

# Request to Enroll in More than 20 Units (Undergraduate only)



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 *Request to Enroll in More than 20 Units* form must be submitted by a student who wishes to overload.

## Petition Deadline:

Same as the Add Deadline.

## Instructions:

**For all students:** Enrollment in an approved Activity course (as listed in the "Component" column in the Time Schedule) resulting in a total of 21 units will be routinely approved.

1. Enroll in courses on Axxess up to the 20-unit maximum. Sign and submit the form (see #6). No additional signatures are required.

**For seniors only:** A *Request to Enroll in More than 20 Units* is granted only once, and only to seniors with a compelling reason for the overload. The total units granted may not exceed 23.

1. Enroll in courses on Axxess up to the 20-unit maximum.
2. Draft a typed Personal Statement (approx. 1 page) describing why an overload is necessary, and listing all projected classes and units **until graduation**, as in the example below:

Quarter/Year	Subject Code/ Catalog #	Units	Reason for Course
Autumn 07-08	HISTORY 120A	5	GER: DB-Hum
Autumn 07-08	STATS 60	5	major requirement
Autumn 07-08	PSYCH 100	5	minor requirement
Autumn 07-08	HISTORY 80	4	elective
Autumn 07-08	STATS 80	3	major requirement
Total Units		22	

3. Obtain signature from the student services officer in your major department(s) verifying that the submitted plan will complete all major requirements.
4. Contact UAR to make an in-person or phone appointment with a UAR advisor.
5. Meet with the UAR advisor to discuss your request and written statement.
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 *Request to Enroll in More than 20 Units* once it has been reviewed by the Subcommittee on Academic Standing 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.

# Request to Enroll in More than 20 Units (Undergraduate only)



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

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:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Student (F1)        | <input type="checkbox"/> Exchange Visitor (J1)        | <input type="checkbox"/> Permanent Resident (give number) _____ |
| <input type="checkbox"/> Student Spouse (F1) | <input type="checkbox"/> Exchange Visitor Spouse (J1) | <input type="checkbox"/> Other (specify type) _____             |

**Overload Requested:**

Quarter/Year:  Autumn  Winter  Spring  Summer Academic Year \_\_\_\_\_

Acess Class Nbr: \_\_\_\_\_ Subject Code/Cat. Number: \_\_\_\_\_ Units: \_\_\_\_\_ CR/NC: \_\_\_\_\_ Total Quarter Units: \_\_\_\_\_

Instructor Signature	Print Name	Date
----------------------	------------	------

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/Student Services Officer (if applicable)	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 (if applicable)	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 above.

**VPUE Use Only**

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

Comments:

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