

Department of Anthropology | Stanford University, ANTHRO Graduate Program Committee Petition form**Petition Procedure**

Please complete this form to petition exceptions to the M.A. or Ph.D. degree programs in Anthropology (use one form per petition).

A petition may be submitted by a Graduate student who wishes to:

- (a) request an academic substitution or exception;
- (b) request exceptional departmental funding; or
- (c) request an degree progress or time to degree exception, or other.

All petitions must be reviewed and approved by the Faculty advisor with their signature. MAJOR petitions (see below) also require a Faculty Advisor's letter of support sent via email directly to the Student Services Officer. Once approved by the Faculty advisor (i.e. signature and/or statement of support letter), the Petition form should be submitted to the Student Services Officer. Petitioning Graduate Students will receive written notification of a decision via email after review and decision by the Graduate Program Committee. Graduate Program Committee members will recuse themselves from reviewing petitions submitted by their primary advisees, in which case a backup Faculty reviewer will be consulted.

A petition for MINOR Exceptional funding (\$2000.00, or less) requires a faculty advisor signature. The submission schedule for submitting MINOR petitions is listed below. Generally, petitions will be reviewed within two weeks of the submission deadline; however, petitions that require consultation with other university programs may take longer.

Regular Submission (Minor request, only)

Deadlines for Regular Minor Exceptional Funding Requests:

- Autumn: Petition submission by the first Monday in the fifth week of the quarter 21 October 2019;
- Winter: Petition submission by the first Monday in the fifth week of the quarter 3 February 2020;
- Spring: Petition submission by the first Monday in the fifth week of the quarter 27 April 2020;
- Summer: Petition submission by the first Monday in the fifth week of the quarter 20 July 2020 .

Note: If the petition is submitted after a given deadline (above), the review will not be made until the following deadline.

Expedited Submission (Minor request, only)

Off-Cycle Submission for Major Exceptional Funding or Degree progress-related Requests:

A petition for MAJOR Exceptional funding (\$2,000.00, or greater) requires both a faculty advisor signature as well as a faculty advisor statement of support. **MAJOR petitions may be submitted at any time with an advisor's letter of support. There is no set period of review to decision, as review of major petitions typically require extensive coordination with faculty and staff both within and outside the department.**

MAJOR Exceptional Funding petitions reflect unusual and pressing circumstances such as:

- Accommodation-related funding support -Support to facilitate an exceptional degree program
- Dissertation research major field equipment-related funding support
- Research Risk-related funding support (example: airfare to additional/alternate safe research site for period of time to wait out time sensitive risk)
- Research field relocation-related funding support (in circumstance when proposed/actual field site becomes unsafe and research project needs to be re-located and re-conceptualized)
- Research field Backstopping-related funding support (additional insurance, disease prevention, vaccinations, special requirements (including required medications) related to health and/or safety).

STATEMENT ON CIRCULATION OF PETITION AND ASSOCIATED MATERIALS (i.e. budget, justification, explanation, letter of faculty support)

The petition and associated materials may be disclosed to other faculty or staff, both within and outside the department, as needed, to verify the information provided or to confirm a funding source, or other.

Department of Anthropology, ANTHRO Graduate Program Committee Petition form

Please complete this form to petition exceptions to the M.A. or Ph.D. degree programs in Anthropology (use one form per petition).

PETITION Program Request (Check one box)

- M.A. Degree Program Request
- Ph.D Degree Program Request
- Ph.D. Minor Program Request

PETITION Type Request (Check one box)

- Request Regular MINOR academic substitution or exception
- Request Expedited MINOR exceptional funding (\$2000 or less)
- Request Off-schedule MAJOR exceptional funding (greater than \$2000)
- Request Other MINOR or MAJOR Exception (please specify): please provide explanation and justification (attach sheets if needed, inclusive of Budget and justification detailing any existing or pending support from those sources.

FACULTY ADVISOR

Print Name	Signature	Date

Evidence of Advisor support (signature to be provided by the Faculty Advisor). In addition, petitions for MAJOR exceptional funding require a separate LETTER OF SUPPORT emailed directly to the Student Services Officer.

GRADUATE STUDENT PETITIONER

Print Name	Signature	Date

Submit completed form and all supporting statements/documentation to the Student Services Officer (50-51G) via scanned email file attachment (.pdf) to selleck@stanford.edu. Please use 'SECURE:' in the Subject line of the message. Please include all attachments. Please copy the Faculty Advisor on this submission.

DECISION STATUS BY THE GRADUATE PROGRAM COMMITTEE (for Internal Use, only)

- Denied by Graduate Program Committee
- Approved by Graduate Program Committee
- Approved with Conditions

Conditions: