

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

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 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: <input type="checkbox"/> approved <input type="checkbox"/> denied <p style="text-align: center;">Course Professor's signature: _____ date: _____</p> This substitution / waiver is: <input type="checkbox"/> approved <input type="checkbox"/> denied <p style="text-align: center;">Academic Advisor's signature: _____ date: _____</p>
2a. _____	Academic Policies Committee Action—for a Biblical/Theological Studies or General Education course: This substitution / waiver is: <input type="checkbox"/> approved <input type="checkbox"/> denied <p style="text-align: center;">Academic Policies Committee Meeting Date: _____</p> <hr style="border-top: 1px dashed black;"/>
2b. _____	Academic Dean Action—for a Major or Emphasis course: This substitution / waiver is: <input type="checkbox"/> approved <input type="checkbox"/> denied <p style="text-align: center;">College Academic Dean's signature: _____ date: _____</p>

Registrar's Office Use: Date Received: _____ Received by: _____