

Petition to Change Course Enrollment (Graduate Students)

Submit in person to:
Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>



Mail or fax to:
Office of the University Registrar
Stanford University
482 Galvez Mall, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

University Policy on Course Registration: The Faculty Senate has established strict guidelines regarding course enrollments. The University's policy on course enrollments may be found in the *Stanford Bulletin* (see "Academic Policies and Statements"). Specific dates are published each quarter in the Time Schedule or on the web at http://registrar.stanford.edu/academic_calendar/. Exceptions to the University's deadlines on course enrollments are normally granted only in cases where the delay was a result of University action.

Purpose: a Petition to Change Course Enrollment (Graduate Students) must be submitted to:

- add course/s after the deadline
- change unit total of course/s after the deadline
- extend an Incomplete after the deadline
- repeat a course for a second time

Deadlines: a Petition to Change Course Enrollment (Graduate Students) must be submitted to:

- late add: last day of classes
- late change of unit total: last day of classes
- extend Incomplete: last day of classes
- repeat course for second time: add deadline

Please file a HELPSU ticket with questions. If you are submitting a late study list, a processing fee of \$200 will be applied to your student account.

Instructions:

Any request for changes must demonstrate exceptional circumstances.

1. Draft a personal statement (on a separate page) describing why an exception to Faculty Senate course enrollment policies is warranted. (No statement is necessary to request to repeat a course for a second time).
2. Obtain all appropriate signatures from instructor(s) and Bechtel International Center (F-1 and J-1 visa holders only). If submitting this petition for late change of units, and you are departmentally funded, you must also provide a separate signed statement from your major department.
3. Submit completed form and personal statement to to the address, fax or email listed at the top of this form.
4. You will be sent written notification of the results of your Petition to Change Course Enrollment once it has been reviewed by the Faculty Senate Subcommittee on Exceptions to Academic Policy or its designees.

In general, petitions take three weeks to review. Notification will be sent to your mailing and/or email address entered on this form. Failure to complete any, or part, of the requested information will delay the review of your request. Unsigned petitions (either by you or the instructor) will not be reviewed. Petitions submitted after the deadline may not be reviewed.

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Last or Family Name	First	Middle
Stanford Student Number (8 digits, first digit is 0)	Department Name	Email Address

Quarter: _____ Year: 20__ - 20__ late add late change of unit total repeat course 2nd time

extend Incomplete; indicate original date Incomplete work was to be submitted: _____

Subject Code & Catalog Number	Class # (in Axess) e.g., 21645	Current Units	Requested Units	Grading Basis	Instructor Name (please print)

Total units after the change(s): _____

Faculty Comments and Signatures: verify the participation of the student in the course and/or the ability to earn units. Include any information that may be of use in evaluating this petition. Attach additional sheets if necessary. *Note:* by signing below, you indicate that you have reviewed the submission above and agree that the date of last work is accurate.

Subject Code/Catalog Number of Course	Instructor Signature	Date
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Student Signature: By signing below, I certify that the information contained on this petition and all supporting documents is true and accurate. I understand that misrepresentation(s) of fact and/or circumstances may give rise to a complaint being filed with the Office of Community Standards for investigation as possible violation(s) of the Fundamental Standard.

Signature of Student	Date
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International Students: Approval from the Bechtel International Center is required for F-1 and J-1 visa holders.

Bechtel International Adviser Signature (if necessary)	Date
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For Subcommittee Action; do not write below this line.

Approved: _____ **Denied:** _____ **Postponed:** _____ **Notified:** _____