

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 and grading may be found in the *Stanford Bulletin* (see "Academic Policies and Statements"). Specific dates are published each quarter in the 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 Final Study List deadline:* Indicate in personal statement why an exception to add a class after the posted academic deadline is warranted. Include the circumstances which caused you to miss the deadline and the necessary steps you will take to make sure this doesn't happen in future quarters. Include supporting documentation, when appropriate.
- *Change course units after the Final Study List deadline:* Indicate in personal statement why an exception to adjust units on a class after the posted academic deadline is warranted. Include the circumstances which caused you to miss the deadline and the necessary steps you will take to make sure this doesn't happen in future quarters. Include supporting documentation, when appropriate.

Note: Students should be aware of the potential tuition implications for adding courses or units. There are no tuition reassessments for withdrawing from individual courses.

- *Request extension of a pending Incomplete grade:* Indicate in personal statement why an exception to the original deadline agreed upon between yourself and the course instructor is warranted. Include the circumstances which prevented you from completing the work by the one year deadline. Include supporting documentation, when appropriate. Note that a leave of absence does not stop the clock on the time limit for resolving incomplete grades.
- *Repeat a course for a second time:* Indicate in a personal statement why an exception to repeat a course for a second time is warranted

Deadlines:

- *Late add:* Last day of classes for the current quarter
- *Late change of unit total:* Last day of classes for the current quarter
- *Extend Incomplete:* Grading deadline for quarter in which incomplete lapses
- *Repeat course for second time:* Final Study List deadline of current quarter

File a HELPSU ticket with questions (<https://helpsu.stanford.edu/?pcat=StuAcct>). 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.
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 Student Services Center address, fax or email at the top of this form.
4. You will be emailed 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.

Petition to Change Course Enrollment (Graduate Students)

See page 1 for complete submission information. Fax to 650.725.7248, or submit in person to the Student Services Center.

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

Late add
 Late change of unit total
 Repeat course 2nd time
 Extend Incomplete deadline; indicate original date Incomplete work was to be submitted: _____
 Quarter: _____ Year: 20____ Total units after the change: _____

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

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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Subject Code/Catalog Number of Course	Instructor Signature	Date
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Subject Code/Catalog Number of Course	Instructor Signature	Date
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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:** _____