

5.8.2 Exchange Programs: Implementation

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

PROCESS STEPS	RESPONSIBILITY
1. Discuss the appropriateness of exchange study at another institution (note participating institutions in policy) and the value to the student's academic progress.	Student and advisor
2. Identify an appropriate faculty advisor at the potential host institution.	Student and advisor
3. Download a copy of the IvyPlus Exchange Scholar Program Application [1]. Read the application carefully, and gather all necessary signatures.	Student
4. Review the IvyPlus Exchange Scholar Program Application and discuss all aspects of the arrangement with the student and the student's advisor. Sign the application to indicate concurrence.	Stanford Degree Program

5.	Review the IvyPlus Exchange Scholar Program Application, sign and maintain a copy of the agreement.	Stanford School Dean's Office
6.	Provide the signed application form to the Graduate Admissions Office at least two months before the registration deadline at the host institution.	Student
7.	Contact the host institution to receive written acceptance or denial of the Stanford student, and provide a copy to the Stanford student.	Graduate Admissions
8.	If the student is not at TGR status, inform 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 Degree Program
9.	Register the outgoing Stanford student in the category of Exchange Scholar.	Graduate Admissions
	Complete academic requirements, pay tuition and fees to Stanford.	
10.	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 Stanford degree program (see step 8, above).	Student
11.	Upon completion of each term, request 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
	Coordinate with the Office of the University Registrar to add appropriate units to the student's Stanford transcript.	
12.	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.	Graduate Admissions

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

PROCESS STEPS

RESPONSIBILITY

1.	Download a copy of the IvyPlus Exchange Scholar Program Application [1]. Read the application carefully, and gather all necessary signatures at the home institution.	Student and Home Institution
2.	Forward the approved application form to Stanford Graduate Admissions at least two months prior to the preliminary study list deadline.	Student Home Institution
3.	Contact the Stanford degree program to receive written acceptance or denial of the exchange student, and provide a copy to the student.	Graduate Admissions
4.	Review the Exchange Scholar Program Application to assure appropriate supervision of the visiting student and to determine appropriate enrollment, if any, at Stanford.	Stanford Degree Program
5.	Notify student and home institution of acceptance or denial. If approved, register the incoming student at Stanford in the category of Exchange Participant.	Graduate Admissions
6.	Complete academic requirements, enroll in the appropriate courses at Stanford, pay tuition and fees to home institution.	Student
7.	Upon completion of each term, use AXESS to request transcript from Stanford to be sent to home institution.	Student

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

	PROCESS STEPS	RESPONSIBILITY
1.	Discuss the appropriateness of exchange study at another institution and the value to the student's academic progress.	Student and advisor
2.	Identify an appropriate faculty advisor at the potential host institution.	Student and advisor
3.	Download a copy of the UC Berkeley [3] or UC San Francisco application [4]. Read the application carefully, and gather all necessary signatures.	Student
4.	Review the UC Exchange Program Application and discuss all aspects of the arrangement with the student and the student's advisor. Sign the application to indicate concurrence.	Stanford Degree Program
5.	Submit 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.	Student

	Enroll in a minimum of four units at Stanford.	
	Tuition is based off of total enrollment from both schools.	
6.	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. Note that all semester units from Berkeley are converted into quarter units.	Student
7.	Update student record to reflect their exchange status. Then submit final application to the UC institution for processing and registration. Student should receive two emails: one from Stanford and one from the UC institution indicating that the application was accepted.	Office of the University Registrar
8.	Complete academic requirements, and pay 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).	Student
9.	Upon completion of each term, request transcript from UC institution 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 [2] must also be submitted.	Student
10.	Once the final transcript is received from the UC institution, add 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.	Office of the University Registrar

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

PROCESS STEPS

RESPONSIBILITY

1.	Download a copy of the UC Exchange Program Application [5]. Read the application carefully, and gather all necessary signatures at the home institution.	Student and UC Institution
2.	Obtain signature and approval from the Stanford degree program and submit form to Graduate Admissions prior to the preliminary study list deadlines published on the Stanford Academic Calendar.	Student
3.	Notify student and UC institution of acceptance or denial. If approved, register the incoming student at Stanford in the category of Exchange Participant.	Graduate Admissions
4.	Complete academic requirements, enroll in the appropriate courses at Stanford, and pay tuition and fees to UC institution.	Student
5.	Upon completion of each term, use AXESS to request transcript from Stanford to be sent to UC institution.	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

	PROCESS STEPS	RESPONSIBILITY
1.	Establish eligibility for program.	Student and the Center for Ocean Solutions
2.	Discuss the appropriateness of exchange study at another institution and the value to the student's academic progress.	Student and advisor
3.	Seek approval of course instructor at UC Santa Cruz .	Student
4.	Seek approval for exchange by the Center for Ocean Solutions at the Woods Institute for the Environment.	
5.	Download a copy of the UCSC Exchange application . Read the application carefully, and gather all necessary signatures.	Student
6.	Review the UC Exchange Program Application and discuss all aspects of the arrangement with the student and the student's advisor. Sign the application to indicate concurrence.	Student and the Center for Ocean Solutions
7.	Submit 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.	Student

	Enroll in a minimum of four units at Stanford.	
8.	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.	Student
9.	Update student record to reflect their exchange status. Then submit final application to UCSC for processing and registration. Student should receive two emails: one from Stanford and one from the UCSC indicating that the application was accepted.	Office of the University Registrar
10.	Complete academic requirements, and pay tuition and fees to Stanford. NOTE: If student is in TGR status at Stanford, they continue 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).	Student
11.	Upon completion of each term, request 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.	Student
12.	Once the final transcript is received from the UCSC, add 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.	Office of the University Registrar

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

PROCESS STEPS		RESPONSIBILITY
1.	Establish eligibility with UC Santa Cruz Dean of Graduate Studies.	Student and Dean of Graduate Studies
2.	Seek approval for exchange by the Center for Ocean Solutions at the Woods Institute for the Environment.	Student and the Center for Ocean Solutions

3.	Download a copy of the UCSC Exchange Application Form [6]. Read the application carefully, and gather all necessary signatures at the home institution.	Student and UCSC
4.	Complete the form and obtain all required signatures and submit form to Graduate Admissions at least one month prior to the start of the exchange quarter.	Student
5.	Notify student and UCSC of acceptance or denial. If approved, register the incoming student at Stanford in the category of Exchange Participant.	Graduate Admissions
6.	Complete academic requirements, enroll in the appropriate courses at Stanford, and pay tuition and fees to UCSC.	Student
7.	Upon completion of each term, use AXESS to request transcript from Stanford to be sent to UCSC.	Student

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Links

[1] <https://registrar.stanford.edu/ivyplus-exchange-program-application-gr>

[2] <https://registrar.stanford.edu/graduate-residency-transfer-credit-application>

[3] <https://registrar.stanford.edu/exchange-program-uc-berkeley-application-stanford-students-gr>

[4] <https://registrar.stanford.edu/exchange-program-ucsf-application-stanford-students-gr>

[5] <https://registrar.stanford.edu/exchange-program-stanford-uc-berkeley-or-uc-san-francisco-students-gr>

[6] <https://registrar.stanford.edu/exchange-program-stanford-uc-santa-cruz-students-gr>