

PRESBYTERIAN COLLEGE
ACADEMIC POLICY WAIVER REQUEST

(Fill in Blanks, Then Print Form for Signatures)

Students are bound by the requirements published in the Academic Catalog for earning a degree from Presbyterian College. On rare occasions, the Provost may consider an exception to an academic policy or a reasonable substitution of academic requirements. Students seeking such exceptions must receive approval from their Academic Advisor and, in some cases, a class instructor or department chair. The Provost has final responsibility for the decision to accept or deny the request. The Office of Academic Affairs will inform the student and the student's academic advisor in writing of the decision, and if necessary, any action to be taken. A copy of the Policy Waiver Request will be placed in the student's permanent file.

Return completed form with appropriate signatures to the Office of the Registrar (registrar@presby.edu).

PC ID# _____

FULL LEGAL NAME: _____

Please specify whether the policy to be waived is in: the Academic Catalog Other: _____
Please specify the policy to be waived (or curricular substitution) and page number, if needed:

What is the extenuating circumstance(s) that justifies this policy waiver or curricular substitution?

Registrar's Comments:

Student's signature _____ Date _____

Advisor's signature _____ Date _____

Instructor (when applicable) _____ Date _____

Department Chair (when applicable) _____ Date _____

Approved Request Denied Request Returned for More Information

Provost _____ Date _____

Distribution: Registrar's Office, Advisor, Business Office (when applicable)