



Petition to Change Course Enrollment

Undergraduate Advising and Research (UAR), Vice Provost for Undergraduate Education (VPUE)

Sweet Hall, 1st Floor, Stanford University, Stanford, CA 94305-3085

(650) 723-2426, (650) 725-1436 (fax), advising@stanford.edu, <http://undergrad.stanford.edu>

Purpose:

A *Petition to Change Course Enrollment* should be submitted by a student who, with appropriate circumstances, wishes to: (i) add a course after the deadline; (ii) withdraw from a course after the deadline; (iii) change unit total of a course after the deadline; (iv) submit a late study list; (v) request a section change; or (vi) repeat a course for a second time.

NOTE: If you are submitting a late study list, a processing fee of \$200 will be applied to your student account.

Petition Deadlines:

Late Add, Late Change of Unit Total, Section Change:	End of Week 4
Late Withdrawal:	Last day of Classes
Repeat Course for 2nd Time:	Same as Add Deadline
Late Study List:	End of Week 4

Instructions:

Please note that requests for changes should demonstrate exceptional circumstances; otherwise, they are generally denied.

- Make an in-person or phone appointment to meet with a UAR Advisor (Academic Advisor in Sweet Hall, Academic Director in your residence or Academic Advisor located in the Athletic Academic Resource Center) to determine whether your request is appropriate.
- Write a Personal Statement (up to 1 page) describing why an exception to Faculty Senate course enrollment policies is warranted. Where applicable, discuss the following:
 1. What occurred - description of events
 2. Chronology of events (e.g. specify dates of attendance, interactions and transactions.)
 3. Whom you consulted
- Meet with the UAR Advisor to discuss your request and written statement.
- References to correspondence with others (e.g. emails, etc) must be included as documentation or corroborated by individual(s) referenced.
- Obtain appropriate signatures and submit form, Personal Statement and supporting documentation (e.g. emails, etc) to your UAR Advisor or to the UAR Front Desk in Sweet Hall, 1st Floor.

Notification:

You will receive written notification of the results of your petition once it has been reviewed. Notification will be sent to the email address you entered on this form. Petitions may take three weeks to process, although most take less time. Failure to complete any, or part, of the requested information will delay the review of your request. Petitions without all required signatures will not be reviewed. Petitions submitted after the deadline may not be reviewed.



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Please complete the information below in print or type. Read carefully the instructions on the reverse of this sheet. Submit completed form and all supporting statements/documentation to your UAR Advisor or to the UAR Front Desk in Sweet Hall, 1st Floor.

1 Student Info

Printed Name of Student (Last) (First) (Middle) Stanford ID Number

Fr So Jr Sr CoTerm Yes No Classification International? Graduation Qtr/Year Major 2nd Major (if applicable)

Name of on-campus residence Academic/Departmental/Major Advisor(s)

Mailing Address

Phone Number Email Address

Residence Dean with whom you have worked (if applicable) UAR Advisor/Academic Director with whom you have worked

By signing below, I certify that the information contained on this 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 Office of Judicial Affairs for investigation as possible violation(s) of the Fundamental Standard.

Student Signature (required) Print Name Date

2 Action

Change Requested (Check one box only):

- Add course(s) Section Change (1=Present course. 2=Desired course)
Change unit total of course(s) Withdraw from course(s): Indicate last date of attendance/work submitted
Late Study List (\$200 fee) Other (please explain)
Second Repeat

1. Axxess Class Nbr.: Subject Code/Cat. Nbr.: Units: Letter or CR/NC Total Qtr Units:
(e.g. 2443) (e.g. PolSci 101) (Circle One)

2. Axxess Class Nbr.: Subject Code/Cat. Nbr.: Units: Letter or CR/NC Total Qtr Units:
(e.g. 2443) (e.g. PolSci 101) (Circle One)

Quarter: Autumn Winter Spring Summer Academic Year: (e.g. 2009 - 2010)

3 Faculty

Instructor (required): Please write a note addressing student's request as listed above. Attach sheets if needed.

Comments:

Instructor Signature Print Name Date

4 Advisors

UAR Advisor or Academic Director Signature (required) Print Name Date

Other Signature (as recommended) Print Name Title Date

NOTE: The UAR Advisor or Academic Director signature indicates that the advisor has reviewed the petition process and discussed your situation with you. The signature does not, necessarily, indicate an endorsement of your request. Advisors may send additional comments to UAR at the address above.

VPUE Only

Recommendation: Approve Deny PRB Final Decision: Approved Denied
Init. Date Init. Date

Comments:

Log Record Notify Forward STF Enrollment Request: Permission #: Exp. Date