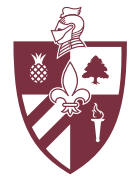


# COURSE SUBSTITUTION REQUEST



BELLARMINE  
UNIVERSITY  
IN VERITATIS AMORE

Complete a separate form for EACH substitution request.

Student's Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Academic Program/Major: \_\_\_\_\_ Minor: \_\_\_\_\_

This form is to request approval of the course in Box A to substitute for the course/requirement in Box B.

Box A (course taken):

Dept	Course #	Course Title	Term/Year	Taken At	Grade

Box B (to be substituted for):

Dept	Course #	Course Title

What major, minor, or Gen Ed requirement is this substitution needed for? \_\_\_\_\_

What is the reason a substitution is needed? \_\_\_\_\_

Is the course in Box A also fulfilling any other requirement(s) in your degree program? If so, explain: \_\_\_\_\_

*Submit form to the dept. chair and then dean for review. If the Box B requirement is for a major or minor, the major/minor chair and dean must approve. If it is for a General Education requirement, the chair/dean of the appropriate discipline must approve.*

**TO BE COMPLETED BY DEPARTMENT CHAIR(S)**

Why is this substitution needed? \_\_\_\_\_

Which department program learning outcome does it fulfill? \_\_\_\_\_

Approval Signature: Department Chair of the requirement in Box B

Date

Signature: Dean of the requirement in Box B

Date

Approved  Denied  Dean's Comments \_\_\_\_\_

**Submit completed and signed form to:**

Bellarmino University Office of the Registrar [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) 502.272.8133 Centro, Horrigan Hall 205