

Department of Biology – STANFORD UNIVERSITY
General Petition

Name:	Status (circle one) : bio major bio minor MS coterm
ID#:	If major/minor, which year (soph, jr, sr)?
Email:	Are you doing honors? (circle one) yes no
Planned graduation quarter:	If yes, which field of study (if any)?

Guidelines for Submitting a General Petition for Biology

Use this form to request exceptions to your degree program. Only one request is permitted per petition. Petitions are evaluated by the Director of Undergraduate or Graduate Studies, depending on your program; expect a response within two weeks of submission of the petition. Please note that the following principles apply to the consideration of these petitions:

- Undergraduate petitions for upper-division elective courses to count as Biology elective credit without science prerequisites, or courses fulfilling any GER except Natural Sciences will be denied automatically.
- Because these petitions are for exceptions to faculty-mandated department requirements, they will not routinely be granted.
- The current director will be guided, but not bound, by decisions of previous directors regarding similar petitions.
- The endorsement of your faculty advisor **does not guarantee** that your petition will be approved.

- REQUIRED ATTACHMENTS:** 1) Syllabus and/or course description for course being petitioned
 2) Typed letter explaining in detail why the petition should be considered (2 pages max).
 3) Copy of unofficial Stanford transcript

Deadlines: Petitions should be made as soon as the need for one is recognized. **Petitions requesting substitution or exemption from a degree requirement will not be accepted after the add/drop deadline two quarters prior to the conferral of a student's degree.** For example, a student who plans to graduate in Spring of their senior year must submit all petitions for substitution or exemption no later than the add/drop deadline for Autumn quarter of their senior year.

Undergraduates:		
<input type="checkbox"/>	requesting out-of-department elective credit. COURSE: _____ # of units: _____ List science prereqs of course: _____ GER? (yes or no) _____ If yes, specify: _____	
<input type="checkbox"/>	requesting central menu credit. COURSE: _____ CENTRAL MENU AREA: _____ List science prereqs of course: _____ GER? (yes or no) _____ If yes, specify: _____	
<input type="checkbox"/>	requesting exemption (please specify): _____	
<input type="checkbox"/>	requesting substitution (please specify): _____	
<input type="checkbox"/>	other (please specify): _____	
MS/Coterm students:		
<input type="checkbox"/>	requesting out-of-department elective credit COURSE: _____ # of units: _____	
<input type="checkbox"/>	requesting credit for "other 9 units" COURSE: _____ # of units: _____	
<input type="checkbox"/>	other (please specify): _____	
Faculty Advisor Name (Printed)	Faculty Advisor Signature	Date Signed
Faculty Advisor Justification Statement (Why this request should be considered; must be legible):		

Submit this form to the Student Services Office, Gilbert 108. Petitions will not be accepted without an advisor's printed name, signature, and justification statement plus the course syllabus and your justification letter.

OFFICE USE ONLY:		
ACTION:	<input type="checkbox"/> GRANTED	<input type="checkbox"/> DENIED
		<input type="checkbox"/> DEFERRED
Explanation:		
Signature:		
Chair, Undergraduate Studies Committee, or M.S. Program Committee		