

# **Policy on Requests for Course Substitutions and Independent Study Courses**

## **School of Theology**

### **The Southern Baptist Theological Seminary**

#### **Course Substitution Requests**

Occasionally students request course substitutions for required courses, or for mandatory electives within their programs and tracks. The following guidelines apply to course substitution requests:

1. On the one hand, requests for course substitutions are not encouraged as a general rule, since required courses and mandatory electives are placed in particular programs and tracks for specific reasons. On the other hand, we do not want students unnecessarily to repeat material already taken elsewhere, so students who can demonstrate competency in the area of some course required in their programs are welcome to submit course substitution requests.
2. Course substitutions for OT I and II (20200, 20220), Hebrew I and II (20400, 20440), NT I and II (22200, 22220), Greek I and II (22400, 22440), CH I and II (25100, 25120), and ST I, II, and III (27060, 27070, 27080) are only made based upon the successful passing of the appropriate “Advanced Placement Exam.” Exams in each of these areas may be taken (only) during the orientation period prior to each semester, and both new and continuing students are invited to take one or more of these exams at the beginning of any semester that they wish. Please contact the Academic Advisor for the School of Theology for the precise schedule of these exams (STadvising@sbts.edu).
3. All course substitutions for any courses other than those mentioned under point 2 above must be requested in writing, using a “Course Substitution Form” provided by the Secretary to the Senior Associate Dean, or at <http://www.sbts.edu/pdf/CourseSubForm.pdf> online. Specific reason(s) for the course substitution must be given, and supporting documentation (e.g., syllabus from comparable course at an undergraduate institution) is welcome.
4. All course substitutions must be submitted to the Academic Advisor for the School of Theology and approved both by him and by the Senior Associate Dean, School of Theology.
5. By seminary policy, in no case will substitutions for Personal Evangelism (32100) be granted, even if the student has taken this course in another institution or has had vast experience in doing personal evangelism.
6. In some cases, Boyce College graduates may receive automatic substitutions for particular required courses of the MDiv program. The policy for such substitutions is posted outside the office of the Senior Associate Dean, and a copy may be requested from his secretary.

#### **Independent Study Course Requests**

1. Independent study courses are strongly discouraged and will be granted only in extreme cases. Students are permitted to take a maximum of two independent studies.
2. Required courses, that are largely lecture based, cannot be taken by independent study.
3. All independent study requests must be signed by a faculty member and submitted to the Senior Associate Dean, School of Theology. An “Independent Study Form” may be secured from the Secretary to the Senior Associate Dean, or at <http://www.sbts.edu/pdf/IndependentStudy.pdf> online.