

# APPLICATION FOR EXCEL EXAMINATION – Petition for Course Waiver



Midwestern Baptist Theological Seminary  
5001 N. Oak Trafficway, Kansas City, MO 64118;

**Description:** Master's level students who believe they are competent in a required seminary course may apply to take an EXCEL exam to have the required course waived and receive entry into upper level course work. To be eligible to take an EXCEL exam, a student is to have earned an overall undergraduate GPA of 3.0 or higher on a 4.0 scale and have earned a grade of B (3.0) or higher in the course under consideration.

Application for an EXCEL exam is made through the Academic Office and is to be made at least two weeks prior to the examination date. A nonrefundable fee of \$25 is charged for each exam taken. Payment is due in advance or at the time of the examination. Examinations will be graded on a pass/fail basis.

Applicants to Midwestern and currently enrolled students may schedule to take examinations prior to the first day of classes each semester. Current college students may receive advanced standing prior to admission by sending a letter of proficiency from the college Dean or Department Chair, a transcript, a copy of the final exam from the equivalent course, and a ten-page paper on the subject being considered for advanced standing. The paper is graded pass/fail by a seminary professor in the specific area.

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## Instructions:

1. Complete a separate form for each course for which an application for an EXCEL Examination is made.
2. Obtain the Registrar's certification/approval to proceed (on the reverse side of this application).
3. Submit the completed form to the Academic Office for the examination to be arranged.

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Campus Box Number: \_\_\_\_\_

Course for which an EXCEL Examination is being sought: \_\_\_\_\_

Comparable undergraduate course: \_\_\_\_\_

Term the course was taken: \_\_\_\_\_ Grade earned: \_\_\_\_\_

Institution (school) and the state (or country) in which it is located: \_\_\_\_\_

Overall undergraduate GPA from all institutions attended and total credit hours earned: \_\_\_\_\_

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\*\*\*\* Continued on Reverse Side \*\*\*\*

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**Registrar's certification of comparable course, grade, and GPA**

The student has  satisfied,  not satisfied the criteria for taking an EXCEL Examination

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date

**Academic Office Examination Arrangements**

Date, time, and place for examination: \_\_\_\_\_

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Copies of this form are to be made for the student and the Academic Dean's Office. The original is to be filed in Registrar's Office.

EXCEL Examination Course: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Noted on Student's Curricular Appraisal/Degree Audit (Registrar's Office): \_\_\_\_\_