Office of the University Registrar
630 Serra Street
Suite 120
Stanford University
Stanford, CA 94305-6032
(650) 723-2041 • Fax: (650) 725-7248

APPLICATION AND ADMISSION

1. Applications for admission to a coterminal program must fulfill the following conditions:

    1.1. Applicants must have earned a minimum of 120 units toward graduation (UTG) as shown on the undergraduate unofficial transcript. This includes allowable Advanced Placement (AP) and transfer credit.

    1.2. Applicants must submit their application and, if admitted, **respond to the offer of admission no later than the quarter prior to the expected completion of their undergraduate degree**. This is normally the Winter Quarter prior to Spring Quarter graduation.

    1.3. Applicants must meet the requirements and deadlines established by the department or program to which they are applying.

    1.4. Applicants are only permitted to apply to one coterminal program per term.

2. Departments or programs must admit coterminal applicants and submit the completed and approved "Application for Admission to Coterminal Master's Program" to the Office of the University Registrar **no later than the quarter prior to the expected completion of the undergraduate degree.** This is normally the last day of classes in Winter Quarter prior to Spring Quarter graduation.

    2.1. Coterminal students are permitted to count coursework taken in the two quarters immediately prior to their first graduate quarter toward their graduate degree. Students must submit a completed "Coterminal Course Approval Form" with their "Application for Admission to Coterminal Master's Program" indicating which courses must be transferred from the student's undergraduate to graduate career.

    2.2. Coterminal students may not take a leave of absence during the first quarter they are admitted to the graduate program.

TUITION ASSESSMENT

3. Coterminal students are in the undergraduate coterminal student group and assessed the undergraduate tuition rate for 12 quarters.

    3.1. For students with transfer credit (not AP or test credit), each 15 transfer units equals one Stanford quarter. For students who entered Stanford as freshmen, a maximum of 45 transfer units (three Stanford quarters) can be used toward the 12 quarters of the undergraduate tuition status. For students who entered as transfer students, a maximum of 90 units (six Stanford quarters) can be used toward the 12 quarters of the undergraduate tuition status.

    3.2. For students with Stanford Summer Session units, each 15 units equals one Stanford quarter.

    3.3 Students in the undergraduate coterminal student group are assessed the undergraduate tuition rate and are subject to the 20-unit maximum enrollment per quarter.

4. Coterminal students are changed to the graduate coterminal student group in the 13th quarter and are then assessed either the regular graduate tuition rate or the graduate Engineering tuition rate depending upon their graduate program.

    4.1. Starting in the 13th quarter, coterminal students are able to enroll at the 8, 9, 10 unit rate and be certified as full-time with a minimum enrollment of 8 units. Students may also enroll at the 11-18 unit rate.

    4.2 Students in the graduate coterminal student group are assessed additional graduate or Engineering tuition on a per-unit basis beginning with the 19th unit.

5. Students who receive RA or CA/TA awards from the department prior to the 13th quarter are changed to the graduate coterminal student group and assessed the applicable tuition rate for the quarter in which they have the RA or CA/TA award.

    5.1. Students must have completed 180 undergraduate units (including AP or transfer credit) to be eligible for an RA or CA/TA award.

    5.2. Students with RA and CA/TA awards should enroll at the 8, 9, 10 unit tuition rate.

    5.3. Once students have moved to the graduate coterminal student group, they may not move back to the undergraduate coterminal student group even if they no longer have an RA or CA/TA award.

6. Students who have fewer than 12 quarters at Stanford but who want to enroll at the 8, 9, 10 unit graduate tuition rate may request to be moved to the graduate coterminal student group once they have completed 180 undergraduate units.

    6.1. Once students have moved to the graduate coterminal student group, they may not move back to the undergraduate coterminal student group.

ENROLLMENT

7. Once admitted to the coterminal program, students have two active careers (graduate and undergraduate) under which they may enroll in courses.

    7.1. Students must use the graduate career to enroll in courses which count toward the master's degree. Students must use the undergraduate career to enroll in courses which count toward the bachelor's degree.

    7.2. Students may request to transfer courses between graduate and undergraduate careers on the "Coterm Course Approval Form."

    7.3 Courses cannot be transferred between graduate and undergraduate careers once the undergraduate degree has been conferred.

REGISTRATION STATUSES

8. Coterminal students are not eligible for Permit to Attend for Services Only (PSO) or 13th Quarter status.

9. Coterminal students are eligible for Graduation Quarter only if they have completed all requirements of Graduation Quarter in both their undergraduate and graduate careers, including completing all University requirements to graduate.

10. Leave of Absence status applies to both undergraduate and graduate career, and cannot be taken in the first quarter of the graduate program.

11. Coterminal students are not eligible for Graduate Tuition Adjustments prior to conferral of the undergraduate degree. Students must meet all requirements of the Graduate Tuition Adjustment to be eligible.

Recommendation Form

Return recommendation to
the department to which you are applying.

Department addresses are available at:
http://gradadmissions.stanford.edu/programs/alphaindex.html.

Instructions for student: Fill in the top portion of this form and present it to your recommender.

Instructions for recommender: Return this form to the applicant in a sealed envelope with your signature across the seal, or to the graduate admissions administrator in the department to which the student is applying.

please type or print

_____

Printed Name of Student (Last)   (First)   (Middle)

_____

Department to which you are applying   Email Address   Stanford ID Number

❏ I do waive my right to inspect the contents of the following recommendation.

❏ I do NOT waive my right to inspect the contents of the following recommendation.

Student Signature _____ Date_____

Recommender Section: Please write candidly about the student's qualifications and potential to pursue advanced study in the field specified.

On the following scale, rank the applicant against other students in comparable fields:

❏ Bottom 25%   ❏ Third 25%   ❏ Second 25%   ❏ Top 25%   ❏ Top 10%   ❏ Top 5%   ❏ Top 1-2%

Admission to coterminal master's program is:

❏ Strongly recommended   ❏ Recommended   ❏ Recommended with reservations   ❏ Not recommended

Signature _____ Name Printed _____ Date_____

05/2009

Application for Admission to Coterminal Master's Program

Office of the University Registrar
630 Serra Street
Suite 120
Stanford University
Stanford, CA 94305-6032
(650) 723-2041 • Fax: (650) 725-7248

Instructions for student: Obtain signatures from your undergraduate department(s). Then return this application to the graduate department to which you are applying with the following: 1) Preliminary Program Proposal; 2) Statement of Purpose; 3) Coterminal Course Approval Form; 4) two letters of recommendation; and 5) a current Stanford transcript. Check with the department for additional requirements. Failure to complete any of the items listed above will delay processing of your application.

please type or print

Printed Name of Student (Last) _____ (First) _____ (Middle) _____

Stanford ID Number _____ Phone Number _____ Email Address _____

Proposed Master's Program

Degree: ❏ M.A. ❏ M.S. Proposed Admit Quarter/Year:_____

Department: _____ Expected Conferral Quarter/Year:_____

Undergraduate Program

Degree(s): ❏ B.A. ❏ B.S. ❏ B.A.S. ❏ B.A./B.S. (dual degree) Expected Conferral Quarter/Year: _____

<u>Undergraduate Major Department</u>: _____ ❏ Approved ❏ Denied

Representative's Signature _____ Representative's Name Printed _____ Date _____

<u>Second Undergraduate Major Department</u> (if applicable): _____ ❏ Approved ❏ Denied

Representative's Signature _____ Representative's Name Printed _____ Date _____

International Students: Are you an international student authorized to study on an F-1 or J-1 visa? ❏ Yes ❏ No   If yes, what type of visa? _____

Please note that international coterminal students on F-1 or J-1 visas require a new I-20 or DS-2019 to reflect a change in degree level and a new conferral date. A request for a new I-20 or DS-2019 may be obtained from the Bechtel International Center, second floor.

Signature

By signing below, I certify that the information contained on this application and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

Student Signature _____ Date _____

Master's Program Action

Master's Program Administrator: Once this application has been approved and the applicant has accepted the offer of admission, please return the original to the Office of the University Registrar, prior to the beginning of the applicant's admit quarter.

❏ Approved to begin (quarter/year) _____ ❏ Denied Date of Approval/Denial _____

Admission Chair's Signature _____ Admission Chair's Name Printed _____ Date _____

Graduate Department: For international students, after student acceptance, forward this form to Bechtel International Center for the following signature:

Bechtel Representative's Signature_____ Bechtel Representative's Name Printed _____ Date _____

Registrar's Office Only: Date Received:_____ Date Processed: _____ By: _____

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Preliminary Program Proposal, Coterminal Degree Program

Return this proposal to
the department to which you are applying.

Department addresses are available at:
http://gradadmissions.stanford.edu/programs/alphaindex.html.

please type or print

Printed Name of Student (Last)   (First)   (Middle)

| | | | | | | | | |

Stanford ID Number   Phone Number   Email Address

Undergraduate Major   Second Undergraduate Major   Coterminal Graduate Department

Future Quarters

For each quarter, list the total units to be taken and the courses to be taken to fulfill master's degree requirements. No units used to satsify one degree may be used to satisfy the requirements for another degree.

Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	

Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	

Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	

Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	

Previous Courses

List courses previously completed or in progress that will be used to fulfill requirements for the master's degree:

Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	

Total master's units to be completed (minimum 45): _____

Student Signature _____ Date _____

Coterminal Graduate Department Administrator Signature_____ Date _____

Print Name _____

Coterminal Course Approval Form

Submit in person to:
Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
http://helpsu.stanford.edu/?pcat=ssc

Mail or fax to:
Office of the University Registrar
Stanford University
630 Serra Street, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

Information and Instructions:

All course enrollments must be designated towards a specific degree program (e.g., undergraduate or graduate). Designating courses in this way allows the Office of the University Registrar and academic departments to accurately monitor progress towards the minimum university requirements for each degree. Courses cannot be transferred once the undergraduate degree has been conferred.

Please print clearly or type. Failure to complete any, or part, or the items listed below will delay the review of your request.

_____

Last or Family Name   First   Middle

| | | | | | | | | | |

Stanford Student Number (first number is zero)   Phone Number   Email Address

_____

Undergraduate Major A

_____

Undergraduate Major B (if applicable)

_____

Undergraduate Major C (if applicable)

_____

Coterminal Graduate Department

Signatures: Student: By signing below, I certify that the information contained on this petition form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

_____

Student Signature   Date

_____

Administrator (Undergraduate Major A Department)   Date

_____

Administrator (Undergraduate Major B Department)   Date

_____

Administrator (Coterminal Graduate Department)   Date

REGISTRAR USE ONLY

❏ Approved   ❏ Denied   ❏ Postponed   ❏ Notified (date) _____

Reason for Postponement/Delay/Referral:_____

05/2009

Quarter	Academic Year	Subject Code	Catalog Number	Course Title	UG to GR[1]	GR to UG[2]	GER[3]

[1]Mark "X" if transfering course(s) from undergraduate program/career to coterminal graduate program/career.
[2]Mark "X" if transfer course(s) from coterminal graduate program/career to undergraduate program/career.
[3]Mark "X" if you used this course to satisfy a GER requirement.

05/2009