

Application for Graduate Residency Credit



Office of the University Registrar
630 Serra Street
Suite 120
Stanford University
Stanford, CA 94305-6032
(650) 723-2041

The following residency policy is effective for students who began their doctoral or Engineer degree program during or after Autumn Quarter 2001. For information about the residency policy in effect for students who entered prior to Autumn Quarter 2001, see the *Stanford Bulletin* 2000-01.

Each type of graduate degree offered at Stanford has a residency requirement based on the number of academic units required for the degree. No transfer credit is granted towards the requirement for master's degrees.

A maximum of 45 units for graduate work completed at another institution or completed at Stanford towards a master's degree may be applied to the Stanford requirements for the degrees of Ph.D., D.M.A., or Engineer. Applications for transfer credit are reviewed only after successful completion of at least one quarter of graduate work at Stanford.

The following criteria are used for awarding transfer residency credit for graduate level work done at another institution:

- ❑ Courses should have comparable Stanford counterparts that are approved by the student's department. A maximum of 12 units of courses with research units or no Stanford equivalents may be granted transfer residency credit. On rare occasions when a department would like to recommend more than 12 units of transfer residency for work in this category, a memorandum should be submitted with the application which explicitly describes the relevance of the work to the graduate program at Stanford.
- ❑ Courses may not duplicate or overlap previous work.
- ❑ The student must have been registered in a student category which yields graduate credit at the other institution. The maximum amount of credit given for extension and non-matriculated course work is 12 quarter units of residency. No transfer credit is given for correspondence work.
- ❑ Courses must have been taken after conferral of the bachelor's degree. The only exception is for work taken through programs structured like the Stanford coterminal bachelor's/master's program.
- ❑ Courses must have a letter grade of 'B' or better. Pass grades are accepted only for courses where letter grades were not an option. The conversion of credit is based on the value awarded by the other institution. Semester units may be converted to Stanford quarter units on a 1 to 1.5 basis.
- ❑ Courses must have been taken at a regionally accredited institution in the U.S. or at an officially recognized institution in a foreign country.
- ❑ Courses taken at foreign institutions must have been at the level of study comparable to a U.S. graduate program.

Doctoral or Engineer degree students who wish to receive residency credit for graduate work done at another institution during the course of their Stanford program should obtain, before departure from campus, approval from their department of a proposal of work to be taken. Upon return, the *Application for Graduate Residency Credit* form should be submitted with an official transcript.

Doctoral or Engineer degree students who have completed, or intend to complete, a master's degree at Stanford should meet with the Graduate Degree Progress Officer in the Office of the University Registrar prior to submitting this form. Additional residency requirements may apply.

Application for Graduate Residency Credit



Office of the University Registrar
 630 Serra Street
 Suite 120
 Stanford University
 Stanford, CA 94305-6032
 (650) 723-2041

Please type or print

Printed Name of Student (Last) (First) (Middle) Department and Program (e.g. History Ph.D.)

Stanford Student Number Phone Number Email Address

This form is to be submitted by a doctoral or Engineer degree student to the Graduate Degree Progress Office via the Service Windows at 630 Serra Street after review and approval by the major department. Successful completion of at least one quarter of graduate work at Stanford is also required. A maximum of 45 units of graduate work completed at Stanford toward a master's degree or at another university (but not at both) may be applied to the Stanford residency requirements for the Engineer or Ph.D. degree. Please attach an official graduate transcript from all institutions listed on this form below to expedite processing of this application. Master's students are not eligible for graduate residency credit. Doctoral or Engineer degree students who have completed, or intend to complete, a master's degree at Stanford should meet with the Graduate Degree Progress Officer in the Office of the University Registrar prior to submitting this form. Additional residency requirements may apply.

School(s) where graduate work was done School Location(s) (State or Country) Graduate Degree(s) Conferred Field(s)

Courses Taken Elsewhere		Stanford Course Equivalent	
Course Number, Title, Institution	Semester/quarter/other units (circle one)	Class Number and Title	Quarter Units

After completing the above information, please see your academic administrator for further instructions on processing this form. Return completed form with all approval signatures to the Graduate Degree Progress Office, Registrar's Office, Old Union, Room 141.

Student Approval

Signature Printed Name Date

Department Approval

Department Student Services Officer Signature Printed Name Date

Graduate Adviser's and/or Committee Chair Signature(s) Printed Name(s) Date

Graduate Degree Progress Office Approval

Qtr. Units Awarded Signature Printed Name(s) Date