

4.9.2 Joint Degree Programs: Implementation

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1. Creating a New Joint Degree Program

PROCESS STEPS	RESPONSIBILITY
1. Complete Joint Degree Program Proposal Form ^[1] [downloadable Word file], in consultation with relevant school deans and the Office of the Vice Provost of Graduate Education (VPGE).	Faculty of participating degree programs
2. Review and either approve or deny the JDP Proposal. If approved, sign form.	Department chairs and school deans; VPGE
3. For degree combinations that have been preapproved by the Academic Senate, inform all parties that the JDP has been approved and formalized.	Registrar
4. For degree combinations that have not been preapproved by the Academic Senate, forward the JDP proposal to the Committee on Graduate Studies (C-GS).	Registrar
5. Review and, if approved, forward to Academic Senate.	C-GS
6. Approve or deny the proposal for the JDP.	Academic Senate

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2. Application and Admissions to a JDP

PROCESS STEPS	RESPONSIBILITY
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1.	Apply for degree programs through graduate admissions or the degree authorization process (see GAP 5.1 Changes and Additions of Degree Programs [2]).	Student
2.	Admit student, if deemed eligible and desirable.	Degree Program
3.	Record in PeopleSoft that the student is in a Joint Degree Program.	Registrar
4.	Complete the Tuition Agreement for Students with Multiple Programs [3].	Student
5.	Confirm and enter applicable tuition charges.	Registrar

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3. Course Enrollment and Academic Progress

PROCESS STEPS	RESPONSIBILITY	
1.	Meets with advisors and complete Joint Degree Program Student Checklist [4].	Student
2.	Enroll via Axess and ensure that courses are applied to relevant career if one degree is in a professional school. For all JDPs that do not include the J.D. or the M.B.A., students have one graduate career in PeopleSoft Student Administration under which they may enroll in courses.	Student

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4. Withdrawal from a Joint Degree Program

PROCESS STEPS	RESPONSIBILITY	
1.	Discuss plans for terminating study in the JDP and participating degree programs with both degree programs and advisor. Consider options, including a leave of absence.	Student
2.	Complete Request to Permanently Withdraw from Degree Program [5], and gather necessary signatures.	Student
3.	Review and either approve or deny the request.	Degree Program
4.	In the case of international students, review the request form. Advise the student if withdrawing will adversely affect visa status.	Bechtel
5.	Mail or deliver the approved form to the Office of the Registrar.	Student
6.	If the termination is approved, cancel the student's program and authorization to register.	Registrar
7.	Confirm and adjust applicable tuition charges.	Registrar

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Source URL: <https://gap.stanford.edu/handbooks/gap-handbook/chapter-4/subchapter-9/page-4-9-2>

Links

[1] <https://stanford.app.box.com/s/hpa6uqflnm4b2xannt0jrmm0zkzqmjdw>

[2] <https://gap.stanford.edu/handbooks/gap-handbook/chapter-5/subchapter-1/page-5-1-1>

[3] <https://registrar.stanford.edu/tuition-agreement-students-multiple-programs-tagm>

[4] <https://registrar.stanford.edu/joint-degree-student-checklist>

[5] <https://registrar.stanford.edu/permanent-withdrawal-degree-program-request>