Graduate Program Authorization Petition

The Graduate Program Authorization Petition is used to change to a new degree program in the same department, to add a new degree program in another department, or to add a new degree program to be pursued concurrently with an existing program. Enrollment must be continuous if a new degree program is added after completion of existing program. Submit this petition directly to the department to which admission is requested. Additional information may be required. Following review by the department graduate admissions committee, the petition is signed by the new and current departments, and then forwarded to the Office of the University Registrar.

Note: students pursuing a doctoral or Engineer degree who wish to obtain a master's degree in the same department should use this petition. If you are enrolling in a second school (e.g., School of Education M.A. and adding a Graduate School of Business M.B.A.), you must also submit a completed "Enrollment Agreement for Students with Multiple Programs" with this petition. Petitions are due in the Office of the University Registrar no later than the last day of classes for the indicated quarter below.

Petitions may take 2-3 weeks to process. Petitions submitted after the deadline will be processed for the subsequent quarter if applicable. **A service fee will be assessed for this petition, regardless of outcome.**

Please type or print

_____ | | | | | | | | | |

Last or Family Name First Middle Stanford Student Number

_____

Phone (include area code) Email Address

CURRENT PRIMARY DEPARTMENT AND DEGREE

Current primary department _____ Current degree goal _____

Do you plan to complete this program? ❒ Yes If yes, what is your anticipated completion date? _____

❒ No If no, program will be discontinued at the end of the current quarter.

REQUESTED PROGRAM CHANGE

Effective Date: ❒ Autumn Quarter 20__-__ ❒ Winter Quarter 20__-__ ❒ Spring Quarter 20__-__ ❒ Summer Quarter 20__-__

❒ **Additional Degree Program (within the current department or within a new department)**:

Proposed Department _____ Degree Goal _____ Subplan _____

Student Signature _____ Date _____

AUTHORIZATION DECISION

Current Primary Department: ❒ Approved ❒ Denied Student is in good standing in this department: ❒ Yes ❒ No

Current Primary Department Chair Name _____

Current Primary Department Chair Signature _____ Date _____

Department Reviewing Application for New Degree: ❒ Approved ❒ Denied

New Degree Department Chair Name _____

New Degree Department Chair Signature _____ Date _____

International Students:

Approval from the Bechtel International Center adviser is required for F-1 or J-1 visa holders. A student who will be funded by a departmental assistantship must obtain a letter from his or her adviser verifying continued support until completion of the program, subject to availability of funds and satisfactory academic progress.

Bechtel International Center: ❒ Approved ❒ Denied

International Center Adviser Name _____

International Center Adviser Signature _____ Date _____

OFFICE OF THE UNIVERSITY REGISTRAR, GRADUATE DEGREE PROGRESS

Verification of Student Record Change:

Signer's Name _____

Signature _____ Date _____