

Declaration or Change to a Field of Study for 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

Please print legibly

Last Name	First Name	Middle Name	Email Address
Stanford Student # (last eight digits)	Department and Program #1 (e.g., History Ph.D.)	Department and Program #2	

Instructions

- Complete this form only if you are a graduate student who would like to declare or change a graduate field of study (subplan) within your current department.
- Students should file this form at least two quarters before their intended graduation, and no later than the Final Study List deadline.
- All fields of study appear on the transcript but only certain fields of study appear on the diploma; consult with your department to verify whether your field of study appears on the diploma.
- If you wish to change your current degree type or switch to another department then you must file the online Graduate Program Authorization Petition in Axess.

For policies and additional information about the Graduate Program Authorization Petition, see:

<http://studentaffairs.stanford.edu/registrar/students/grad-auth-pet>

- I have applied to graduate in _____ Quarter of Academic Year 20____ - 20____.
- I have not applied to graduate.

I am making the following changes to my graduate degree plan (*check all that apply*):

Add Drop

- Field of study (subplan) _____ to/from this department/program _____
- Field of study (subplan) _____ to/from this department/program _____
- Field of study (subplan) _____ to/from this department/program _____

Signatures

Student Signature	Print Name	Date
Department Administrator Signature	Print Name	Date
Departmental Adviser Signature (if applicable)	Print Name	Date
Area Adviser/Field of Study Chair Signature (if applicable)	Print Name	Date

REGISTRAR USE ONLY:

Processed by _____ Date _____ Comments _____