5.8.2 Exchange Programs: Implementation

1. Procedures for Stanford Students Applying to Study at Another University through the Exchange Scholar Program
2. Procedures for Students from Other Universities Applying to Study at Stanford through the Exchange Scholar program
3. Procedures for Stanford Students Applying to Study at either UC Berkeley or UC San Francisco through the UC Exchange Program
4. Procedures for UC Berkeley or UC San Francisco Students Applying to Study at Stanford through the UC Exchange Program
5. Procedures for Stanford Students Applying to Study at UC Santa Cruz through the Center for Ocean Solutions Exchange Program
6. Procedures for UC Santa Cruz Students Applying to Study at Stanford through the Center for Ocean Solutions Exchange Program

1. Procedures for Stanford Students Applying to Study at Another University through the Exchange Scholar Program

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discusses the appropriateness of exchange study at another institution and the value to the student’s academic progress.</td>
<td>Student and advisor</td>
</tr>
<tr>
<td>2. Identifies an appropriate faculty advisor at the potential host institution.</td>
<td>Student and advisor</td>
</tr>
<tr>
<td>3. Downloads a copy of the Exchange Scholar Program Application [1]. Reads the application carefully, and gathers all necessary signatures.</td>
<td>Student</td>
</tr>
<tr>
<td>4. Reviews the Exchange Scholar Program Application and discusses all aspects of the arrangement with the student and the student's advisor. Signs the application to indicate concurrence.</td>
<td>Stanford Department</td>
</tr>
</tbody>
</table>
5. Reviews the Exchange Scholar Program Application, signs and maintains a copy of the agreement. **Stanford School Dean's Office**

6. Provides the signed application form to the Graduate Admissions Office at least two months before the registration deadline at the host institution. **Student**

7. Contacts the host institution to receive written acceptance or denial of the Stanford student, and provides a copy to the Stanford student. **Graduate Admissions**

8. If the student is not at TGR status, informs the Graduate Admissions Office of the number of units in which the student would have enrolled if at Stanford (8-10 or 11+) in order to determine appropriate Stanford tuition. **Stanford Department**

9. Registers the outgoing Stanford student in the category of Exchange Participant Scholar. **Graduate Admissions**

10. Completes academic requirements, pays tuition and fees to Stanford. **Student**

    NOTE: If student is in TGR status at Stanford, continues to enroll in the appropriate TGR course during each Stanford quarter of the exchange. If not at TGR status, Stanford tuition will be determined by Graduate Admissions based on information provided by the student’s home department (see step 8, above).

11. Upon completion of each term, requests transcript from host institution to be sent to Stanford Graduate Admissions Office. If the student wants the units completed to be recorded on their Stanford transcript, the Application for Graduate Residency Credit [2] must also be submitted. **Student**

12. Coordinates with the Office of the University Registrar to add appropriate units to the student’s Stanford transcript. **Graduate Admissions**

    NOTE: Units earned via this Exchange Scholar program are counted as Stanford units (as opposed to being counted as transfer units) for the purpose of satisfying Stanford residency requirements. The institution attended, units awarded and the Exchange Program status are reflected on the Stanford transcript.

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2. Procedures for Students from Other Universities Applying to Study at Stanford through the Exchange Scholar program

### PROCESS STEPS

### RESPONSIBILITY
<table>
<thead>
<tr>
<th></th>
<th>Process Steps</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Downloads a copy of the Exchange Scholar Program Application [1]. Reads the application carefully, and gathers all necessary signatures at the home institution.</td>
<td>Student and Home Institution</td>
</tr>
<tr>
<td>2.</td>
<td>Forwards the approved application form to Stanford Graduate Admissions at least two months prior to the preliminary study list deadline.</td>
<td>Student Home Institution</td>
</tr>
<tr>
<td>3.</td>
<td>Contacts the Stanford department to receive written acceptance or denial of the exchange student, and provides a copy to the student.</td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>4.</td>
<td>Reviews the Exchange Scholar Program Application to assure appropriate supervision of the visiting student, and to determine appropriate enrollment, if any, at Stanford.</td>
<td>Stanford Department</td>
</tr>
<tr>
<td>5.</td>
<td>Notifies student and home institution of acceptance or denial. If approved, registers the incoming student at Stanford in the category of Exchange Participant.</td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>6.</td>
<td>Completes academic requirements, enrolls in the appropriate courses at Stanford, pays tuition and fees to home institution.</td>
<td>Student</td>
</tr>
<tr>
<td>7.</td>
<td>Upon completion of each term, uses AXESS to request transcript from Stanford to be sent to home institution.</td>
<td>Student</td>
</tr>
</tbody>
</table>

**3. Procedures for Stanford Students Applying to Study at either UC Berkeley or UC San Francisco through the UC Exchange Program**

<table>
<thead>
<tr>
<th>Process Steps</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discusses the appropriateness of exchange study at another institution and the value to the student’s academic progress.</td>
<td>Student and advisor</td>
</tr>
<tr>
<td>2. Identifies an appropriate faculty advisor at the potential host institution.</td>
<td>Student and advisor</td>
</tr>
<tr>
<td>3. Downloads a copy of the UC Exchange Program Application [3]. Reads the application carefully, and gathers all necessary signatures.</td>
<td>Student</td>
</tr>
<tr>
<td>4. Reviews the UC Exchange Program Application and discusses all aspects of the arrangement with the student and the student’s advisor. Signs the application to indicate concurrence.</td>
<td>Stanford Department</td>
</tr>
<tr>
<td>5. Submits the signed application form to the Student Services Center by the Preliminary Study List deadline at Stanford and the enrollment deadline at the UC institution.</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>Process Steps</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Enrolls in a minimum of four units at Stanford.</td>
</tr>
<tr>
<td></td>
<td>Tuition is based off of total enrollment from both schools.</td>
</tr>
<tr>
<td>6</td>
<td>If the student is not at TGR status, informs the Office of the University</td>
</tr>
<tr>
<td></td>
<td>Registrar of the number of units in which the student would have enrolled if</td>
</tr>
<tr>
<td></td>
<td>at Stanford (8-10 or 11 +) in order to determine appropriate Stanford tuition.</td>
</tr>
<tr>
<td></td>
<td>Note that all semester units from Berkeley are converted into quarter units.</td>
</tr>
<tr>
<td>7</td>
<td>Updates student record to reflect their exchange status. Then submits final</td>
</tr>
<tr>
<td></td>
<td>application to the UC institution for processing and registration.</td>
</tr>
<tr>
<td></td>
<td>Student should receive two emails: one from Stanford and one from the UC</td>
</tr>
<tr>
<td></td>
<td>institution indicating that the application was accepted.</td>
</tr>
<tr>
<td>8</td>
<td>Completes academic requirements, pays tuition and fees to Stanford.</td>
</tr>
<tr>
<td></td>
<td>NOTE: If student is in TGR status at Stanford, continues to enroll in the</td>
</tr>
<tr>
<td></td>
<td>appropriate TGR course during each Stanford quarter of the exchange. If not</td>
</tr>
<tr>
<td></td>
<td>at TGR status, Stanford tuition will be determined by based on information</td>
</tr>
<tr>
<td></td>
<td>provided by the student (see step 6, above).</td>
</tr>
<tr>
<td>9</td>
<td>Upon completion of each term, requests transcript from UC institution to be</td>
</tr>
<tr>
<td></td>
<td>sent to Stanford's Office of the University Registrar. If the student wants</td>
</tr>
<tr>
<td></td>
<td>the units completed to be recorded on their Stanford transcript, the [Application for Graduate Residency Credit][2] must also be submitted.</td>
</tr>
<tr>
<td>10</td>
<td>Once the final transcript is received from the UC institution, adds appropriate</td>
</tr>
<tr>
<td></td>
<td>units to the student's Stanford transcript.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Units earned via this exchange program are counted as Stanford units</td>
</tr>
<tr>
<td></td>
<td>(as opposed to being counted as transfer units) for the purpose of</td>
</tr>
<tr>
<td></td>
<td>satisfying Stanford residency requirements. The institution attended, units</td>
</tr>
<tr>
<td></td>
<td>awarded and the Exchange Program status are reflected on the Stanford</td>
</tr>
<tr>
<td></td>
<td>transcript.</td>
</tr>
</tbody>
</table>

**4. Procedures for UC Berkeley or UC San Francisco Students Applying to Study at Stanford through the UC Exchange Program**

[Application for Graduate Residency Credit][2]
1. Downloads a copy of the UC Exchange Program Application. Reads the application carefully, and gathers all necessary signatures at the home institution.  
   **RESPONSIBILITY:** Student and UC Institution

2. Obtains signature and approval from the Stanford Department and submits form to Graduate Admissions prior to the preliminary study list deadlines published on the Stanford Academic Calendar.  
   **RESPONSIBILITY:** Student

3. Notifies student and UC institution of acceptance or denial. If approved, registers the incoming student at Stanford in the category of Exchange Participant.  
   **RESPONSIBILITY:** Graduate Admissions

4. Completes academic requirements, enrolls in the appropriate courses at Stanford, pays tuition and fees to UC institution.  
   **RESPONSIBILITY:** Student

5. Upon completion of each term, uses AXESS to request transcript from Stanford to be sent to UC institution.  
   **RESPONSIBILITY:** Student

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### 5. Procedures for Stanford Students Applying to Study at UC Santa Cruz through the Center for Ocean Solutions Exchange Program

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
</table>
| 1.            | Establishes eligibility for program.  
                | **RESPONSIBILITY:** Student and the Center for Ocean Solutions |
| 2.            | Discusses the appropriateness of exchange study at another institution and the value to the student's academic progress.  
                | **RESPONSIBILITY:** Student and advisor |
| 3.            | Seeks approval of course instructor at UC Santa Cruz .  
                | **RESPONSIBILITY:** Student |
| 4.            | Seeks approval for exchange by the Center for Ocean Solutions at the Woods Institute for the Environment.  
                | **RESPONSIBILITY:** Student |
| 5.            | Downloads a copy of the UCSC Exchange application. Reads the application carefully, and gathers all necessary signatures.  
                | **RESPONSIBILITY:** Student |
| 6.            | Reviews the UC Exchange Program Application and discusses all aspects of the arrangement with the student and the student's advisor. Signs the application to indicate concurrence.  
                | **RESPONSIBILITY:** Student and the Center for Ocean Solutions |
| 7.            | Submits the signed application form to the Student Services Center by the Preliminary Study List deadline at Stanford and the enrollment deadline at the UC institution.  
                | **RESPONSIBILITY:** Student |
**8.** Enrolls in a minimum of four units at Stanford.

Tuition is based off of total enrollment from both schools.

If the student is not at TGR status, informs the Office of the University Registrar of the number of units in which the student would have enrolled if at Stanford (8-10 or 11+) in order to determine appropriate Stanford tuition.

**9.** Updates student record to reflect their exchange status. Then submits final application to the UCSC institution for processing and registration.

Student should receive two emails: one from Stanford and one from the UCSC indicating that the application was accepted.

**10.** Completes academic requirements, pays tuition and fees to Stanford.

NOTE: If student is in TGR status at Stanford, continues to enroll in the appropriate TGR course during each Stanford quarter of the exchange. If not at TGR status, Stanford tuition will be determined by based on information provided by the student (see step 6, above).

**11.** Upon completion of each term, requests transcript from UCSC to be sent to Stanford’s Office of the University Registrar. If the student wants the units completed to be recorded on their Stanford transcript, the Application for Graduate Residency Credit must also be submitted.

**12.** Once the final transcript is received from the UCSC, adds appropriate units to the student’s Stanford transcript. NOTE: Units earned via this exchange program are counted as Stanford units (as opposed to being counted as transfer units) for the purpose of satisfying Stanford residency requirements. The institution attended, units awarded and the exchange program status are reflected on the Stanford transcript.

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**6. Procedures for UC Santa Cruz Students Applying to Study at Stanford through the Center for Ocean Solutions Exchange Program**

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establishes eligibility with UC Santa Cruz Dean of Graduate Studies.</td>
<td>Student and Dean of Graduate Studies</td>
</tr>
<tr>
<td>2. Seeks approval for exchange by the Center for Ocean Solutions at the Woods Institute for the Environment.</td>
<td>Student and the Center for Ocean Solutions</td>
</tr>
</tbody>
</table>
3. Downloads a copy of the UCSC Exchange Application Form [6].
   Reads the application carefully, and gathers all necessary signatures at the home institution.
   Student and UCSC

4. Completes the form and obtains all required signatures and submits form to Graduate Admissions at least one month prior to the start of the exchange quarter.
   Student

5. Notifies student and UCSC of acceptance or denial. If approved, registers the incoming student at Stanford in the category of Exchange Participant.
   Graduate Admissions

6. Completes academic requirements, enrolls in the appropriate courses at Stanford, pays tuition and fees to UCSC.
   Student

7. Upon completion of each term, uses AXESS to request transcript from Stanford to be sent to UCSC.
   Student

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