DO NOT USE THIS FORM
FOR TRANSFER CREDIT

School of Engineering*

PETITION
PROGRAM DEVIATION

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

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. [**If you are petitioning for a Technology in Society course, there is an additional approval required from Prof Robert McGinn, who oversees the TiS program. Please send him an email at mcginn@stanford.edu giving him the course description and syllabus of the proposed substitution course. Copy Darlene dlazar@stanford.edu on the email.**] You may start the petition document process with your department and OSA at the same time.

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 the Office of Student Affairs in 135 Huang.** It will be reviewed and final action will be communicated to you 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!    Revised August 2016

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<th>Name: ____________________________</th>
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<td>Date: __________________________</td>
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Enter BRIEF 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: __________

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[ ] Need further documentation:

Dean’s Office: [ ] If a TiS request, approval has been given by Prof McGinn (see instruction #1 above)

Action:

[ ] Denied

By OSA [ ] Granted  Signature: ____________________________ Date: __________