

# MASTER'S COURSE SUBSTITUTION/WAIVER REQUEST

Midwestern Baptist Theological Seminary

Registrar's Office

Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Campus Box/Other Address: \_\_\_\_\_

Major: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Total Hours Completed: \_\_\_\_\_ Total Hours Remaining: \_\_\_\_\_

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

Required MBTS Course:	Replacement or Substitution Course:
Course No:	Course No:
Title:	Title:
Credit Hours:	Credit Hours:
<input type="checkbox"/> Check if this is or will be a <b>Transfer Course</b> 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: <input type="checkbox"/> approved <input type="checkbox"/> denied  <p style="text-align: center;"><b>Course Professor's signature:</b> _____ date: _____</p> This substitution / waiver is: <input type="checkbox"/> approved <input type="checkbox"/> denied  <p style="text-align: center;"><b>Academic Advisor's signature:</b> _____ date: _____</p>
2a. _____	Academic Policies Committee Action—for a <b>Foundational Core</b> course substitution or waiver:  This substitution / waiver is: <input type="checkbox"/> approved <input type="checkbox"/> denied  <p style="text-align: center;"><b>Academic Policies Committee Meeting Date:</b> _____</p> <hr style="border-top: 1px dashed black;"/>
2b. _____	Academic Dean Action—for an <b>Emphasis</b> course substitution or waiver:  This substitution / waiver is: <input type="checkbox"/> approved <input type="checkbox"/> denied  <p style="text-align: center;"><b>Academic Dean's signature:</b> _____ date: _____</p>

Registrar's Office Use: Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_