

Office Memorandum - Stanford University - Office Memorandum

September 2017

To: Applied Physics Students

From: Professor Daniel S. Fisher
Chair, Applied Physics Graduate Study Committee

Subject: Additional Information Required for Non-Stanford Course Waivers

If you are petitioning the Graduate Study Committee to waive out of specific Applied Physics course requirements, in addition to the regular petition to be submitted, the following information must be provided for the non-Stanford courses you are petitioning to count towards our requirements:

PRINT LEGIBLY

- 1. List the courses originally taken and where they were taken.
List the level of the course.
List the grade received in each course you list.**
- 2. List the textbooks used. If the textbooks used are not normally used in U.S. universities, list the nearest equivalent textbook that is used in the U.S.**
- 3. List the course numbers of courses for which you have previously requested and received waivers.**
- 4. Attach a copy of the course description(s) for the course(s) originally taken. If not available, provide a short list of the topics covered.**
- 5. Indicate on the petition which course you will take in lieu of the course you seek to be waived out of. It must be a course in an area related to the proposed waived course.**

Your course waiver petition cannot be considered unless we have the information requested above.

UPDATE ON COURSE REQUIREMENTS & COURSE WAIVERS

Professor Daniel Fisher, in his role as Chair of the Graduate Study Committee and who is overseeing the revision of the PhD course requirements with the Department Chair and a newly-named Advising Committee, has clarified one of the course waiver issues which is related to the changed course requirements.

Concerning the course requirement of 18 units of advanced specialized courses (before 2017-18, 21 units were required):

A student admitted BEFORE 2017-18 has two options:

Option 1. Take a total of 21 advanced units (see what counts on the PhD Degree Requirements document). No questions asked, and no waiver petition is required.

or

Option 2. Take a total of 18 advanced units. If this option is chosen, the student will need to email Professor Daniel Fisher a short description of their research as well as copies of the course descriptions of the two courses the student identifies they took which are outside of their research area. The two courses outside of the student's research field are in an integral part of the reduced number of units to satisfy the changed requirement to 18 units.

Professor Fisher will need to notify the Department Office in writing of the decision as to whether or not the student's plan for Option 2 is satisfactory.

This decision needs to be recorded in the student's file and carefully monitored by the AP Department Office (via the requirements check-off list in each student's folder) to assure the student has followed through on the courses taken to meet the 18 units requirement.

August 7, 2017

PETITION TO THE APPLIED PHYSICS GRADUATE STUDY COMMITTEE
REQUEST FOR COURSE WAIVER

The petition should give a full statement of the reasons for the request and should be endorsed by both the Academic Advisor and the Research Advisor before it is submitted to the Department Office for action. Additional information must be provided as outlined in the cover memo from the Graduate Study Committee.

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Date: _____ Name: _____

Email: _____ Student ID Number: _____
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PREVIOUS COURSE WAIVERS REQUESTED:

Approved? _____
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I petition to waive out of the following course requirement(s):

JUSTIFICATION FOR REQUEST (see instructions on what is required to include):

COURSE TO BE TAKEN IN LIEU OF THE WAIVED COURSE: _____

Note: The course must be in an area related to the proposed waived course.

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REQUEST ENDORSED:

1) _____ 2) _____
Academic Advisor Date Research Advisor Date

**SUBMIT PETITION TO THE APPLIED PHYSICS DEPARTMENT OFFICE AFTER YOU
HAVE OBTAINED THE ABOVE TWO SIGNATURES.**
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APPROVED _____ DENIED _____

Chair, AP Graduate Study Committee Date

REMARKS:
