

## 5.1.2 Changes and Additions of Degree Programs: Implementation

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## 1. Changes and Additions of Degree Programs

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

PROCESS STEPS	RESPONSIBILITY
1. Completes and submits the Graduate Program Authorization Petition electronically by the last day of classes for the effective quarter (from the "Academics" panel in the Axess Student Center, select "Petitions and Forms" from the drop-down menu).	Student
2. Discusses the student's plans as appropriate, reviews and, if approved, indicates approval electronically in PeopleSoft Worklist.	Current department and new department
3. If the student qualifies for a waiver of the service fee, submit a HelpSU to the attention of Degree Progress, including: <ul style="list-style-type: none"><li>the student's name and Stanford University ID number, and</li><li>the circumstance qualifying the student for a fee waiver. For dismissals, include date of dismissal or discontinuation from PhD program.</li></ul>	Student Services staff
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

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7.	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).	PeopleSoft
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Either:

8.	<ul style="list-style-type: none"><li>• processes approved fee waivers, or</li><li>• adjusts the student's tuition assessment based on <a href="#">Enrollment Agreement form</a> [1].</li></ul>	Registrar
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9.	Unless waived, pays the service fee as part of the university bill.	Student
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**Links**

[1] <https://stanford.app.box.com/multiple-prog-agree>