

## 2.4.2 Students of New Faculty: Implementation

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## 1. Appointment Into Nonmatriculated Stanford Status

PROCESS STEPS	RESPONSIBILITY
1. Determines whether the incoming faculty member has doctoral students whom he or she wishes to appoint to nonmatriculated status at Stanford.	Appointing department chair and Faculty Affairs
2. If the incoming faculty member wishes to bring one or more doctoral students to Stanford for a limited period of time, formalizes these arrangements by including information about the student(s) in the incoming faculty member's appointment papers.	Faculty Affairs or designated staff in the appointing department
3. Completes and signs the <a href="#">Affiliation Agreement</a> [1] between Stanford and the student's home institution, with an <a href="#">attachment</a> [2] including appointment information for each incoming student. Each link will download a Word form.	Stanford degree program, school dean's office, VPGE office, plus appropriate office at home institution
4. Obtains the nonmatriculated <a href="#">biodemographic form</a> [3] and the <a href="#">Students of New Faculty Representations</a> [4], and forwards to student for completion.	Stanford Department
5. Completes the biodemographic form and the Student of New Faculty Representations and returns to the Stanford department.	Student

6.	<p>Forwards the biodemographic form and a copy of the signed Affiliation Agreement and Student Representations to Graduate Admissions in the Office of the Registrar as soon as possible, but no less than 30 days before the first day of classes in the anticipated Stanford academic term. Retain original forms in departmental files.</p> <p>In the case of international students, forwards a copy of signed Affiliation Agreement to the Stanford Bechtel International Center, identifying the student's visa status at the home institution.</p>	Stanford Department
7.	For international students, confirms the student's visa status with the home institution and maintains documentation of visa status here.	Bechtel Center
8.	Creates and activates the nonmatriculated student record in PeopleSoft, provides the Employee Identification (Emplid) number with enrollment instructions to student.	Graduate Admissions, Office of the University Registrar
9.	<p>Registers in departmental TGR course before each quarterly deadline, makes appropriate academic progress, and is responsible for the payment of all Stanford bills.</p> <p>Note: Non-matriculated registration is a manual process, requiring the student to complete a registration form at the <a href="#">Student Services Center</a> [5].</p>	Student
10.	If appropriate, enters any agreed-upon financial support for the student in GFS. See <a href="#">Students of New Faculty in GFS</a> [6].	Department
11.	Documents academic progress by recording a Pass/No Credit grade for the student for each enrolled quarter.	Faculty Advisor
12.	To extend a student in the status of Student of New Faculty into a new academic year, complete and forward to the Office of the Registrar a <a href="#">Students of New Faculty: Appointment Extension/Termination form</a> [7]. Note that this form is necessary to extend the appointment of a Student of New Faculty into any new academic year.	Department

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## 2. Discontinuing Student Status

	PROCESS STEPS	RESPONSIBILITY
1.	Advises Stanford department of pending graduation from the home institution, or other reason for ending the appointment at Stanford, as soon as possible but no later than the first day of the student's intended last quarter at Stanford.	Student

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2.	If the intended last quarter is that originally proposed, or proposed on the most recent Extension, then the student simply does not register after the last quarter. If the student is leaving earlier than anticipated, then the department notifies Graduate Admissions, Office of the Registrar of the pending termination by completing and forwarding the <a href="#">Students of New Faculty: Appointment Extension/ Termination</a> [7] form.	Stanford Department
3.	Discontinues the student's enrollment privileges in PeopleSoft.	Graduate Admissions, Office of the University Registrar

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#### Links

- [1] <https://stanford.box.com/shared/static/xgs0wre2it3l3d02ld5g7vx9waigkvqi.docx>
- [2] <https://stanford.box.com/shared/static/kidzumebez2jox9dze3vc2dpthrfuv1q.docx>
- [3] <https://stanford.box.com/v/SNF-BioDemo-Form>
- [4] <https://stanford.box.com/shared/static/ur91cfj8um2w147g32hc5j1nnuwgcieu.doc>
- [5] <https://studentservicescenter.stanford.edu/>
- [6] [http://www.stanford.edu/dept/DoR/gfs/pdfs/SNF\\_Job\\_Aid.pdf](http://www.stanford.edu/dept/DoR/gfs/pdfs/SNF_Job_Aid.pdf)
- [7] <https://stanford.box.com/v/SNF-Extension-Termination-Form>