

Department of Anthropology | Stanford University
Department of Anthropology Committee Guidelines, Undergraduate Committee

2013-2014 COMMITTEE INFORMATION

Undergraduate Committee Participants:

Undergraduate Committee Chair: Sharika Thiranagama

Undergraduate Committee Member: Paulla Ebron

Undergraduate Committee Staff: Anahid Sarkissian

Undergraduate Committee Charge and Procedures:

The Undergraduate Committee (UC) plays a major role in maintaining the structure and integrity of Undergraduate programs in Anthropology. It does this in consultation with the rest of the faculty in the department. The UC consists of two faculty in the department (including the chair of the committee).

The chair of the committee is responsible for planning, organizing and directing the undergraduate programs for Undergraduate students. The chair should:

- work closely with the Student Affairs Specialist, Anahid Sarkissian, to ensure that the Undergraduate program and the Department process follows university and H&S policies and guidelines;
- review the above policies and guidelines and the department's undergraduate major, minor, and honors/senior paper procedures with UC members;
- consult with the faculty about any necessary or useful revisions to these policies and procedures;
- plan and organize Undergraduate events;
- lead department efforts to recruit Undergraduate students to the department's programs;
- report to the faculty on changes to Undergraduate programs outcome.

Undergraduate Committee Meeting Schedule:

Autumn 2013

First Meeting to be scheduled on or by 10 October 2013 during week of ~~October 21-15, 2013~~

Second Meeting to be scheduled on or by 10 November 2013

- Plan Autumn quarter UG events
- Confirm participation in NSO (VPUE) majors event(s)
- Review undergraduate requests for Major/Minor, confirm advising assignment
- Confirm the Autumn quarter calendar for Undergraduate events
- Review and approve the Undergraduate Program Enhancement grant application
- Review and approve the Department Grant application
- Confirm participation in Autumn quarter meetings for research
- Confirm schedule for PROBLEMATICS publication
- Plan Winter quarter UG events
- Toyon Hall UG Advising and Majors Night

Committee Meeting Schedule:

Winter 2014

First Meeting to be scheduled on or by 10 February 2014

Second Meeting to be scheduled on or by 10 March 2014

- Review undergraduate requests for Major/Minor, confirm advising assignment
- Confirm the Winter quarter calendar for Undergraduate events
- Review Undergraduate research grant applications
- Confirm decisions for Undergraduate research grant requests
- Confirm participation in Winter quarter meeting for Research
- Plan Spring quarter UG events
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Spring 2014

First Meeting to be scheduled on or by 10 April 2014

Second Meeting to be scheduled on or by 10 May 2014

Special Meeting for review of Department Diploma and Awards Ceremony nominations and for University awards nominations to be scheduled on or by 26 May 2014

- Review undergraduate Requests for Major/Minor, Confirm Advising assignment
- Confirm the Spring quarter calendar for Undergraduate events
- Review Undergraduate Honors applications
- Confirm decisions for Undergraduate Honors applications
- Review Undergraduate awards to be given during Department Diploma and Awards Ceremony
- Confirm Undergraduate awardees, Department Diploma and Awards Ceremony
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2013-2014 Academic Calendar Reference**AUTUMN (2013)**

August 1 (Thu) Access 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 17 (Tue) New undergraduates arrive; Convocation. Undergraduate housing opens for new students; see 2013-14 Student Housing Calendar.

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 4 (Wed) Last day of Law classes for 2nd/3rd-year J.D. and advanced degree students.

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) Access 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 4 (Sat, 8:00 a.m.) Undergraduate housing opens for Winter Quarter; see 2013-14 Student Housing Calendar.

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) Access 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 29 (Sat) Undergraduate housing move-in date for Spring Quarter; see 2013-14 Student Housing Calendar.

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.