

# Coterminal Course Approval Form

**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

## Information and Instructions:

All course enrollments must be designated towards a specific degree program (e.g., undergraduate or graduate). Designating courses in this way allows the Office of the University Registrar and academic departments to accurately monitor progress towards the minimum university requirements for each degree. Courses cannot be transferred once the undergraduate degree has been conferred. The deadline to submit this form is the Final Study List deadline of the quarter in which the student is graduating.

**Please print clearly or type.** Failure to complete any, or part, or the items listed below will delay the review of your request.

\_\_\_\_\_  
Last or Family Name

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Stanford Student Number (first number is zero)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Undergraduate Major A

\_\_\_\_\_  
Undergraduate Major B (if applicable)

\_\_\_\_\_  
Undergraduate Major C (if applicable)

\_\_\_\_\_  
Coterminal Graduate Department

**Signatures:** Student: By signing below, I certify that the information contained on this petition form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Undergraduate Major A Department)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Undergraduate Major B Department)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Coterminal Graduate Department)

\_\_\_\_\_  
Date

## REGISTRAR USE ONLY

Approved     Denied     Postponed     Notified (date) \_\_\_\_\_

Reason for Postponement/Delay/Referral: \_\_\_\_\_

Quarter	Academic Year	Subject Code	Catalog Number	Course Title	UG to GR <sup>1</sup>	GR to UG <sup>2</sup>	GER <sup>3</sup>

<sup>1</sup>Mark "X" if transferring course(s) from undergraduate program/career to coterminal graduate program/career.  
<sup>2</sup>Mark "X" if transfer course(s) from coterminal graduate program/career to undergraduate program/career.  
<sup>3</sup>Mark "X" if you used this course to satisfy a GER requirement.