3.2.2 Residency Policy for Graduate Students: Implementation

Last updated on:
The following describes the process for establishing and monitoring a plan to achieve residency, and transferring credit for work done at other academic institutions toward Stanford’s residency requirement.

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1. Establishing and Monitoring a Plan to Achieve Residence
2. Transferring Graduate Residency Credit

1. Establishing and Monitoring a Plan to Achieve Residence

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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Confirm an academic plan to meet the residency requirement for the intended degree, including completion of the required Application for Candidacy, and any other requirements for the specific degree being sought.</td>
<td>Student and Degree Program</td>
</tr>
<tr>
<td>2. Review residency status as degree conferral approaches.</td>
<td>Degree Program</td>
</tr>
<tr>
<td>3. Review the student’s record at the time of degree conferral to ensure that the student has satisfied residency requirements, and that degrees are conferred only upon completion of required residency.</td>
<td>Registrar</td>
</tr>
<tr>
<td>4. Respond to student inquiries about residency requirements for degrees/degree combinations.</td>
<td>Registrar</td>
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</table>

2. Transferring Graduate Residency Credit
1. List courses taken elsewhere, and indicate the Stanford equivalent on the [Application for Graduate Residency Credit](https://registrar.stanford.edu/graduate-residency-transfer-credit-application) form. **Student**

2. Obtain necessary approvals (degree program Student Services staff, and Advisor and/or Department Chair). **Student**

3. Evaluate courses completed at another institution for compliance with both degree program and university requirements for the degree. **Degree Program**

4. Forward completed form to the Office of the Registrar. **Student**

5. Review and award transfer credit as appropriate in PeopleSoft Student Administration. **Registrar**

**Source URL:** https://gap.stanford.edu/handbooks/gap-handbook/chapter-3/subchapter-2/page-3-2-2

**Links**
[1] https://registrar.stanford.edu/graduate-residency-transfer-credit-application