

STANFORD LAW SCHOOL

Office of the Registrar

Petition to Change Course Enrollment Request Form & Unit Overload Petition

Name (Last): _____ (First): _____

Law Class Level: 1L 2L 3L & (if applicable) Joint Degree - Other Degree Program: _____
 JSD LLM JSM MLS Non-Matriculated (Visiting Student) Non-Law Student

Student ID: _____ Date: _____

Email Address: _____ Phone: _____

Circle and complete number 1 or 2 below as applicable to your request and then complete 3, 4 and 5.

1. **BEFORE Add/Drop Deadline:** State the reason you cannot process this enrollment request in Axess (not required for SLS Visiting Students). **Please see the reverse side of this form for Unit Overload and Time Conflict Petitions.**

2. **AFTER Add/Drop Deadline:** Petitions to add or drop a course past the final study list deadline require the instructor's signature and are reviewed by the Petitions Committee for approval. On a separate sheet of paper (TYPED), explain in **DETAIL** the reason you are adding and/or dropping a course after the final study list deadline, attach your statement to this petition and obtain the instructor's signature below or you may attach an email from the instructor in place of the signature. **Please see the reverse side of this form for Unit Overload and Time Conflict Petitions.**

3. List the term & course(s) you are petitioning to add /drop.

Quarter: Autumn Winter Spring Year: _____

Course #	Section	Units	Course Title	Instructor (Signature Required After Add/Drop Deadline)	Check Appropriate Box Below
					<input type="checkbox"/> Add <input type="checkbox"/> Drop
					<input type="checkbox"/> Add <input type="checkbox"/> Drop
					<input type="checkbox"/> Add <input type="checkbox"/> Drop
					<input type="checkbox"/> Add <input type="checkbox"/> Drop

4. How many units will you have for the term after the above add/drop? _____

5. It is your responsibility to make sure the change(s) you are making to your study list will not hinder your ability to complete degree requirements for graduation. Sign below and return completed petition to the Office of the Law School Registrar, Room 100, 559 Nathan Abbott Way, Stanford, CA 94305-8610 or fax to (650) 723-8234.

Student Signature: _____ **Date:** _____

Attention JSD, JSM, & LLM students: Obtain advisor signature below for late course add or drop, unit overload, and course time conflict petitions.

Advisor Signature: _____ **Date:** _____

6. UNIT OVERLOAD PETITION & COURSE TIME CONFLICT PETITION:

Follow the instructions below to petition to enroll in more than 14 quarter units in a quarter and/or to enroll in courses that conflict in time.

Unit Overload Petition: A Unit Overload Petition is required for students requesting over 14 units in a quarter. An acceptable overload consists of 15-17 units and requires an explanation of the reasons for your request. A petition to enroll in units above 17 may be considered in extraordinary circumstances.

On a separate sheet of paper (TYPED), explain in DETAIL the reason you are requesting to enroll in more than 14 quarter units and attach the statement to this petition. You should demonstrate the need for the overload and your ability to succeed in a heavy load.

Below, list the term, total number of units requested and ALL courses planned for the quarter. Please note that Axess will not allow a law student to enroll in more than 14 units in a quarter. Check the course(s) that you cannot add to your study list in Axess due to the unit overload. If your petition is approved, the course(s) will be added to your study list by the SLS Office of the Registrar.

Quarter: Autumn Winter Spring Year: _____ Total number of units: _____

Course #	Section	Units	Course Title	Instructor Name (Signature Required for Course Time Conflicts)	Check Appropriate Box Below For Course
					<input type="checkbox"/> Currently Enrolled in Course <input type="checkbox"/> Add Course to my Study List
					<input type="checkbox"/> Currently Enrolled in Course <input type="checkbox"/> Add Course to my Study List
					<input type="checkbox"/> Currently Enrolled in Course <input type="checkbox"/> Add Course to my Study List
					<input type="checkbox"/> Currently Enrolled in Course <input type="checkbox"/> Add Course to my Study List
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					<input type="checkbox"/> Currently Enrolled in Course <input type="checkbox"/> Add Course to my Study List
					<input type="checkbox"/> Currently Enrolled in Course <input type="checkbox"/> Add Course to my Study List

Course Time Conflict: A student may not enroll in courses that overlap in time no matter how small the overlap. A petition to enroll in courses that overlap in time may be considered in extraordinary circumstances. On a separate sheet of paper (TYPED), explain in DETAIL the reason you are requesting to enroll in courses that overlap in time. Include how much course time you will be missing in each course and attach the statement to this petition.

Above, list ALL courses planned for the quarter and obtain a signature from the instructors of the conflicted courses or you may attach an email from the instructor in place of the signature. Please note that Axess will not allow a law student to enroll conflicted courses. Check the course(s) that you cannot add to your study list in Axess due to the time conflict. If your petition is approved, the course(s) will be added to your study list by the SLS Office of the Registrar.

Important note for joint degree students: Please note that this SLS petition will not override any unit overload policies or course time conflict policies in your other degree program.

Complete number 5 on the reverse side of this form.