

Petition to the School of Business Committee on Admission, Academic Status & Degrees



Raymond A. Mason
School of Business
WILLIAM & MARY

Complete and return this form along with a copy of your Degree Works to Miller Hall, Suite 2051 as soon as possible.

STUDENT INFORMATION

Name: _____ Student ID#: _____
Local Mailing Address: _____
Local Phone: _____ Email: _____
Academic Standing: Fr So Jr Sr Current Academic Advisor: _____
Primary Major: _____ Concentration: _____
Second Major: _____ Minor: _____ Expected Graduation: _____
Month Year

PETITION REQUEST

Please indicate what area your petition pertains to (check all that apply):

Course Exemption/Course Substitution	Waiver of 4-semester Business Residency Requirement
Permission to Take Courses Elsewhere (Domestic)	Waiver of W&M Senior Residency Requirement
Permission for Late Course Add/Drop	Admission Status – Petition Admission Decision
Permission for Late Withdrawal	Admission Status – Deferral Request
Permission to Defer/Reschedule Final Exam	Admission Status – Consideration for Readmission
Other: _____	

COURSE INFORMATION

Please specify the course details for any course relevant to your petition:

Action	Semester	Course & Section	CRN #	Hours	Instructor
<i>Example: Late Add</i>	<i>Fall 2022</i>	<i>BUAD 203-01</i>	<i>11113</i>	<i>3 credits</i>	<i>Smith</i>

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STUDENT PERSONAL STATEMENT

Please discuss fully the reasons for your request, and describe why your case is extraordinary (you may attach additional pages as needed):

Student Signature: _____ Date: _____

FACULTY/ADVISOR STATEMENT

Please give information relevant to this student's petition including (but not limited to): attendance, class participation, performance level:

Fac/Adv Signature: _____ Date: _____

OFFICE USE ONLY

Petition Approved? Yes No Date Approved/Not Approved: _____

Signature of Assistant Dean: _____

Date Document sent to:	_____ Student	_____ Academic Advisor
	_____ Registrar	_____ Other:
	_____ Dean of Students	_____ Other: