

# 10. FORMS

This section contains useful forms. Copies of these forms may also be downloaded from the Handbook web site, <http://ughb.stanford.edu>.

- School of Engineering: Petition for Program Deviation
- Departmental Petition for Program Deviation
- School of Engineering Petition for Transfer Credit
- Departmental Petition for Transfer Credit
- Blank Four-Year Plan Sheet
- Blank Program Sheet

Note: If you are planning an Individually Designed Major, use the Blank Four-Year Plan and Program Sheets to plan your program.



**DO NOT USE THIS FORM  
FOR TRANSFER CREDIT**

**School of Engineering**  
**PETITION**  
**PROGRAM DEVIATION**

**UNDECLARED**  
 **ENTERED** \_\_\_\_\_  
 **EM**  
**NOTIFICATION** \_\_\_\_\_

Petitions to the School of Engineering should be left with Darlene Lazar in the Office of Student Affairs in Terman 201. They will be referred to the proper committees and final action will be communicated to the student.

If the petition is intended to alter a graduation requirement or to substitute a course not listed as fulfilling a requirement in Math, Science, Fundamentals, or TIS:

1. Clearly explain why you feel the alteration is justified – provide details;
2. State how the course you wish to substitute fulfills the intent of the requirement – compare the course with Stanford courses that fulfill the requirement; is there a reason why you cannot fulfill the requirement with an approved course?;
3. Provide full documentation of the effect of the change: *Provide a revised Program Sheet and an up-to-date unofficial Stanford transcript of courses;*
4. **Obtain your advisors approval, including his/her written rationale for acceptance and signature in space below.**
5. For special (IDM) programs, be sure changes are consistent with your statement of purpose.

**Petitions will not be processed unless all of the above are attached/included.**

**All petitions must be submitted with a completed program sheet and transcript before filing your application for degree conferral. This is EARLY FEBRUARY for those of you expecting to graduate in June.**

*Please write legibly – Thanks!*

ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

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Enter statement of request here. *Do not add an attachment or go over one page.*

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**Dept Student Services Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Detailed Comments (Mandatory):**

Denied       Granted      Rationale: \_\_\_\_\_

Advisor (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean's Office:**

Action     Need further documentation

by         Denied

OSA:      Granted                      Signature: \_\_\_\_\_                      Date: \_\_\_\_\_



**DO NOT USE THIS  
FORM FOR  
TRANSFER CREDIT**

**Department/Program  
PETITION  
PROGRAM DEVIATION**

**DO NOT USE THIS  
FORM FOR PETITIONS  
TO THE SCHOOL OF  
ENGINEERING**

Use this form for petitions to your academic program for deviations in your Depth program. Consult with your academic advisor as to the program procedures for how to complete and file this form.

If the petition is intended to alter a graduation requirement or to substitute a course not listed as fulfilling a requirement:

1. Clearly explain why you feel the alteration is justified - provide details
2. State how the course you wish to substitute fulfills the intent of the requirement - compare the course with Stanford courses that fulfill the requirement; is there a reason why you cannot fulfill the requirement with an approved course?
3. Provide full documentation of the effect of the change, viz., *provide a revised Program Sheet and an up-to-date unofficial Stanford transcript of courses*;
4. For special (IDMEN) programs be sure changes are consistent with your statement of purpose.

**Petitions will not be processed unless all of the above are attached/included.**

**Check with your academic advisor for his/her opinion and signature before submitting. All petitions must be submitted with a completed program sheet and transcript PRIOR TO the deadline for filing your application for graduation. This is EARLY FEBRUARY for those of you expecting to graduate in June.**

*Please write legibly - Thanks!*

ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

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Enter statement of request here. *Do not add an attachment.*

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**Advisor's Concurrence or Opinion**

Comments:

Advisor (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action:  Postponed

Denied

Granted

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TRANSCRIPT:

AWAITING

DATE REC'D: \_\_\_\_\_

Entered in Database

School of Engineering

PETITION

TRANSFER CREDIT

PRE-APPROVAL

UNDECLARED

SUMMER SESSION

GRANT APPLICANT

Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements. For policies and procedures, see <http://www.stanford.edu/dept/registrar/academic/transfer.html>.

Transfer credit(s) in the areas of:

1. **Math, Science, Technology in Society, and Fundamentals** courses require approval by the SoE Dean's Office. Requests should be turned in to Darlene Lazar in Terman 201.
2. **Depth** courses require approval by your department or program. Please use the Department/Program Transfer Credit Petition form and ask your advisor for details on deadlines and procedures.

To evaluate transfer credit(s) or for pre-approval, your advisor or the Dean's Office must be supplied with the following:

1. This form, outlining your request and which Stanford course(s) are considered equivalent. This form can also be found on the web at: <http://ughb.stanford.edu>.
2. A completed up-to-date *original* Program Sheet. (*Forms completed in pencil will not be accepted.*) The course should be listed on your program sheet first by its equivalent Stanford course number and title, followed by the course number at the other school, followed by a check mark in the Transfer column.
3. A catalog description of the course(s) from the other institution. Also, contact Peter Huang <[peter.huang@stanford.edu](mailto:peter.huang@stanford.edu)> in the Registrar's Transfer Credit Evaluation Office, 630 Serra, and ask him to forward a copy of your transcript to Darlene Lazar.
4. An unofficial Stanford transcript from Axess

Upon approval of your request, the Dean's Office will notify you via email. Original documents will be forwarded to your department and placed in your academic file.

*Revised 8/2007*

SUID #: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Name of Transfer Institution(s): \_\_\_\_\_

Department, number, and title of transfer course(s):

Dept, number, and title of Stanford course(s):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Why did you take, or why would you like to take, these courses at another institution? (Please be brief: your explanation must fit into this space)

Action:  Denied

Pre-Approval Granted      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Granted      Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Departmental/Program**  
**PETITION**  
**TRANSFER CREDIT**

**PRE-APPROVAL**

**Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements.** For policies and procedures, see <http://www.stanford.edu/dept/registrar/academic/transfer.html>.

Transfer credit(s) in the areas of:

1. **Depth** courses require approval by your department or program. Please use this form and ask your advisor for details on deadlines and procedures.
2. **Math, Science, Technology in Society, and Fundamentals** courses require approval by the SoE Dean's Office. Use the School of Engineering Petition for Transfer Credit. Requests should be turned in to Darlene Lazar in Terman 201.

To evaluate transfer credit(s) or for pre-approval, your advisor or the Dean's Office must be supplied with the following:

1. This form, outlining your request and which Stanford course(s) are considered equivalent. This form can also be found on the web at: <http://ughb.stanford.edu>.
2. A completed up-to-date *original* Program Sheet. (*Forms completed in pencil will not be accepted.*) The course should be listed first by its equivalent Stanford course number and title, followed by the course number at the other school, followed by a check mark in the Transfer column.
3. A transcript, if applicable, and a catalog description of the course(s) from the other institution. See Peter Huang <[peter.huang@stanford.edu](mailto:peter.huang@stanford.edu)> in the Transfer Credit Evaluation Office, 630 Serra St, and ask him to forward a copy of your transcript to your program student services's contact.
4. An unofficial Stanford transcript, if applicable.

Your advisor or your program's student services office will inform you of the outcome of your petition.

ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Name of Transfer Institution(s): \_\_\_\_\_

<i>Department, number, and title of transfer course(s):</i>	<i>Dept, number, and title of Stanford course(s):</i>
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Why did you take, or why would you like to take, these courses at another institution?

Action:  Denied

Pre-Approval Granted      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Granted      Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Individually Designed Major 4-Year Plan

	<i>Fall</i>			<i>Winter</i>			<i>Spring</i>					
	<b>Math/</b>			<b>Math/</b>			<b>Math/</b>					
<i>Freshman</i>	<b>Class</b>	<b>Sci.</b>	<b>Engr.</b>	<b>Other</b>	<b>Class</b>	<b>Sci.</b>	<b>Engr.</b>	<b>Other</b>	<b>Class</b>	<b>Sci.</b>	<b>Engr.</b>	<b>Other</b>
	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>
	<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>		
<i>Sophomore</i>												
	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>
	<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>		
<i>Junior</i>												
	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>
	<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>		
<i>Senior</i>												
	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Subtotals</i>	<i>0</i>	<i>0</i>	<i>0</i>
	<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>			<b>Total</b>	<b>0</b>		

Total Math & Science Units:	0
Total Engineering Units:	0
Total Other Units:	0
<b>Total Units:</b>	<b>0</b>



**Stanford University ♦ School of Engineering**  
**Individually-Designed Major in Engineering**

Title: \_\_\_\_\_

**2007–2008 Program Sheet**

**\*Follow all requirements as stated for the year of the program sheet used.\***

Name: \_\_\_\_\_ SU ID: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Local Phone: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date B.S. expected: \_\_\_\_\_

Dept	Course	Title	Transfer/AP Approval			Units	Grade
			✓ if Transfer	Initials	Date		
<b>Mathematics</b> (21 units minimum required; see UGHB Fig. 3-1 for approved courses)							
<i>Mathematics Total</i>							
<b>Science</b> (17 units minimum required; see UGHB Fig. 3-2 for approved courses)							
<i>Science Total</i>							
<b>Technology in Society</b> (1 course required; see UGHB Fig. 3-3 for approved list)							

**GENERAL NOTES**

- 1) The following materials must accompany this Program Sheet: Written proposal, 4-Year Plan, letter of support from Primary Advisor, and an unofficial Stanford transcript.
- 2) This form is available as an Excel file at [ughb.stanford.edu](http://ughb.stanford.edu). The printed form must be signed by the advisor and, if required, by the departmental representative. Changes must be initialed in ink.
- 3) All courses listed on this form must be taken for a letter grade if offered by the instructor. Minimum Grade Point Average (GPA) for all courses in Engineering Fundamentals and Engineering Depth (combined) is a 2.0.
- 4) All transfer and AP credits must be approved by the SoE Dean's office. Transfer credits in Engineering Depth must be approved by the Primary Advisor.
- 5) Program must include a course approved to fulfill the "Writing in the Major" requirement.

*program sheet continues on page 2*

## Individually Designed Major cont.

### Engineering Fundamentals (3 courses required)

<i>Engineering Fundamentals Total (3 courses required)</i>						

### Engineering Depth (31 units minimum)

Dept	Course	Title	Transfer/AP Approval			Unit	Grade
			✓ if Transfer	Initials	Date		
<i>Engineering Depth Total</i>							

### Additional Courses (as necessary to bring program totals to at least 90 but not more than 107 units)

<i>Engineering Courses (Funds + Depth) Total (40 minimum)</i>						
<i>Totals from previous page</i>						
<i>Program Totals</i>						

#### Primary Advisor

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Secondary Advisor

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### School of Engineering Approval

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_