

**University of Minnesota Duluth
Permission to Retake A Course (or Equivalent Course)**

Students receiving a grade of C or above, or an S, must obtain department permission **before** retaking a course. UMD students may take an equivalent course at another University of Minnesota campus to replace a grade received at UMD. Students may not take a course at another institution outside of the University of Minnesota system to replace a grade received at UMD. Once a student has graduated, repeating a course taken as an undergraduate is not permitted. (See <http://www.catalogs.umn.edu/umd/gen/regs.html>)

Student name		UM ID#
Street address		
City	State	Zip Code
E-mail address		Date submitted

- I received a grade of C or better in the original course.
 The course number course description changed since I took the original course.
 I am taking a semester-sequence course equivalent to more than a one-quarter-sequence course.

	Department	Course number or number sequence	Credits	Grade	Term	Year
Original course						
First retake (or course equivalent)						
Second retake (or course equivalent)						
Third retake (or course equivalent)						

Signature	
Department head (print)	Date signed
Department head signature	

Request not processed (see reason below). If you can make corrections, you may resubmit this form.	
<input type="checkbox"/> Original grade was "I" (Incomplete) or "W" (Withdraw).	<input type="checkbox"/> No such course on your record.
<input type="checkbox"/> Cannot retake course outside the University of Minnesota system.	<input type="checkbox"/> Please complete the course equivalency section.
<input type="checkbox"/> Grade for last attempt was "W".	<input type="checkbox"/> Instructor did not submit a grade.
<input type="checkbox"/> Other	

For questions, please contact the Student Assistance Center, Solon Campus Center 23, (218) 726-8000.
 To request copies of this form in an alternative format: 218-726-8000. UMD is an equal opportunity employer and educator.

RETURN this form 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**

**Phone: 218-726-8000
 E-mail: umdhelpp@d.umn.edu**

Processed by _____ Date _____