



WILLIAM & MARY

Arts & Sciences

Policy Waiver Request Form

Use this form to petition the Committee on Degrees to waive a catalog policy. Approval is not automatic and is generally given only in extraordinary circumstances.

Please note, not all policies can be waived. The policies specifically listed on the form are some of the most common. If the specific policy you are requesting to waive is not listed, please select "Other" and describe. Policies are listed in the Course Catalog: catalog.wm.edu

Instructions

This form is managed by DocuSign. **You should create an account so that you can see the progress of the petition once it is submitted. Petitions can take up to 6 weeks to process so plan accordingly.**

You are encouraged to meet or communicate with your faculty advisor before you submit the petition, since your advisor must sign off before it gets routed to the COD. You should let them know that an email will be coming from the DocuSign system. **Please monitor your email** in case additional information or clarification is needed. If your request is approved, your final transcript will be updated by the Registrar's Office.

If you have questions about this form, please reach out to the Office of Undergraduate Academic Affairs, academicaffairs@wm.edu



WILLIAM & MARY
Arts & Sciences

Office of Undergraduate Academic Affairs
757-221-2476 | academicaffairs@wm.edu

Policy Waiver Request

Student's Name: _____ Banner ID #: _____

Phone: _____ Email: _____

Major | Minor: _____ Anticipated Graduation Date: _____

I am requesting a policy waiver as indicated below

- Exceed the 10-semester rule
- Waive the 6-year rule
- Catalog Year
- Dual Enrollment
- 3:2 Program Permission
- Other : _____

State the specific degree requirement(s) you wish to waive (e.g., Which policy?):

If you check the "other" box above use this space to explain what policy your are asking an exception for. The college catalog can be a helpful tool when completing this part.

Explain the extraordinary circumstances that justify a waiver in your case (~150 words):

Examples:

- If you missed a deadline, fully explain why
- If you are requesting dual enrollment, how will you balance your W&M courses while taking courses elsewhere, why is this necessary, etc
- If you are requesting to waive the 6 year or 10 semester policy, do you have an academic plan, why does this benefit you.

Additional support from instructor, academic advisor, or others (~150 words):

Optional

Student Signature

Date

Faculty Advisor or assigned pre-major advisor only

Academic Advisor: Print Name | Signature

Date

I have included the following documentation with my petition:

Degree Works (required)

Revised 7.10.2023

Asst Dean for Undergraduate Education

Date

Passed on to COD for approval? Yes No

COD Decision: Approved Denied