Please complete the information below to request exceptions to your degree program (use one form per petition). A petition may be submitted by a student who wishes to: (a) request substitution; (b) request out-of-department course credit; or (c) request exception/other. All petitions must first be reviewed and approved by your Faculty Advisor. Once approved by your Faculty Advisor, the form must be submitted to the Undergraduate Student Services Officer for review by the Undergraduate Committee. You will receive written notification of the results of your petition via email once it has been reviewed by the Undergraduate Committee.

**Deadline:** No later than 2nd Wednesday of each Academic Quarter you would like petition reviewed.

**STUDENT INFORMATION**

Name (First Last): __________________________________ SU Emplid ID#: __________________

SU Email: ____________________ Telephone: ______________

Faculty Advisor: ____________________ Graduation Quarter/Year: __________________

Second Major (if any): ____________________ Minor (if any): ____________________

Honors: ____________________ Name of Department/Program: ____________________

**PETITION REQUEST** (Check one box)

☐ Request substitution (substitute course “1” with course “2”)

☐ Request out-of-department course credit (i.e. overseas studies and/or transfer units)

☐ Request exception

☐ Other (please specify): ____________________

1. Subject/Catalog Nbr/Title: ____________________ Units: _______ Qtr/Yr: _______

2. Subject/Catalog Nbr/Title: ____________________ Units: _______ Qtr/Yr: _______

3. Please explain in detail why the petition should be considered (attach sheets if needed):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Note: You must submit a syllabus and a course description for the course(s) being petitioned. Petitions must be submitted at least two quarters prior to graduating to avoid any major issues and/or delay of your graduation. For any transfer courses, you must also submit a Request for Transfer Credit Evaluation to the Registrar’s Office; see [http://studentaffairs.stanford.edu/registrar/students/credit-procedure](http://studentaffairs.stanford.edu/registrar/students/credit-procedure) for more information.

**FACULTY ADVISOR**

Name: ____________________ Signature: ____________________ Date: ____________________

Comments: ____________________

Submit completed form and all supporting statements/documentation to the Undergraduate Student Services Officer (50-51N).

**OFFICE USE ONLY:**

☐ Approved ☐ Denied

**Undergraduate Committee:**

Name: ____________________ Signature: ____________________ Date: ____________________