Department of Anthropology | Stanford University
Department of Anthropology Committee Guidelines, Graduate Program Committee

2013-2014 COMMITTEE INFORMATION

Graduate Program Committee Participants:
Graduate Committee Chair: Thomas B. Hansen
Graduate Committee Member: Rebecca B. Bird
Graduate Committee Staff: Shelly Coughlan

Graduate Program Committee Charge and Procedures:
The Graduate Program Committee (GPC) plays a major role in maintaining the structure and integrity of graduate programs in Anthropology. It does this in consultation with the rest of the faculty in the department. The GPC consists of two faculty in the department (including the chair of the committee).

The chair of the committee is responsible for overseeing and implementing the department's graduate programs.
The chair should:

-work closely with the Student Affairs Office to ensure that the graduate program and the department process follows university, VPGE and H&S policies and guidelines;

-review the above policies and guidelines and the department's Graduate programs policy and procedures with GPC members;

-consult with the faculty about any necessary or useful revisions to these policies and procedures;
-plan and organize meetings to inform graduate students of department and university requirements and milestones;
-report to the faculty on the outcome of changes to the graduate program and need for revisions

Graduate Program Committee Responsibilities include:

- ☐ Hold graduate student meetings by cohort to review department and university requirements for degree progress, one-time annually
- ☐ Meet twice in each term to review graduate student petitions
- ☐ Lead the annual evaluation meeting for review of graduate student candidacy (Winter quarter)
- ☐ Lead the annual meeting for evaluation of graduate student degree progress (Spring quarter)
- ☐ Review faculty nominations for graduate student awards (Spring quarter commencement) and fellowships (Winter quarter Lieberman)
- ☐ Confirm Bulletin description for graduate programs, once annually (May)
- ☐ Review graduate student petitions and inform the Graduate Finance Committee about the petitioner's eligibility for extraordinary funds
- ☐ Other

Graduate Committee Meeting Schedule:

Autumn 2013
First Meeting of the GPC scheduled on Wednesday 9 October 2013
Second Meeting of the GPC to be scheduled during week of December 2-6, 2013

-First-year Cohort Orientation and Lunch meeting for Review of Degree Progress held on Monday, 23 September 2013 T. Hansen/L/Malkki)
-Second -year Cohort Afternoon meeting for Review of Degree Progress held on Friday, 8 November 2013 from 3-4:00pm in 50, 51A (R. Bird)
-Third-year Cohort Afternoon meeting for Review of Degree Progress held on Friday, 11 October 2013 from 3-4:00pm in 50, 51A (T. Hansen)

Winter 2014
First Meeting of the GPC scheduled on TBA, TBA January 2014
Second Meeting of the GPC scheduled on TBA, TBA February 2014
Faculty Meeting for Review of Candidacy TBA, TBA March 2014

Spring 2014

First Meeting of the GPC scheduled on TBA, TBA April 2014
Second Meeting of the GPC scheduled on TBA, TBA May 2014
Third Meeting of the GPC for review of faculty award nomination scheduled on TBA, TBA May 2014
Faculty Meeting for Evaluation of Graduate student Performance TBA, TBA June 2014

2013-2014 Academic Calendar Reference

AUTUMN (2013)

August 1 (Thu) Axess opens for course enrollment.

September 13 (Fri, 5:00 p.m.) At-status enrollment deadline in order to receive stipend or financial aid refund by first day of term.
September 23 (Mon) First day of quarter; instruction begins.
September 23 (Mon, 5:00 p.m.) Preliminary Study List deadline. Students must be "at status"; i.e., students must have a study list with sufficient units to meet requirements for their status, whether full-time, 8-9-10 units (graduate students only), or approved Special Registration Status. The late study list fee is $200.
September 23 (Mon, 5:00 p.m.) Deadline to submit Leave of Absence for full refund. See Tuition and Refund Schedule: 2012-13 for a full refund schedule.
September 26 (Thu) Conferral of degrees, Summer Quarter 2012-13.
October 11 (Fri, 5:00 p.m.) Final Study List deadline, except GSB. Last day to add or drop a class; last day to adjust units on a variable-unit course. Last day for tuition reassessment for dropped courses or units. Students may withdraw from a course until the Course Withdrawal deadline and a 'W' notation will appear on the transcript.
November 5 (Tue, 5:00 p.m.) Term withdrawal deadline; last day to submit Leave of Absence to withdraw from the University with a partial refund.
November 15 (Fri, 5:00 p.m.) Change of grading basis deadline, except GSB.
November 15 (Fri, 5:00 p.m.) Course withdrawal deadline, except GSB, Law, and M.D.
November 15 (Fri, 5:00 p.m.) Application deadline for Autumn Quarter degree conferral.
November 25-29 (Mon-Fri) Thanksgiving Recess (no classes).
December 2-8 (Mon-Sun) End-Quarter Period.
December 6 (Fri) Last day of classes (unless class meets on Sat.)
December 6 (Fri) Last opportunity to arrange Incomplete in a course, at last class.
December 6 (Fri, noon) University thesis, D.M.A. final project, or Ph.D. dissertation, last day to submit.
December 6 (Fri, 5:00 p.m.) Late application deadline for Autumn Quarter degree conferral ($50 fee).
December 9-13 (Mon-Fri) End-Quarter examinations.
December 17 (Tue, 11:59 p.m.) Grades due.

January 9 (Thu) Conferral of degrees, Autumn Quarter.

Winter 2014
October 27 (Sun) Axess opens for course enrollment.
December 27 (Fri) At-status enrollment deadline in order to receive stipend or financial aid refund by first day of term.
January 6 (Mon) First day of quarter; instruction begins for all students.

January 6 (Mon, 5:00 p.m.) Preliminary Study List deadline. Students must be "at status"; i.e., students must have a study list with sufficient units to meet requirements for their status, whether full-time, 8-9-10 units (graduate students only), or approved Special Registration Status. The late study list fee is $200.
January 6 (Mon, 5:00 p.m.) Deadline to submit Leave of Absence for full refund. See Tuition and Refund Schedule: 2012-13 for a full refund schedule.
January 20 (Mon) Martin Luther King, Jr., Day (holiday, no classes).

January 24 Fri (5:00 p.m.) Final Study List deadline, except GSB. Final day to add or drop a class; last day to adjust units on a variable-unit course. Last day for tuition reassessment for dropped courses or units. Students may withdraw from a course until the Course Withdrawal deadline and a 'W' notation will appear on the transcript.
February 17 (Mon) Presidents' Day (holiday, no classes; Law does hold classes).
February 19 (Wed, 5:00 p.m.) Term withdrawal deadline; last day to submit Leave of Absence to withdraw from the University with a partial refund.
February 28 (Fri, 5:00 p.m.) Change of grading basis deadline, except GSB.
February 28 (Fri, 5:00 p.m.) Course withdrawal deadline, except GSB, Law, and M.D.
February 28 (Fri, 5:00 p.m.) Application deadline for Winter Quarter degree conferral.
March 10-16 (Mon-Sun) End-Quarter Period.
March 14 (Fri) Last day of classes (unless class meets on Sat.)
March 14 (Fri) Last opportunity to arrange Incomplete in a course, at last class.
March 14 (Fri, noon) University thesis, D.M.A. final project, Ph.D. dissertation, last day to submit.
March 14 (Fri, 5:00 p.m.) Late application deadline for Winter Quarter degree conferral ($50 fee).
March 17-21 (Mon-Fri) End-Quarter examinations.
March 25 (Tue, 11:59 p.m.) Grades due.

April 3 (Thu) Conferral of degrees, Winter Quarter.

SPRING 2014
February 9 (Sun) Axess opens for course enrollment.
March 21 (Fri) At-status enrollment deadline in order to receive stipend or financial aid refund by first day of term.
March 31 (Mon) First day of quarter; instruction begins for all students.
March 31 (Mon, 5:00 p.m.) Preliminary Study List deadline. Students must be "at status"; i.e., students must have a study list with sufficient units to meet requirements for their status, whether full-time, 8-9-10 units (graduate students only), or approved Special Registration Status. The late study list fee is $200.
March 31 (Mon, 5:00 p.m.) Deadline to submit Leave of Absence for full refund. See Tuition and Refund Schedule: 2012-13 for a full refund schedule.
April 11 (Fri, 5:00 p.m.) Application deadline for Spring Quarter degree conferral.
April 18 (Fri, 5:00 p.m.) Final Study List deadline, except GSB. Last day to add or drop a class; last day to adjust units on a variable-unit course. Last day for tuition reassessment for dropped courses or units. Students may withdraw from a course until the Course Withdrawal deadline and a "W" notation will appear on the transcript.
May 13 (Tue, 5:00 p.m.) Term withdrawal deadline; last day to submit Leave of Absence to withdraw from the University with a partial refund.
May 23 (Fri, 5:00 p.m.) Change of grading basis deadline, except GSB.
May 23 (Fri, 5:00 p.m.) Course withdrawal deadline, except GSB, Law, and M.D.
May 26 (Mon) Memorial Day (holiday, no classes).
May 30 (Fri) Last day of Law classes
May 30-June 5 (Fri-Thu) End-Quarter Period.
June 4 (Wed) Last day of classes.
June 4 (Wed) Last opportunity to arrange Incomplete in a course, at last class.
June 4 (Wed, noon) University thesis, D.M.A. final project, or Ph.D. dissertation, last day to submit.
June 4 (Wed, 5:00 p.m.) Late application deadline for Spring Quarter degree conferral ($50 fee).
June 5 (Thu) Day before finals, no classes.
June 6-11 (Fri-Wed) End-Quarter examinations.
June 12 (Thu, noon) Grades for graduating students due.
June 14 (Sat) Senior Class Day.
June 14 (Sat) Baccalaureate Saturday.
June 15 (Sun) Commencement. Conferral of degrees, Spring Quarter.
June 16 (Mon) Undergraduate Housing move-out date (for graduates and others involved in Commencement with permission); see 2013-14 Student Housing Calendar.
June 17 (Tue, 11:59 p.m.) Grades for non-graduating students due.