Institution where course will be taken						

**After completing the course at an institution outside the UM system, the student must submit an official transcript, showing the course and grade, to the UMD Admissions Office, 123 Darland Administration Building, 1049 University Drive, Duluth MN 55812. Although the course may be used to meet UMD degree requirements, its grade will not be included in the University of Minnesota GPA. A notation will be added to the UMD transcript that the UMD course was repeated at another institution.**

UMD department use	
Approval to retake an equivalent course	<input type="checkbox"/> Yes <input type="checkbox"/> No
Department head name (please print):	
Department head signature:	Date: