# 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.

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
</tbody>
</table>
| 3. If the students qualifies for a waiver of the service fee, submit a HelpSU to the attention of Degree Progress, including:  
  • 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. | 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 |
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

Either:
- processes approved fee waivers, or
- adjusts the student’s tuition assessment based on Enrollment Agreement form [1]. Registrar

Unless waived, pays the service fee as part of the university bill. Student

Links