3.2.2 Residency Policy for Graduate Students: Implementation

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.

Jump To:
1. Establishing and Monitoring a Plan to Achieve Residency
2. Transferring Graduate Residency Credit

1. Establishing and Monitoring a Plan to Achieve Residency

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Confirms 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. Reviews residency status as degree conferral approaches.</td>
<td>Degree Program</td>
</tr>
<tr>
<td>3. Reviews 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. Responds to student inquiries about residency requirements for degrees/degree combinations.</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

2. Transferring Graduate Residency Credit
1. Lists courses taken elsewhere, and indicate the Stanford equivalent on the [Application for Graduate Residency Credit][1] form. **Student**

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

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

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

5. Reviews and awards transfer credit as appropriate in PeopleSoft Student Administration. **Registrar**

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


Links

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