### 5.1.2 Changes and Additions of Degree Programs: Implementation

#### Last updated on:

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1. Changes and Additions of Degree Programs

#### 1. Changes and Additions of Degree Programs

Steps for the filing and processing of the Graduate Program Authorization Petition are described here.

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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>1. Completes and submits the Graduate Program Authorization Petition electronically by the last day of classes for the effective quarter (from the &quot;Academics&quot; panel in the Axess Student Center, select &quot;Petitions and Forms&quot; from the drop-down menu).</td>
<td>Student</td>
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<tr>
<td>2. Discusses the student’s plans as appropriate, reviews and, if approved, indicates approval electronically in PeopleSoft Worklist.</td>
<td>Current department and new department</td>
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</table>
| 3. If the students qualifies for a waiver of the service fee, submit a HelpSU to the attention of Degree Progress, including: | Student Services staff
  - the student’s name and Stanford University ID number, and
  - the circumstance qualifying the student for a fee waiver. For dismissals, include date of dismissal or discontinuation from PhD program. |
<p>| 4. If an international student, confers with staff at the Bechtel International Center regarding visa status. | Student |
| 5. Reviews the international student’s visa status to determine if an extension or additional verification of financial support is needed. If approved, indicates this electronically in PeopleSoft Worklist. | Bechtel |
| 6. Upon complete approval, activates the student in the new degree program in PeopleSoft Student Administration. | PeopleSoft |</p>
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<td>7.</td>
<td>Unless waived, applies the service fee automatically to the student’s university bill, regardless of the outcome of the petition (charge normally appears within a week or two after the processing of the petition).</td>
<td>PeopleSoft</td>
<td></td>
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<td>Either:</td>
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</table>
| 8. | • processes approved fee waivers, or  
• adjusts the student’s tuition assessment based on Enrollment Agreement form [1]. | Registrar |
| 9. | Unless waived, pays the service fee as part of the university bill. | Student |