

## Request to Withdraw from a Course after the Deadline (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/](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:** This form must be submitted by a student who wishes to withdraw from a course or courses after the withdraw deadline.

**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.
2. Obtain all appropriate signatures from instructor(s) and Bechtel International Center (F-1 and J-1 visa holders only).
3. Submit completed form and personal statement to the address or fax listed at the top of this form.
4. You will be sent written notification of the results of your Request to Withdraw from a Course after the Deadline 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 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

**Change(s) Requested:** see instructions on page 1 of this form. Find the "class #" on Axess.

Subject Code & Catalog Number	Class # (in Axess)	Units	Grading Basis	Quarter/Year	Date of last attendance or date work was last submitted (whichever was later)	Instructor Name (please print)

**Faculty Comments and Signatures:** provide information which may be useful in evaluating this request. 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

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

**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

**For Subcommittee Action; do not write below this line.**

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Postponed:** \_\_\_\_\_ **Notified:** \_\_\_\_\_