



# Petition to Exceed Maximum Units

Undergraduate Advising and Research (UAR), Vice Provost for Undergraduate Education (VPUE)

Sweet Hall, 1st Floor, Stanford University, Stanford, CA 94305-3085

(650) 723-2426, (650) 725-1436 (fax), vpue-advising@stanford.edu, http://undergrad.stanford.edu

## Purpose:

A *Petition to Exceed Maximum Units* must be submitted by a student who wishes to enroll in more than 20 units.

## Petition Deadline:

Same as the Add Deadline

## Instructions:

### Instructions for enrollment in an approved activity course:

Requests for enrollment in an approved Activity course (as listed in the "Component" column in the course listings) will be routinely approved if the course has no restrictions and if the student is requesting to add a:

- 1- or 2- unit activity course bringing the total units to 21; or
- a 2-unit activity course bringing the total units to 22.

- Enroll in courses on Axess up to the 20-unit maximum.
- (Obtain instructor signature--not required but highly recommended, in the event the course becomes full before the request is processed.)
- Sign and submit the form (see below).

### Instructions for all other requests:

- Requests for 21 - 22 academic units (i.e., no Activity) must include a compelling reason.
- Requests by first-quarter Freshmen to enroll in more than 20 academic units will not be accepted.
- Requests to enroll in 23 units may only be submitted by seniors or transfer students.
- Requests to enroll in more than 23 units will not be accepted.

- Enroll in courses on Axess up to the 20-unit maximum
- Contact UAR to make an in-person or phone appointment with a UAR Advisor or Academic Director to determine whether your request is appropriate.
- Draft a typed Personal Statement (approx. 1 page) describing why an exception is necessary, and listing all projected classes and units until graduation, as in the example below:

<u>Quarter/Year</u>	<u>Subject Code/ Catalog</u>	<u># Units</u>	<u>Reason for Course</u>
Autumn 09-10	HISTORY 120A	5	GER: DB-Hum
Autumn 09-10	STATS 60	5 units	major requirement
Autumn 09-10	PSYCH 100	5 units	minor requirement
Autumn 09-10	HISTORY 80	4 units	elective
Autumn 09-10	STATS 80	3 units	major requirement

**Total: 22 units**

- Meet with the UAR Advisor or Academic Director to discuss your request and written statement
- Obtain signature(s) and submit form and Personal Statement to UAR or your Academic Director.

## Notification:

You will be sent written notification of the results of your petition once it has been reviewed. Notification will be sent to the email address entered on this form. Petitions may take three weeks to process, although most take less time. Failure to complete any, or part, of the requested information will delay the review of your request. Petitions without all required signatures will not be reviewed. Petitions submitted after the deadline may not be reviewed.



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Please complete the information below in print or type. Read carefully the instructions on the reverse of this sheet. Submit completed form and all supporting statements/documentation to UAR or your Academic Director.

1

Student Info

Printed Name of Student (Last) (First) (Middle) Stanford ID Number

Fr So Jr Sr CoTerm Yes No Classification International? Graduation Qtr/Year Major 2nd Major (if applicable)

Name of on-campus residence Academic/Departmental/Major Advisor(s)

Mailing Address

Phone Number Email Address

Residence Dean with whom you have worked (if applicable) UAR Advisor/Academic Director with whom you have worked

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Office of Judicial Affairs for investigation as possible violation(s) of the Fundamental Standard.

Student Signature (required) Print Name Date

2

Action

### Course Requested:

Quarter: Autumn Winter Spring Summer Academic Year: (e.g. 2009 - 2010)

Axess Class Nbr.: Subject Code/Cat. Nbr.: Units: Letter or CR/NC Total Qtr Units: (e.g. 2443) (e.g. PolSci 101) (Circle One)

3

Faculty

Instructor (as required; see reverse): Please write a note addressing student's request as listed above. Attach sheets if needed.

Comments:

Instructor Signature Print Name Date

4

Advisor

UAR Advisor or Academic Director Signature (required) Print Name Date

Other Signature (as recommended) Print Name Title Date

NOTE: The UAR Advisor or Academic Director signature indicates that the advisor has reviewed the petition process and discussed your situation with you. The signature does not, necessarily, indicate an endorsement of your request. Advisors may send additional comments to UAR at the address above.

VPUE Only

Recommendation: Approve Deny PRB Final Decision: Approved Denied Init. Date Init. Date

Comments:

Log Record Notify Forward STF Enrollment Request: Permission #: Exp. Date