

# General Education Requirement (GER) Course Substitution Petition



Undergraduate Advising and Research  
Sweet Hall, 1st Floor  
Stanford University  
Stanford, CA 94305-3085  
(650) 723-2426  
(650) 725-1436 (fax)  
vpue-advising@stanford.edu

## Purpose:

A *General Education Requirement (GER) Course Substitution Petition* form must be submitted by a student who wishes to request a course substitution to the certified list of GERs.

## Petition Deadlines:

GER Course Substitution Petitions will be processed on a rolling basis.

## Instructions:

*Note: Available only to seniors, and only with a compelling reason why GERs cannot be met with the certified list of courses, and an adequate substitute.*

1. Contact UAR to make an in-person or phone appointment with a UAR advisor.
2. Draft a Personal Statement describing why you are unable to complete a course which has already been certified as meeting the GER for which you are petitioning.
3. Attach a syllabus for the course you are presenting as a substitute. (Directed reading and independent study classes cannot be used to fulfill General Education Requirements.)
4. Meet with UAR advisor to discuss your request and written statement.
5. Obtain signature and endorsement of the instructor of the substitute course.
6. Obtain signature(s) and submit form and Personal Statement to:

Undergraduate Advising and Research  
Attn.: Academic Standing  
Sweet Hall, 1st Floor  
Stanford University  
Stanford, CA 94305-3085  
Phone: (650) 723-2426  
Fax: (650) 725-1436  
E-mail: vpue-advising@stanford.edu

## Notification:

You will be sent written notification of the results of your *General Education Requirement (GER) Course Substitution Petition* once it has been reviewed by the Faculty Senate Subcommittee on Exceptions to Academic Policy or its designees. In general, petitions take three weeks to review. Notification will be sent to your mailing and/or e-mail address entered on this form. Failure to complete any, or part, of the requested information will delay the review of your request. Unsigned petitions (either by you or the UAR advisor) 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. Attach typed statement to this form. Submit completed form and Personal Statement to: Undergraduate Advising and Research, Attn.: Academic Standing, Sweet Hall, 1st Floor, Stanford, CA 94305-3085. Phone: (650) 723-2426; fax: (650) 725-1436; email: vpue-advising@stanford.edu.

Mr. / Ms. \_\_\_\_\_

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

Classification (Fr., So., Jr., Sr.) \_\_\_\_\_ Graduation Year \_\_\_\_\_ Major \_\_\_\_\_ Second Major (if applicable) \_\_\_\_\_ Academic/Departmental/Major Advisor(s) \_\_\_\_\_

MAILING Address \_\_\_\_\_

HOME Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Residence Dean with whom you have worked (if applicable) \_\_\_\_\_ UAR Advisor with whom you have worked \_\_\_\_\_

**If you are a non-U.S. citizen, indicate your U.S. visa category:**

Student (F1)       Exchange Visitor (J1)       Permanent Resident (give number) \_\_\_\_\_

Student Spouse (F1)       Exchange Visitor Spouse (J1)       Other (specify type) \_\_\_\_\_

Degree(s):     B.A.     B.S.     B.A.S.

Indicate which system you are completing:

General Education Requirements in effect beginning Autumn Quarter 2005-2006

General Education Requirements in effect beginning Autumn Quarter 1996-1997  
 (Courses taken prior to 96-97 will not be accepted for GER.)

Areas to be substituted: \_\_\_\_\_ Category: \_\_\_\_\_

Course to be substituted: \_\_\_\_\_

Quarter/Year courses taken or will be taken:	AXESS Class Number	Subject Code/Cat. Number	Title	Units
<input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	_____	_____	_____	_____
Academic Year _____				

**Instructor Statement and Endorsement (attach additional sheets):**

Approximate percentage of course dedicated to requirements of the requested GER: \_\_\_\_\_%

Indicate a certified GER Course (AXESS Class Number, Subject Code/Cat. Number, Title, and Units) which 1) is similar to the courses above, 2) satisfies the same area, and 3) is from the same academic year: \_\_\_\_\_

Instructor Signature _____	Print Name _____	Date _____
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By signing below, I certify that the information contained on this application 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 _____
Academic/Departmental/Major Advisor Signature(s) (optional) _____	Print Name _____	Date _____
Bechtel International Center Advisor Signature (if applicable) _____	Print Name _____	Date _____
OAE Advisor Signature (if applicable) _____	Print Name _____	Date _____
Residence Dean Signature (if applicable) _____	Print Name _____	Date _____
UAR Advisor Signature (required) _____	Print Name _____	Date _____

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

**VPUE Use Only**

Log \_\_\_\_\_ Scan1 \_\_\_\_\_      Decision: \_\_\_Approved \_\_\_Denied \_\_\_Postponed \_\_\_Other      Init. \_\_\_\_\_ Date \_\_\_\_\_  
 Date \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Record _____	Scan2 _____	Notify _____	Forward _____	Reg. Off. Use: _____
Date _____	Date _____	Date _____	Date _____	Date: _____