Undergraduate Program Course Exception Form

Please complete the information below to request exceptions to your degree program (use one form per petition). An exception request may be submitted by a student who wishes to: (a) request substitution; (b) request out-of-department course credit; or (c) request other exception. All exceptions 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.

Student Information
Name: ___________________________________ Advisor: ___________________ Graduation Quarter/Year: ________________________________

Second Major (if any): ___________________ SUID#: ___________________ Email: ________________________________

Minor (if any): __________________________

EXCEPTION 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)
☐ 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. For any transfer courses, you must also submit a Request for Transfer Credit Evaluation to the Registrar’s Office; http://studentaffairs.stanford.edu/registrar/students/credit-procedure for more information.

GRADUATING SENIORS: Petitions must be submitted at least two quarters prior to graduating to avoid any major issues and/or delay of your graduation.

ADVISOR SUPPORT STATEMENT

Name______________________________ Signature______________________________ Date____________________

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____________________