A course substitution or waiver must first be approved by a professor who normally teaches the course and the student’s Academic Advisor. If the course substitution or waiver is for a degree program Foundational Core course, it must also be approved by the Academic Policies Committee. If the course substitution or waiver is for a degree program Emphasis course, it must also be approved by the Academic Dean.

Obtain signatures for steps 1 and 2a or 1 and 2b below. This substitution/waiver is official only after this completed and signed form is received in the Registrar’s Office.

This request is for: ☐ a course substitution ☐ a course waiver

<table>
<thead>
<tr>
<th>Required MBTS Course:</th>
<th>Replacement or Substitution Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course No:</td>
<td>Course No:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>Credit Hours:</td>
</tr>
</tbody>
</table>

☐ Check if this is or will be a Transfer Course and list the transfer school and term the course was or will be taken:

Reason(s) for requesting this substitution/waiver:

1. This substitution / waiver is: ☐ approved ☐ denied
   
   Course Professor’s signature: __________________________ date: __________

   This substitution / waiver is: ☐ approved ☐ denied

   Academic Advisor’s signature: __________________________ date: __________

2a. Academic Policies Committee Action--for a Foundational Core course substitution or waiver:

   This substitution / waiver is: ☐ approved ☐ denied

   Academic Policies Committee Meeting Date: __________________________

2b. Academic Dean Action--for an Emphasis course substitution or waiver:

   This substitution / waiver is: ☐ approved ☐ denied

   Academic Dean’s signature: __________________________ date: __________

Registrar’s Office Use: Date Received: __________ Received by: ________