UNDERGRADUATE COURSE SUBSTITUTION/WAIVER REQUEST
Midwestern Baptist College
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 Biblical/Theological Studies or
General Education course, it must also be approved by the Academic Policies Committee. If the course
substitution or waiver is for a Major or Emphasis course, it must also be approved by the College 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._____ OR 2b._____ Academic Policies Committee Action–for a Biblical/Theological Studies or General
Education course:

   This substitution / waiver is: □ approved   □ denied

   Academic Policies Committee Meeting Date: ________________________________

   Academic Dean Action–for a Major or Emphasis course:

   This substitution / waiver is: □ approved   □ denied

   College Academic Dean’s signature: ________________________________ date: __________

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

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