5.4.2 Program Discontinuation and Reinstatement: Implementation

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1. Requesting a Voluntary Termination of Degree Program

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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<tr>
<td>1. Discusses plans for terminating study in a degree program with the department and advisor. Considers options including a leave of absence.</td>
<td>Student</td>
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<tr>
<td>2. Completes Request to Permanently Withdraw from Degree Program [1] form and gathers necessary signatures.</td>
<td>Student</td>
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<tr>
<td>3. Reviews and either approves or denies the request.</td>
<td>Department</td>
</tr>
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<td>4. In the case of international students, reviews the request and advises the student of visa implications. If approved, conveys approval by signing the request form.</td>
<td>Bechtel</td>
</tr>
<tr>
<td>5. Mails or delivers the approved form to the Student Services Center.</td>
<td>Student</td>
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<tr>
<td>6. If the termination is approved, cancels the student’s program and authorization to register.</td>
<td>Registrar</td>
</tr>
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<td>7. Makes any necessary arrangements for housing, insurance, etc.</td>
<td>Student</td>
</tr>
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</table>
### 2. Reinstatement of Graduate Student Status in the Original Degree Program

**PROCESS STEPS** | **RESPONSIBILITY**
--- | ---
1. Completes and signs an [Application for Reinstatement in Graduate Study](#) [2] and gathers the required signatures. | Student

Submits the application to the Graduate Admissions office, along with the following information:

- Statement of Purpose: Describe activities since leaving Stanford as well as reasons for requesting reinstatement.
- Transcripts: Work from any educational institution attended since last enrollment at Stanford.
- Supplementary credentials (if applicable): Departments may require supplementary credentials in addition to the application; check with your department.
- If reinstatement is approved, student will be billed the reinstatement fee.
- Non-U.S. Citizens: Copy of current I-20 or DS-2019, if applicable.

2. Considers the applicant’s academic status when last enrolled, activities while away from campus, length of absence, the perceived potential for successful completion of the program, the ability of the department to support the applicant both academically and financially, as well as any other relevant factors or considerations. Approves or denies the admission application and notifies both the student and Graduate Admissions. | Department

3. If approved, reinstates the student’s status in PeopleSoft in the original degree program. | Graduate Admissions

4. Files a study list by the deadline date for the first quarter of reenrollment. | Student

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### 3. Reinstatement of Graduate Student Status in a New Degree Program

See the policy and process in GAP 2.1, [Admitting Graduate Students to Matriculated Study](#) [3].

**PROCESS STEPS** | **RESPONSIBILITY**
--- | ---
1. Completes all requirements to apply for admission to the desired graduate degree program. | Student
2. Approves or denies the application for admission to the new degree program, as for any other applicant for graduate study.  
   Department

3. If approved for admission, approves enrollment and matriculates the student in the new degree program.  
   Registrar

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