

Department of Biology – STANFORD UNIVERSITY
General Petition

Date:	Are you doing honors? (circle one) <u>yes</u> no
Name:	If yes, which field of study (if any)?
ID#:	Email:
Status (circle one) <u>undergrad</u> MS coterm	Phone:

This form should be used for requesting exceptions to your degree program. Only one request is permitted per petition.

INSTRUCTIONS: 1) Syllabus and/or course description for course being petitioned must be attached
 2) Petition must be accompanied by a typed letter explaining in detail why the petition should be considered.

Request:

Undergraduates:

requesting out-of-department elective credit. COURSE: _____ # of units: _____

requesting central menu credit. COURSE: _____ CENTRAL MENU AREA: _____

requesting exemption (please specify): _____

requesting substitution (please specify): _____

MS/Coterm students:

requesting out-of-department elective credit COURSE: _____ # of units: _____

requesting credit for "other 9 units" COURSE: _____ # of units: _____

other (please specify): _____

Return completed form to the Student Services Office, Gilbert 108 (723-1826). Petitions will not be accepted without an advisor's signature. Please note: your advisor does not evaluate the request but is signing stating that he/she met with you to discuss this request.

Faculty Advisor's name (printed):	Faculty Advisor Signature:
-----------------------------------	----------------------------

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

Guidelines for Submitting a General Petition for Biology

Students occasionally wish to petition to have courses not on our list of Department Approved Classes approved for credit toward the major. These classes may have been taken in other departments here at Stanford. Such petitions are evaluated by the Director of Undergraduate or Graduate Studies, depending on your program, with a response typically given within two weeks of submission of the petition. Please note that the following principles apply to the consideration of these petitions. Firstly, since these petitions are for exceptions to faculty-mandated department requirements, they will not routinely be granted. Secondly, the current director will be guided, but not bound, by decisions of previous directors regarding similar petitions. Finally, the endorsement of your academic advisor does not guarantee that the petition will be granted by the Director of Undergraduate or Graduate Studies.

Please note that in cases where credit is being sought for many out-of-department courses, an individually designed undergraduate major may be an appropriate alternative to majoring in Biology.