

**PRESBYTERIAN COLLEGE  
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 academic policy or a reasonable substitution of academic requirements. Students seeking such exceptions must receive approval from their Academic Advisor and Department Chair. The Department Chair will then recommend a course of action to the Provost, who 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.**

PC ID# \_\_\_\_\_

NAME: \_\_\_\_\_

**Hereby requests a waiver of the following college policy or substitution:**

**This request is made for the following reason:**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor (when applicable) \_\_\_\_\_ Date \_\_\_\_\_

V.P. for Student Life, (when applicable) \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

**Distribution:** Registrar's Office, Advisor, Student, Business Office **when applicable**

OFFICE OF THE REGISTRAR

Revised 09/19