A course substitution or waiver must first be approved by a professor who normally teaches the course. The form will then be reviewed by an Academic Dean. In some circumstances, the request may proceed to the Undergrad Academic Policy Committee for review.

Obtain signatures for steps 1 and 2 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 Spurgeon College 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: __________

2. This substitution / waiver is:  □ approved  □ denied
   
   **Academic Dean’s signature:** __________________________ date: __________