

## 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  
630 Serra Street, 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 may be found in the *Stanford Bulletin* (see "Academic Policies and Statements"). Specific dates are published each quarter in the Time Schedule or on the web at [http://registrar.stanford.edu/academic\\_calendar/](http://registrar.stanford.edu/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 deadline
- change unit total of course/s after the deadline
- extend an Incomplete after the deadline
- repeat a course for a second time

**Deadlines:** a Petition to Change Course Enrollment (Graduate Students) must be submitted to:

- late add: last day of classes
- late change of unit total: last day of classes
- extend Incomplete: last day of classes
- repeat course for second time: add deadline

Please file a HELPSU ticket with questions. 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. (No statement is necessary to request to repeat a course for a second time).
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 address, fax or email listed at the top of this form.
4. You will be sent written 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.

