

Bentley University Course Substitution Form

Please email this form **after** the grade appears in Workday to registrar@bentley.edu.

If you are repeating the same course you do not need to submit this form,
the F will automatically be excluded when the new grade comes in.

You should verify with your advisor that the course that you are taking will
substitute for the course you received the F in.

ID Number

Last Name:

First Name:

Original course:

Semester original course was taken:

New course:

Semester new course will be (or was) taken:

New grade:

*A student may substitute another course meeting the same requirement for a failed course from a previous semester (it cannot be in the same semester).

*While only the new course will be calculated into the grade point average, all courses and grades continue to appear on the official transcript.

*Students can repeat or substitute for a course a maximum of two times after the original attempt. This includes grades of F, W and AU.