



William & Mary School of Education

Petition Form - Select *Time Extension, Other, or Course Substitution* and supply required information/documentation.

Please Print:

Student ID # 930 _____ Name _____

W&M Email _____ Alternate Email _____

Local Phone # _____ Alternate Phone _____

Degree Program & Area of Emphasis _____

TIME EXTENSION Please attach the reasons(s) for your request. Please include all extenuating circumstances which have precipitated the request.

Indicate below your remaining required coursework and develop a timeline that identifies major milestones & an anticipated date for completion of degree requirements. This timeline should be developed in consultation with your advisor.

Total Number of Credit Hours Completed To Date: _____

Courses Remaining to be Taken/Date Scheduled for Completion:

<u>Course</u>	<u>Date Scheduled for Completion</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____

Major Milestones (i.e., Dates of Comps, Dissertation Proposal, etc.):

Anticipated Graduation Date: _____

OTHER Please describe the nature of your petition _____

Please attach the reasons(s) for your request. Please include all extenuating circumstances which have precipitated the request.

COURSE SUBSTITUTION Please attach the reasons(s) for your request. Please include all extenuating circumstances which have precipitated the request.

Recommendation of Faculty Member who Teaches Required Course:

Approved Denied Other

Comments: _____

Signature: _____ Date _____

Recommendation of Faculty Member who Teachers the Course to be Substituted for the Required Course:

Approved Denied Other

Comments: _____

Signature: _____ Date _____

RECOMMENDATION OF ADVISOR: Approved Denied Other

Comments: _____

Signature: _____ Date: _____

ACTION OF THE ASSOCIATE DEAN: Approved Denied Other

Comments: _____

Signature: _____ Date: _____

ACTION OF ACADEMIC AFFAIRS COMMITTEE: (if needed) Approved Denied Other

Comments: _____

Signature: _____ Date: _____

Office Use ONLY

Date of Admission _____ Date of Expiration _____

Previous Extensions _____