



WILLIAM & MARY
Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES

Policy Waiver Request Form

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

Instructions

Attach additional documentation:

- Your [Degree Works](#)
- Other documentation as indicated (see form)

Return completed form to the Office of Academic Advising, Swem Library 169.



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DEAN OF UNDERGRADUATE STUDIES
Office of Academic Advising, Swem Library 169
757-221-2476 | advising@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:

- | | |
|--|--|
| <input type="checkbox"/> COLL* | <input type="checkbox"/> Senior Residency Requirement |
| <input type="checkbox"/> GER* | <input type="checkbox"/> Take final 7 hours of elective credit elsewhere** |
| <input type="checkbox"/> Proficiency* | <input type="checkbox"/> Take last semester elsewhere in the U.S. |
| <input type="checkbox"/> Major Requirement* | <input type="checkbox"/> Take first semester of final year abroad*** |
| <input type="checkbox"/> Minor Requirement* | <input type="checkbox"/> Take last semester abroad*** |
| <input type="checkbox"/> Exceed the 10-semester rule | <input type="checkbox"/> Other (describe below) |
| <input type="checkbox"/> Waive the 6-year rule | |

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

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

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

Student Signature Date

Academic Advisor: Print Name | Signature Date

*Chair/Program Director: Print Name | Signature Date

***Global Education Advisor: Print Name | Signature Date

I have included the following documentation with my petition:

- Degree Works (required)
- **Copy of Registrar's email approving that office's "Permission to Take Course Elsewhere" (if needed)
- ***Copy of completed Reves Center's "Study Abroad Transfer Credit Approval Form" (if needed)

Dean of Undergraduate Studies Signature Date

Passed on to COD for approval? Yes No

COD Decision: Approved Denied