4.2.2 Coterminal Degrees: Implementation

Jump To:

1. Application and Admissions
2. Tuition Assessment
3. Academic Progress

1. Application and Admissions

Submit to the prospective graduate degree program the following application package via the ApplyWeb system:

- Application for Admission to Coterminal Masters’ Program [1]
- statement of purpose
- preliminary program proposal
- two letters of recommendation from Stanford professors
- a current Stanford transcript
- Graduate Record Examination (GRE) scores or other requirements specified by the prospective degree program

Student

Optional: submit a completed Coterminal Course Transfer Form [2] with the coterminal application package, indicating which courses the student requests for transfer from the undergraduate to graduate career.

Student

Create a PeopleSoft application record for an admitted Coterminal applicant.
Post an admissions decision. (See Processing Coterm Applications [3].)

Degree Program

When admitted, respond to the offer of admission no later than the quarter prior to the expected completion of their undergraduate degree.

Student

Obtain and record the student’s response to the offer of admission.

Degree Program

Submit the completed and approved Coterm Application to the Office of the Registrar (Degree Progress) by updating the Decision Response field in the Admit system no later than the quarter prior to the expected completion of the undergraduate degree.

Degree Program
7. Process completed coterminal applications and coterminal course transfers in PeopleSoft; notify the student of successful matriculation.  
Registrar

8. Assess the student a $125 application fee.  
Student Services Center

Back to top

2. Tuition Assessment

Graduate tuition assessment is governed by the policies defined in GAP 6.1 Graduate Tuition Categories [4].

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establish the student in either the undergraduate or graduate coterminal student group in PeopleSoft.</td>
<td>Registrar</td>
</tr>
<tr>
<td>2. Submit a request to the Student Services Center via a Stanford Services &amp; Support ticket to change from the undergraduate to the graduate coterminal tuition group, if moving prior to bachelor’s degree conferral or the 13th quarter (or 15th quarter if pursuing more than one bachelor’s degree).</td>
<td>Student</td>
</tr>
<tr>
<td>3. Review the student request to move the student to the graduate coterminal tuition group in PeopleSoft; process if eligible.</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

Back to top

3. Academic Progress

<table>
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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit the Master’s Program Proposal [5] during the first quarter after admission to the coterminal program.</td>
<td>Student</td>
</tr>
<tr>
<td>2. Monitor academic progress of coterminal students who have not completed their undergraduate degree(s).</td>
<td>VPUE (UAR) in conjunction with graduate degree program</td>
</tr>
<tr>
<td>3. Monitor academic progress of coterminal students upon completion of the undergraduate degree.</td>
<td>Graduate Degree Program</td>
</tr>
<tr>
<td>4. Apply separately for each degree to be conferred by university deadlines. The master’s degree may be conferred simultaneously with, or after, the bachelor’s degree.</td>
<td>Student</td>
</tr>
</tbody>
</table>

Back to top