

## **Important Information About Program Deviation Petitions**

Students have the option to petition for deviations from curricular requirements. Petitions must be approved **PRIOR** to a student's last quarter. **Petitions to alter graduation requirements will not be considered in the student's final quarter.**

*Be sure to have completely filled out the petition form AND your program sheet prior to handing them in.*

Petitions to deviate from **UNIVERSITY REQUIREMENTS** (GER requirements, Foreign Language requirements, and the like) are handled through the Registrar's Office in Old Union.

Petitions to deviate from **DEPARTMENTAL DEPTH REQUIREMENTS** are handled departmentally. As each department has its own procedures, students are advised to check with the departmental Student Services Office for guidance.

Petitions to deviate from non-departmental **SCHOOL OF ENGINEERING REQUIREMENTS** (Math, Science, Technology in Society, or Fundamentals) are reviewed by the Senior Associate Dean or the Assistant Director in the School of Engineering Office of Student Affairs.

When submitting a petition:

1. Be sure to include the reasoning behind your request and to obtain the signature of your faculty advisor.
2. Attach a completed Program Sheet and a current Stanford Transcript (an AXESS copy is fine) to the petition request.
3. Return the completed package to the School of Engineering Office of Student Affairs.

Completed packages have:

- Completed form with reasoning behind request and faculty signature.
- Completed program sheet.
- Unofficial Stanford Transcript.

**INCOMPLETE PACKAGES WILL NOT BE PROCESSED.**

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

**School of Engineering  
PETITION  
PROGRAM DEVIATION**

**UNDECLARED**

Petitions to the School of Engineering should be left with Bertha Love at 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:

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 (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!*

Name: \_\_\_\_\_ Address: \_\_\_\_\_ ID #: \_\_\_\_\_  
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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**Adviser's Concurrence or Opinion**

Comments:

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

Action:  Postponed

Denied

Granted

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