

# 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:** Use this form to deviate from set requirements in Math, Science, TIS, or Fundamentals
- **Departmental Petition for Program Deviation:** Use this form to deviate from set requirements in Depth (core) courses
- **School of Engineering Petition for Transfer Credit:** Use this form to transfer credit for Math, Science, TIS, or Fundamentals courses
- **Departmental Petition for Transfer Credit:** Use this form to transfer credit for Depth (core) courses
- **Blank Four-Year Plan Sheet:** For planning an individually designed major in Engineering
- **Blank Program Sheet:** For your IDMEN major plan



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

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

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

**\*This form is to deviate from set requirements in Math, Science, TIS, or Fundamentals**

This form can also be found as a pdf file on the web at: <http://ughb.stanford.edu>.

1. Fill out this petition form, clearly explaining why you feel this alteration is justified – provide details about how the course fulfills the intent of the requirement and why you cannot fulfill the requirement with an approved course.
2. Attach your completed and current Program Sheet
3. Attach a copy of your unofficial SU transcript, available on Axess
4. Obtain signatures of approval from your department and advisor, including your advisor's rationale for acceptance
5. Bring your petition to Darlene Lazar in the Office of Student Affairs in Terman 201. It will be referred to the proper committees and final action will be communicated to the student via email.

All petitions must be submitted in the quarter PRIOR TO your anticipated final quarter at Stanford – Winter quarter for those of you expecting to graduate in June – in order to allow time to adjust your schedule in case your petition is denied

*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  Need further documentation:

Office:

Action  Denied

By 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

**\*This form is to deviate from set requirements in your major Depth (core) program**

This form can also be found as a pdf file on the web at: <http://ughb.stanford.edu>.

1. Fill out this petition form, clearly explaining why you feel this alteration is justified – provide details about how the course fulfills the intent of the requirement and why you cannot fulfill the requirement with an approved course.
2. Attach your completed and current Program Sheet
3. Attach a copy of your unofficial (from Axess) SU transcript
4. Obtain signature of approval from your advisor, including his/her rationale for acceptance
5. Take your documents to your departmental student services administrator.

All petitions must be submitted in the quarter PRIOR TO your anticipated final quarter at Stanford – Winter quarter for those of you expecting to graduate in June –in order to allow time to adjust your schedule in case your petition is denied.

*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:

School of Engineering\*

PRE-APPROVAL

AWAITING

PETITION

UNDECLARED

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

TRANSFER CREDIT

SUMMER SESSION

Entered in Database

GRANT APPLICANT

\*Use this form to transfer credit for Math, Science, TIS, and Fundamentals courses  
→Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements. For policies, forms, and procedures, see <http://www.stanford.edu/dept/registrar/academic/transfer.html>.

- 1. Complete this form, outlining your request and which Stanford course is considered equivalent. This form can also be found as a pdf file on the web at: <http://ughb.stanford.edu>.
- 2. Attach your completed (ink only), up-to-date original Program Sheet. The transfer 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. Attach a catalog description of the course(s) from the other institution.
- 4. Attach a copy of your unofficial (from Axess ) Stanford transcript
- 5. Take petition documents to Darlene Lazar in 201 Terman
- 6. Ask the Registrar Office <[registrar@stanford.edu](mailto:registrar@stanford.edu)> Transfer Credit Evaluation Office, 630 Serra, to forward a copy of your transfer transcript to Darlene Lazar once you have completed the course. 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 8/2008

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

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

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

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

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

<i>Department, number, and title of transfer course(s):</i>	<i>Dept, number, and title of Stanford course(s):</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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: \_\_\_\_\_



USE SOE TRANSFER FORM TO  
TRANSFER MATH, SCIENCE  
TIS OR FUNDAMENTALS

Departmental/Program\*  
PETITION  
TRANSFER CREDIT

PRE-APPROVAL

**\*Use this form to transfer credit for Depth (core) courses for your major**  
→**Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements.** For SU Registrar policies, forms, and procedures, see <http://www.stanford.edu/dept/registrar/academic/transfer.html>.

- 1 Complete this form, outlining your request and which Stanford course is considered equivalent. This form can also be found as a pdf file on the web at: <http://ughb.stanford.edu>.
- 2 Attach your completed (ink only), up-to-date *original* Program Sheet. The transfer 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 Attach a catalog description of the course(s) from the other institution.
- 4 Attach a copy of your unofficial (from Axess) Stanford transcript
- 5 Take petition documents to your department's student services office
- 6 Ask the Registrar Office <[registrar@stanford.edu](mailto:registrar@stanford.edu)> Transfer Credit Evaluation Office, 630 Serra, to forward a copy of your transfer transcript to your department once you have completed the course.

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: \_\_\_\_\_

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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?

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Action:  Denied

Pre-Approval Granted

Final Granted

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

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



## Individually Designed Major

4-Year Plan

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





## 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 (signature not required prior to graduation)

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

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

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