

# STUDENT AFFAIRS

Student Affairs supports the academic mission of the University by fostering a climate conducive to living and learning in a diverse community. The division encompasses a broad range of programs and services for undergraduates and graduate students which includes the Office of Residential Education, the Office of the University Registrar, the Vaden Health Center, the Dean of Students Office, and the Office of the Dean of Freshmen and Transfer Students. The Vice Provost for Student Affairs reports directly to the Provost and is responsible for providing leadership, policy direction, administrative support for budget, personnel, facilities, and development, as well as oversight of the efficiency and effectiveness of each of the division's units. The Vice Provost interacts with the President, the Provost, the University Cabinet, faculty, schools, department representatives, students, and parents. The Vice Provost also serves as an ex officio member of the Senate of the Academic Council.

## DEAN OF STUDENTS

The Office of the Dean of Students seeks to ensure that the University is sensitive and responsive to the needs of students. The office is responsible for several administrative offices and community centers including: the Asian American Activities Center; Bechtel International Center; Black Community Services Center; El Centro Chicano; Judicial Affairs; Lesbian, Gay, Bisexual, and Transgender Community Resource Center; Native American Cultural Center/American Indian Program Office; Office of Multicultural Education; Tresidder Memorial Union; the Office of Student Activities, including Greek Affairs; and the Women's Community Center. The office also provides consultation and coordination with approximately 600 student organizations, student media, activities, publications, and the Associated Students of Stanford University. The office is located in Tresidder Memorial Union, telephone (650) 723-2733. Students are welcome to visit the Dean of Students to discuss ideas, personal issues, or general concerns about student life.

## INTERNATIONAL CENTER

The Bechtel International Center (I-Center) is a meeting place for students and senior research scholars at Stanford from throughout the world and for internationally oriented U.S. students, faculty, and short-term visitors on the campus. Through a variety of social, cultural, and educational programs, I-Center facilities are utilized to acquaint students and scholars with the life of the University and the community, and to bring them together in activities of mutual interest.

The I-Center emphasizes the international dimensions of the University through its advising services, through the cultural contributions to campus life by the various nationalities represented, and by bringing to the attention of U.S. students the many overseas opportunities available for study abroad, scholarships for research and study abroad, and short-term work abroad.

I-Center services include advisers, working closely with the University's academic departments, include advising foreign students and scholars on matters such as immigration, referrals to counselors in personal matters relating to academic performance, psychological and cultural adjustment, promoting cultural exchanges, and advising spouses and families about opportunities and resources in the community.

The Overseas Resources Center, within the I-Center, provides the following services: advising on scholarships for study and research overseas, information on non-Stanford study abroad and passport photos, international student ID cards, and youth hostel membership cards.

## JUDICIAL AFFAIRS AND STUDENT CONDUCT

In March 1996, President Gerhard Casper convened the Committee of 15 and requested a review of the student judicial system at the University under the then-existing Legislative and Judicial Charter of 1968. During the following year, the Committee of 15 conducted an extensive review of the existing charter and process and drafted a new charter to take its place.

The Student Judicial Charter of 1997 was approved by the Associated Students of Stanford University, the Senate of the Academic Council, and the President of the University during Spring Quarter 1996-97 and Autumn Quarter 1997-98, replacing the earlier charter and becoming effective in January 1998. Cases of alleged violations of the University's Honor Code, Fundamental Standard, and other student conduct policies now proceed through an established student judicial process based upon the Student Judicial Charter of 1997, which can be found in its entirety at the University's Office of Judicial Affairs web site at <http://judicialaffairs.stanford.edu>. The web site also contains the policies, rules, and interpretations, as well as the University's Student Conduct Penalty Code, applicable to those students found responsible for violating the Honor Code, the Fundamental Standard, or other University policy or rule.

When a violation of the Fundamental Standard, Honor Code, or other University policy or rule governing student conduct is alleged, or whenever a member of the University community believes such a violation has occurred, he or she should contact the Office of Judicial Affairs, at Tresidder Memorial Union, 2nd floor, phone (650) 725-2485, fax (650) 736-0247, or email [judicial.affairs@stanford.edu](mailto:judicial.affairs@stanford.edu).

The primary codes of conduct for students are the Fundamental Standard and Honor Code.

## THE FUNDAMENTAL STANDARD

Students are expected to know, understand, and abide by the Fundamental Standard, which is the University's basic statement on behavioral expectations articulated in 1896 by Stanford's first President, David Starr Jordan, as follows:

"Students are expected to show both within and without the University such respect for order, morality, personal honor, and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University."

*Actions that have been found to be in violation of the Fundamental Standard include:*

Physical Assault  
Forgery  
Theft  
Sexual harassment or other sexual misconduct  
Misrepresentation in seeking financial aid, University housing, University meals, or other University benefits  
Driving on campus while under the influence of alcohol  
Misuse of computer equipment or email  
Misuse of equipment/funds

There is no standard penalty which applies to violations of the Fundamental Standard. Penalties range from warning to expulsion. Each case is fact specific; considerations include the nature and seriousness of the offense, the motivation underlying the offense, and precedent in similar cases.

## THE HONOR CODE

The Honor Code is the University's statement on academic integrity. It is essentially the application of the Fundamental Standard to academic matters. Provisions of the Honor Code date from 1921, when the honor system was established by the Academic Council of the University Faculty at the request of the student body and with the approval of the President. The Honor Code reads:

"A. The Honor Code is an undertaking of the students, individually and collectively:

- 1) that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
- 2) that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

"B. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as

practicable, academic procedures that create temptations to violate the Honor Code.

“C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.”

*Examples of conduct that have been found to be in violation of the Honor Code include:*

Copying from another’s examination paper or allowing another to copy from one’s own paper

Unpermitted collaboration

Plagiarism

Revising and resubmitting a quiz or exam for regrading without the instructor’s knowledge and consent

Representing as one’s own work the work of another

Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

In recent years, most student disciplinary cases have involved Honor Code violations; of those, the most frequent arise when a student submits another’s work as his or her own, or gives or receives unpermitted aid. The standard penalty for a first offense is a one quarter suspension from the University and 40 hours of community service. In addition, many faculty members issue a “No Pass” for the course in which the violation occurred. The standard penalty for multiple violations (for example, cheating more than once in the same course) is a three quarter suspension and 60 hours of community service

## STUDENT DISABILITY RESOURCE CENTER (SDRC)

Web Site: <http://www.stanford.edu/group/DRC/>

The Student Disability Resource (SDRC) is the central administrative office that coordinates a number of services and resources for undergraduate and graduate students with documented disabilities. The students who use the SDRC’s services have a variety of disabilities, including mobility impairments, learning disabilities, chronic illness, psychological disabilities, and sensory disabilities. The mission of the SDRC is to provide students with disabilities equal access to all facets of university life: education, housing, recreation, and extracurricular activities. To initiate services, a student contacts the SDRC directly and meets with a Program Coordinator to determine what services and accommodations will support the student’s disability-related needs. Students who are eligible for services will be asked to submit professional documentation of their disabilities to the SDRC. Services include, but are not limited to, notetaking, Braille, scanning to e-text, oral or sign language interpretation, stenocaptioning, books on tape, extended time on examinations, and a distraction free room for taking examinations. During the academic year, the SDRC runs a golf cart service called DisGo Cart for use by students who use wheelchairs or who have temporary or permanent mobility impairments.

The SDRC is located at 563 Salvatierra Walk, Stanford, CA 94305-8540. Office hours are 9 a.m. to 12 noon and 1 to 5 p.m., Monday through Friday. For more information call the SDRC at (650) 723-1066 (voice) or 723-1067 (TDD).

The Assistive Learning Technology Center, located on the second floor of Meyer Library, is maintained by the Office of Accessible Education. The ALTeC provides a wide variety of hardware and software devices, ergonomic furniture, and expert technical advice intended to provide individuals with disabilities independent access to information technology. Each of workstations provides a combination of scanners, refreshable Braille displays, CCTVs, expanded keyboards, Braille embossers, alternative input devices, voice recognition software, screen-readers, text-readers, screen-magnification, eye/head tracking, Braille translation, word prediction, and/or on-screen keyboards. Macintosh screen-reading software (outSPOKEN) and screen magnification (inLarge) are also available in the Tresidder and Meyer computer clusters for Macintosh users with print impairments. Students, staff, and faculty are all welcome to use any of the ALTeC’s services, if verified by the SDRC

or the ADA/Section 504 Compliance Officer. ALTeC staff is also available to assess the access barriers potentially presented by various disabilities and to recommend compensatory and access strategies. For details, screenings, or demonstrations, please contact the SDRC at (650) 723-1066.

## TRESIDDER MEMORIAL UNION

Tresidder Memorial Union (TMU) is a center of community activity on the Stanford campus. It houses a variety of food services; meeting rooms for special occasions; a ticket office, a campus information center; branch offices and ATMs for the Stanford Federal Credit Union, and Wells Fargo; ATMs for Bank of America; a fitness center; and a hair-styling shop. Tresidder Express carries groceries, magazines, and sundries. A full range of food services is provided at TMU.

TMU is also the home of the Associated Students of Stanford University (ASSU), and the Office of the Vice-Provost for Student Affairs and the Office of Student Activities/Dean of Students office.

## VOLUNTARY STUDENT ORGANIZATIONS

At its March 1963 meeting, the Board of Trustees adopted the following policy:

“Students are encouraged to study, discuss, debate, and become knowledgeable about contemporary affairs. Expressing opinions or taking positions with respect to these matters is up to the individual students or to volunteer groups of students so constituted that they are authorized to speak for their members. This is not a function of student government at Stanford.

“All students are required to become members of the Associated Students of Stanford University, which represents them with respect to student affairs on the Stanford campus. The student government, under this policy, is not authorized to speak for students on other matters.

“Under such regulations as may be established from time to time by the President of the University, students may form voluntary organizations constituted to speak for their members with respect to matters outside the scope of student government, provided such organizations clearly identify themselves and, in any public statements, make it clear that they do not represent or speak for the University or the Associated Students.

“Any questions concerning the interpretation and application of this policy shall be resolved by the President of the University.”

Voluntary student organizations are those organizations: (1) in which membership is not mandatory and is nondiscriminatory, (2) in which membership is both open and limited to current Stanford students registered in a degree-granting program, (3) in which students make all organizational decisions, and (4) whose purposes and procedures are consistent with the goals and standards of the University. In order to use University facilities, the Stanford name, or to receive ASSU funding, all voluntary student organizations must register with the University through the Office of Student Activities on the second floor of Tresidder Memorial Union.

As a condition of registration, each voluntary student organization must file and have approved each of the following:

1. A statement of purpose and organizational constitution.
2. A statement about membership eligibility.
3. Clear procedures for officer elections.
4. Identification of the authorized representative of the group, who must be a currently registered student, and at least five active members in the organization who are currently registered students.

Each voluntary student organization must renew its registration with the University annually, early in Autumn Quarter, by submitting new registration materials.

If a voluntary student organization that is registered with the University seeks to use University facilities for meetings open to more than its own members and to specifically invited guests, such meetings shall be subject to the regulations of the Committee on Public Events. All organization events held in University facilities must received event approval from the Office of Student Activities and Stanford Events.

A voluntary student religious organization may hold open meetings in University facilities only with the approval of the Office of the Dean of the Chapel.

A registered voluntary student organization may advocate publicly a position on a public issue, provided the organization clearly identifies itself, and provided such an organization in any public statement makes clear it does not represent or speak for the University or for the Associated Students.

No student group may use University space or facilities or receive other University support for purposes of supporting candidates for public office. Groups may use public places such as White Plaza for tables, speeches, and similar activities; may have intermittent use of on-campus meeting rooms; and may request to reserve auditoriums and similar space for public events including speeches by political candidates as long as all University guidelines are followed.

**Religious Activities**—Religious and ethical concerns are shared by a significant number of Stanford undergraduate and graduate students, many of whom are actively involved in a variety of campus religious organizations.

The University's commitment to the process by which convictions and values are defined and sharpened is manifest in its chaplaincy staff, and its support of the diverse religious groups on campus. Central in Stanford's history, from its founding, is multifaith exploration and dialogue, a vital part of both ethos and education in this institution. For further information about religious life at Stanford, call Memorial Church (650) 723-1762.

## DEAN OF FRESHMEN AND TRANSFER STUDENTS

The Office of the Dean of Freshmen and Transfer Students is the primary resource for helping new undergraduates make the transition to Stanford. Departments under its umbrella include New Student Orientation, the Career Development Center, and the Haas Center for Public Service. The office is located at 123 Meyer Library, phone (650) 72-FROSH (3-7674). New students and their parents are encouraged to visit.

## CAREER DEVELOPMENT CENTER

563 Salvatierra Walk; <http://www.stanford.edu/dept/CDC>.

**Counseling Services**—Monday to Friday, 9 a.m. to 12 noon, 1 p.m. to 5 p.m.; (650) 725-1789.

**Employment Services**—Monday to Friday, 8:15 a.m. to 4:30 p.m.; (650) 723-9014.

**Reference File Services**—Monday to Friday, 9 a.m. to 12 noon, 1 p.m. to 3 p.m.; (650) 723-1548.

The Career Development Center (CDC) offers a wide range of services from counseling, group workshops, and presentations to on-campus recruiting, job list databases, reference file services, library resources, and alumni networking, to help students make informed decisions and to plan for life after Stanford.

Services are open to undergraduates and graduate students and all students are encouraged to visit in person or via the web. Programs and services are free to students; limited services are available to alumni and student spouses and domestic partners.

These suggestions will assist in approaching and using the CDC to best benefit:

- Visit early in your Stanford career.
- Gather general career information through the career center, internship database, handouts, and alumni network.
- Inquire about individual counseling for all stages of career planning and development.
- Participate in workshops to clarify career goals. Workshops provide valuable learning experiences through the interaction and support of other participants.
- Use the Cardinal Recruiting Program as a convenient way to interview with employers; or use the Reference File Service to ease the management of your applications for graduate school or employment.

## HAAS CENTER FOR PUBLIC SERVICE

The Haas Center for Public Service serves as a focal point for students, faculty, and staff interested in public and community service, offering

service opportunities for undergraduates and graduate students in the San Francisco Bay Area, nationally and internationally. Through public service education initiatives, the staff assists students and faculty seeking to integrate service-based learning with academic study and administers a Public Service Scholars honors research program.

The Haas Center is the campus base for Stanford in Washington, an academic program that combines seminars, tutorials, and internships in the nation's capital. The Center houses student organizations including Stanford in Government, Alternative Spring Break, Habitat for Humanity, Amnesty International, and Stanford Project on Hunger. Students can also participate as a public service advising fellow and in the year-long public service leadership program. The Center administers numerous fellowship programs that provide financial support to students undertaking public and community service work during the summer and post-graduation. Through Community Service Work-Study, students who qualify for financial aid can earn a portion of their aid award while participating in a public service experience. Finally, through the Center's K-12 school programs, Stanford students serve as tutors, mentors, teaching assistants, and after-school recreation leaders in surrounding communities.

Students interested in public and community service internships, integration of academics and service, community research, volunteer work, and fellowships should visit the Haas Center, see <http://haas.stanford.edu>, or call (650) 723-0992.

## VADEN HEALTH SERVICE

The Allene G. Vaden Health Center is located at 866 Campus Drive across from Wilbur Field. For more information, see the web site at <http://vaden.stanford.edu>. Vaden strictly protects the confidentiality of information obtained in medical care and counseling.

## MEDICAL SERVICES

Medical Services (650-498-2336, ext. 1) is the first stop for diagnosis and treatment of illness, injury, and ongoing conditions, as well as preventive counseling and education. Services (without charge) include:

- Medical appointments in general medicine and sports medicine; gynecology and orthopedics appointments (referral required).
- Medical advice for routine concerns throughout the day. When Medical Services is closed, advice for urgent conditions is available from our on-call physician.
- Referral to specialists, primarily at Stanford Hospital and Clinics.
- Additional services (fees may apply): allergy injections, immunizations, physical exams for employment and scholarships, HIV testing, laboratory, X-rays.
- Pharmacy (650-498-2336, ext. 3), physical therapy (650-723-3195) and travel services (650-498-2336, ext. 1) are available on site.

## COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

CAPS (650-723-3785) helps students who experience a wide variety of personal, academic, and relationship concerns. Services (without charge) include:

- Evaluation and brief counseling, including personal, couples and group therapy. Students requesting or requiring longer, ongoing therapy incur fees.
- Workshops and groups that focus on students' social, personal, and academic effectiveness.
- Crisis counseling for urgent situations 24 hours a day.
- Specially trained staff to meet the needs of student survivors of sexual assault (Campus Sexual Assault Response and Recovery Team, 650-725-9955).
- Consultation and outreach to faculty, staff, and student organizations.

## HEALTH PROMOTION SERVICES

Health Promotion Services (650-723-0821) educates and supports students to help them make informed, healthy decisions about their lifestyle and behavior. Services include:

- Individual preventive counseling and resource referral concerning nutrition, weight management, eating and body image, alcohol, to-

bacco and other drug use, sexual assault and harassment, relationships, intimacy and gender issues, and sexual health.

- Health education speakers, programs, events, and workshops at student residences, community centers, student organizations, and for new students (such as Real World: Stanford).
- Academic courses and internships.
- Student groups and volunteer opportunities including Peer Health Educators and anonymous HIV testing and counseling.

## HEALTH INSURANCE

All registered students are required to have health insurance. Call (650) 723-2135 for more information. Cardinal Care, a University-sponsored plan for students, fulfills this requirement. Insured by Health Net of California (medical) and ValueOptions (mental health), Cardinal Care features comprehensive, worldwide coverage, services by referral at Stanford University Medical Center, and lowest costs when one initiates care at Vaden Health Center. Health insurance for spouses, domestic partners and children is available. Options for voluntary dental insurance are offered.

## BOOKSTORE

Organized in 1897, Stanford Bookstore, (650) 329-1217, located at 519 Lasuen Mall, provides a diverse selection of books, course materials, and supplies to the students, faculty, staff, and community in and surrounding Stanford. The bookstore carries over 130,000 titles, including a wide selection of books written by Stanford authors, making it one of the largest bookstores in the nation. The bookstore also carries a complete selection of Stanford logo apparel, gifts and souvenirs, periodicals, One-Hour Photo Express, and a café that provides an enhanced shopping experience. The Computer Store, in the main branch, sells academically priced computer hardware and software. Other services include shipping of purchases, gift certificates, book buyback, fax service, postage stamp sales, an ATM machine, and Enterprise Rent-A-Car hotline. There are five branches in addition to the Stanford Bookstore that also serve the community. They are the Stanford Medical/Technical Bookstore Palo Alto, (650) 614-0280, which carries medical and technical books, supplies, stationery, medical instruments, bestsellers, and clothing, The Track House Sports Shop, (650) 327-8870, at the corner of Campus Drive and Galvez Street, Tresidder Express convenience store in Tresidder Union, the Stanford Shop, (650) 614-0295, at the Stanford Shopping Center, and the Bookshop, (650) 725-2775, at the Cantor Center for the Arts. Visit our web site at <http://www.stanfordbookstore.com>.

## CONFERENCE SERVICES

A conference is any student or adult group that is not a part of a regular or summer academic session for registered students, whether convening for only part of a day (including a luncheon), overnight, or for several days.

Arrangements for conferences are the responsibility of the Director of Conferences. Summer Conference Services, (650) 723-3126, coordinates conferences from June 22 through the first weekend in September. Non-academic Facilities Scheduling in the Registrar's Office, (650) 723-6755, coordinates conferences from the first weekend in September through June 21. Policies concerning conferences are the responsibility of the President's and Provost's Offices.

Outside organizations wishing to meet at Stanford must have the sponsorship of a University department. Conferences initiated by organizations within or outside the University must be closely related to the academic program of the University. The sponsoring department submits its proposal to the Director of Conferences for review in terms of available facilities and for approval of the President's Office.

Housing and dining service accommodations in campus residences usually are available on the Sunday following Commencement until

August 31. Assistance with arrangements for tables, chairs, audiovisual aids, signs, and other equipment may be made with Conference Services. For more information, see <http://conference.stanford.edu>. During the academic year, housing arrangements can be made through the SLAC Guest House; see <http://slacguesthouse.stanford.edu>.

## OMBUDS

The charge to the Ombuds office at Stanford is: "The Ombudsperson's task is to protect the interests and rights of members of the Stanford community from injustices or abuses of discretion, from gross inefficiency, from unnecessary delay and complication in the administration of University rules and regulations, and from inconsistency, unfairness, unresponsiveness, and prejudice in the individual's experience with University activities. The Ombudsperson's office exists to receive, examine, and channel the complaints and grievances of members of the Stanford community, and to secure expeditious and impartial redress."

Any troublesome matter in the University community may be discussed in confidence with the University Ombuds. Services of the office are available to students, staff, and faculty.

Although possessing no decision making authority, the Ombudsperson has wide powers of inquiry. The Ombudsperson will refer matters to the proper person or office expeditiously and, where appropriate, assist in negotiations or provide access to mediation. (For the role of the office of the Ombuds in cases of sexual harassment, see the "Non-Academic Regulations" section of this bulletin.) The Stanford University Ombuds is Lowell Price. He can be reached at (650) 723-3682, or [lowell.price@stanford.edu](mailto:lowell.price@stanford.edu). The office is located in Building 310, Room 104, Main Quad. The web site for the office is <http://www.stanford.edu/dept/ocr/ombudsperson>. The Ombuds for the School of Medicine is Martha McKee; she can be reached at [martha.mckee@stanford.edu](mailto:martha.mckee@stanford.edu).

## POLICE SERVICES

The Stanford Department of Public Safety is a full service police department that operates 24 hours a day, 7 days a week. The department is located at the corner of Campus Drive and Serra Street; phone (650) 723-9633; <http://police.stanford.edu>.

For police, fire, or ambulance response, dial 9-1-1, or 9-9-1-1 from a University phone. Emergency assistance can also be obtained by using one of the nearly 100 Blue Emergency Phone Towers strategically placed around campus.

The department is comprised of the following divisions:

*The Field Services Division* consists of sworn and non-sworn officers who patrol the campus and respond to calls for service. Sworn officers receive their police powers through the Santa Clara County Sheriff's Office. Sworn officers have the legal authority to stop vehicles, make arrests, and enforce all laws. Non-sworn officers assist the sworn officers with security patrols, evidence collection, crime prevention presentations, and other assigned tasks.

*Community Service Division:* Community Service Officers (CSOs) enforce the parking rules and regulations on campus, and provide traffic control at special events, construction zones, and accident scenes. CSOs also provide building security during emergency or critical incidents.

*The Support Services Division* provides logistical, technical, and accounting support to the department. Special events are handled through this division as well. Special Events Personnel (SEPs) provide security at campus events including athletic events, concerts, student-sponsored events, and dignitary visits. SEPs are available for hire by groups needing security at their University events. Contact the special events office at (650) 723-4924 for more information.

The Administrative Support Division supports the department through training, recruiting, payroll, human resources, and other business functions.

For additional safety information or to view the yearly crime statistics, see the *Stanford Safety and Security Almanac*, available for free from Public Safety, or view Public Safety's web site at <http://police.stanford.edu>.

## STANFORD ALUMNI ASSOCIATION

Established in 1892 by members of Stanford's first graduating class, the Stanford Alumni Association oversees alumni activities and services, including reunions/homecoming, campus conferences, regional and class programming and events, Stanford magazine, a web site, enrichment education, faculty-led travel, and alumni networking, mentoring, and volunteering.

SAA's Student Programs group works with undergraduate and graduate students, providing programming to foster class identity and life-long connections to Stanford and the Stanford community. Programs include Sophomore Academic Dinners (to help students who are selecting majors), Junior Alumni Night (to connect students with alumni in various professions), Care Packages for students during Dead Weeks, Senior Send-Off (to help students connect to Stanford alumni in the communities they will move to upon graduation), Senior Dinner on the Quad (to celebrate the completion of their Stanford undergraduate days as a class), Class Day Luncheon (featuring a final lecture by a favorite professor), the Night Before Party (one last bash for soon-to-be-graduates and their families), and the Cardinal Class Core Induction Ceremony (for seniors who agree to play ongoing leadership roles in keeping their class connected). In addition, SAA sponsors Happy Hours and Open Houses for graduate students and advises the Senior Class Officers.

For further information, call (800) 786-2586 or (650) 723-2021, or visit our web site at <http://www.stanfordalumni.org>.

## STANFORD EVENTS

Stanford Events supports the mission and goals of Stanford University through open engagement of the campus community and the worldwide public. The department has three divisions: Public Events, Stanford Lively Arts, and the Stanford Ticket Office.

Public Events oversees, advises, and produces University events and ceremonies as designated by the President's office such as: Commencement, Baccalaureate, the University President's inaugurations, New Student Orientation Convocation, Community Day/Founders' Celebration, and other high-profile university events. This division also serves in an advisory capacity to the schools, departments, and student groups on campus, and oversees University policy and procedure regarding campus events. The Public Events office has final approval authority of Stanford facility and open space use for non-academic public events on campus. Information about University event planning, policies, procedures, and University facilities can be found at <http://stanfordevents.stanford.edu>, or (650) 723-2551.

Stanford Lively Arts, the University's presenting program, annually brings to campus a full season of music, dance, and theater by world-famous artists and exceptional newcomers. It furthers research and creativity through world premieres, unique collaborations, and commissions. In addition to on-stage performances, Lively Arts extends and supplements the academic life of the University through master classes, extended residencies, workshops, lectures and demonstrations, and group discussions. Internationally acclaimed artists perform serious work with Stanford students in classrooms as well as in residence halls. Discounts on performances are available for faculty, staff, and students. For tick-

ets and more information, see <http://livelyarts.stanford.edu>, or call (650) 725-ARTS (2787).

Stanford Ticket Office provides ticketing services for the arts and entertainment events of Stanford University. Tickets for Stanford Lively Arts, Stanford music and drama departments, Stanford Jazz Workshop/Festival, and the ASSU Concert Network are among the event tickets that are available through this office. For more information, see <http://tickets.stanford.edu>, or call (650) 725-ARTS (2787).

## AWARDS AND HONORS

### FACULTY AND STAFF

#### KENNETH M. CUTHBERTSON AWARD

The Kenneth M. Cuthbertson Award was established in 1981 for recognition of exceptional service to Stanford University. It was established by members of the faculty who wish to remain anonymous. All members of the Stanford community are eligible for the award; the sole criterion is the quality of the contribution that the recipients have made to the University. The award provides a way of honoring members of the staff and faculty for their efforts on behalf of the University.

Ordinarily, one award is made each year. The award was first presented in 1981 to the person for whom it is named. Kenneth M. Cuthbertson was one of the early architects of Stanford's long-term financial planning and fundraising program. His service to Stanford has set an enduring standard for those who will come after him. The award is made annually at the University Commencement Ceremony.

#### LLOYD W. DINKELSPIEL AWARDS

The Lloyd W. Dinkelspiel Awards recognize distinctive and exceptional contributions to undergraduate education at Stanford University. The two principal awards are made to the faculty or staff members adjudged to have made the most distinctive contribution to the development and enrichment of undergraduate education in its broadest sense. Two awards are also made to graduating seniors who combine academic achievement with effective contributions to undergraduate student life. Preference is given to service in the School of Humanities and Sciences in the area of liberal education. The awards are made from an endowment fund established in memory of Lloyd W. Dinkelspiel, a Stanford alumnus and trustee. The awards are made annually at the University Commencement Ceremony.

#### WALTER J. GORES AWARDS

The Walter J. Gores Faculty Achievement Awards for excellence in teaching were established by bequest of Walter J. Gores, Stanford Alumnus of the Class of 1917 and a professor at the University of Michigan for 30 years. Teaching is understood in its broadest sense and includes, in particular, lecturing, leading discussions, tutoring, and advising at the undergraduate or professional levels. Any member of the teaching staff of the University is eligible for an award, including all faculty of professorial rank, instructors, lecturers, teaching fellows, and teaching and course assistants. Ordinarily, awards are made to a senior faculty member (associate or full professor) or senior lecturer; a junior faculty member or member of the teaching staff; and a teaching assistant (graduate or undergraduate student). The awards are made annually at the University Commencement Ceremony.

#### ALLAN COX MEDAL FOR FACULTY EXCELLENCE FOSTERING UNDERGRADUATE RESEARCH

The Allan Cox Medal for Faculty Excellence Fostering Undergraduate Research is awarded annually to a faculty member who has established a record of excellence directing undergraduate research over a number of years. It may also go to a faculty member who has done an especially outstanding job with just one or two undergraduates who demonstrated superior work. The medal was established in memory of the

former professor of Geophysics and Dean of the School of Earth Sciences, a strong supporter of faculty-student research collaboration.

### **HERBERT HOOVER MEDAL FOR DISTINGUISHED SERVICE**

David Starr Jordan's firm belief that every academic degree should represent work actually done in or under the direction of the institution granting it has meant that, since its founding, Stanford has awarded no honorary degrees. As a means of recognizing extraordinary individuals who deserve special acknowledgment, the Stanford Alumni Association in 1962 voted to establish the Herbert Hoover Medal for Distinguished Service. The name pays tribute to the former President's example of service to his University, to his country, and to the cause of world humanitarianism. Indeed, Mr. Hoover was the first award recipient. The gold medal is presented following selection by an anonymous committee appointed by the Chair of the Board of Directors of the Alumni Association. There have been 11 honorees.

### **STUDENT**

#### **BOOTHE PRIZE FOR EXCELLENCE IN WRITING**

Awarded during the freshman year, the Boothe Prize recognizes excellence in writing. Students are selected for this honor on the basis of essays written for courses fulfilling the Introduction to the Humanities or Writing and Rhetoric requirements. The prize is named for Mr. and Mrs. D. Power Boothe, Jr., whose gifts to the University reflect their interest in the humanities.

#### **PRESIDENT'S AWARD FOR ACADEMIC EXCELLENCE IN THE FRESHMAN YEAR**

The President's Award honors students who have exceptionally distinguished academic records that exemplify a strong program of study in the freshman year. Students eligible for the award normally have completed Writing and Rhetoric and Introduction to the Humanities requirements during their first year at Stanford.

#### **DEANS' AWARD FOR ACADEMIC ACHIEVEMENT**

The Deans of Earth Sciences, Engineering, and Humanities and Sciences recognize from five to ten undergraduate students each year for their academic endeavors. Honorees are cited for noteworthy accomplishments which represent more than a high grade point average or success in course work. Faculty nominate students who have exceptional tangible achievements in classes or independent research, national academic competitions, a presentation or publication for a regional or national audience, or exceptional performance in the creative arts.

#### **FIRESTONE MEDAL FOR EXCELLENCE IN RESEARCH**

The Firestone Medal is awarded to seniors in recognition of excellence in undergraduate research. Departments in the School of Humanities and Sciences nominate students who have completed outstanding honors projects in the social, physical, and natural sciences.

#### **ROBERT M. GOLDEN MEDAL FOR EXCELLENCE IN THE HUMANITIES AND CREATIVE ARTS**

The Golden Medal recognizes outstanding achievement in the humanities and the creative arts. Seniors receive these medals upon nomination by their major department.

#### **HOEFER PRIZE FOR EXCELLENCE IN UNDERGRADUATE WRITING**

The Hoefer Prize recognizes students and faculty for their work in courses that meet the University Writing Requirement for writing in the major. Prizes are awarded in each of the five areas of the undergraduate

curriculum: humanities, social sciences, natural sciences, engineering, and earth sciences.

### **FREDERICK EMMONS TERMAN ENGINEERING SCHOLASTIC AWARD**

The School of Engineering annually presents the Terman Award to seniors for outstanding academic achievement. The awardees share their award with a high school teacher of their nomination.

### **PHI BETA KAPPA**

Phi Beta Kappa is a nationwide society honoring students for the excellence and breadth of their undergraduate scholarly accomplishments. Membership in the Stanford Chapter (Beta of California) is open to undergraduates of all majors. To be elected to Phi Beta Kappa at Stanford, a student must achieve academic distinction in the major as well as in courses across a broad range of fields.

Approximately a tenth of the members of a graduating class are elected to Phi Beta Kappa. Of this number, about one fifth are chosen in their junior year, the remainder in their senior year.

The chapter's election guidelines define "breadth" of study as excellence beyond the major field. To be considered for election, a student must have taken at least three courses of three units or more at Stanford University taken for a letter grade in each of the following three major domains of knowledge: Humanities; Science, Engineering, and Math; and Social Sciences, by the time elections are held early in the Spring Quarter. To be considered for election, students who transfer in their junior year must have taken *at least* two courses at Stanford in two of the major domains and at least one course in the third domain, and must have completed a minimum of 75 units of academic work at Stanford by the end of Winter Quarter.

Although there is no direct correlation between Stanford University General Education Requirements (GER) and Phi Beta Kappa breadth requirements, examples of courses that satisfy the Phi Beta Kappa breadth criterion include those listed in the *Stanford Bulletin* Appendix for undergraduate GERs in Areas 2 to 4. Courses taken for GER Area 1 are not considered sufficient to satisfy the PBK breadth criterion.

A grade of '+' or 'CR' is not considered a sign of distinction. Minimally satisfying the breadth criterion is not considered a sign of distinction; successful candidates will have satisfied some component of the breadth requirement outside the major.

The academic records of eligible students are automatically reviewed, so no special action is required for students wishing to be considered for membership. Anonymity in the election process is ensured by removal of the students' names from their academic records before consideration. Students who desire that their records not be made available for consideration by the Stanford chapter of Phi Beta Kappa should inform the Registrar, Old Union, Stanford, CA 94305-3005.

## **EXCHANGE PROGRAMS AND CROSS-ENROLLMENT AGREEMENTS**

Stanford has exchange programs and cross-enrollment agreements with a number of other colleges and universities. The purpose of these programs and agreements is to offer Stanford students courses and training that are not available in the Stanford curriculum.

### **EXCHANGE PROGRAMS UNDERGRADUATE**

Stanford has exchange programs with four colleges and universities that allow students to exchange schools for a quarter/semester or for a year, depending on the school. These programs are best suited to students in their junior year, when the major area of study has been determined.

Stanford students register for zero units at Stanford during the quarter(s) in which they are attending another college or university and pay the regular Stanford tuition. Courses taken at the other institution are treated as transfer credit back to Stanford. Students should contact the External Credit Evaluation section of the Office of the University Registrar to determine whether the courses taken through an exchange program may qualify for credit toward a Stanford degree. Only the number of units accepted in transfer, not the course titles or the grades received, are recorded on the Stanford transcript.

Exchange programs are currently available at three historically black institutions: Howard University in Washington D.C.; and Morehouse College and Spelman College in Atlanta, Georgia. The exchange program at Dartmouth College in Hanover, New Hampshire, focuses on Native American Studies. Further information is available at the Undergraduate Advising Center.

## GRADUATE

The Exchange Scholar Program is open to doctoral students in the fields of humanities, social sciences, and sciences who have completed one full year of study at one of the participating institutions. These students may apply to study at Stanford for a maximum of one academic year to take advantage of particular educational opportunities not available on the home campus. The participating institutions are Brown University, University of Chicago, Columbia University, Cornell University, Harvard University, Massachusetts Institute of Technology, Princeton University, University of Pennsylvania, and Yale University. Further information on the program may be obtained from the Degree Progress Office, Old Union, or from the graduate dean's office at participating institutions. Some institutions may place restrictions on specific departments.

Stanford also has separate exchange programs with the University of California, Berkeley and the University of California, San Francisco. Further information may be obtained at the Office of the University Registrar.

## CROSS-ENROLLMENT AGREEMENTS FOR ROTC

Stanford has cross-enrollment agreements for the Reserve Officers' Training Corps (ROTC) with the Navy and the Marine Corps ROTC program at the University of California at Berkeley, the Army ROTC program at Santa Clara University, and the Air Force ROTC program at San Jose State University. The purpose of these agreements is to allow Stanford students to engage in military training while working on their degrees from Stanford. Courses taken in ROTC programs are offered by and through UC Berkeley, Santa Clara, and San Jose State. The courses do not qualify to be used towards the 12 unit requirement for full-time registration status or satisfactory academic progress requirements for Stanford undergraduates. Certain ROTC courses may be eligible to be used as transfer credit if they qualify under Stanford's transfer credit practices.

Normally, students who participate in ROTC training complete a four-year course of instruction at the respective institution that consists of two years of basic courses during the freshmen and sophomore years, and an advanced course of instruction during the junior and senior years. Students who accept ROTC scholarships are generally subject to a service obligation, depending on the regulation of the particular service.

Stanford students who are enrolled in ROTC programs under the cross-enrollment agreements are eligible to compete for scholarships to include full tuition and a monthly stipend (Navy and Air Force), or other varying amounts (Army). Students normally compete for national scholarships as high school seniors, although current Stanford students may be eligible to enroll in ROTC on a non-scholarship basis. Non-scholarship ROTC students are eligible to compete for scholarships, and individual services may offer additional scholarship programs to current qualifying undergraduate and graduate students. Interested students should contact the appropriate military professor at the host institution to obtain information on these programs and to initiate application procedures (see below).

Students who satisfactorily complete an ROTC program and are awarded a Stanford degree qualify for a commission as a Second Lieu-

tenant in the U.S. Army, an Ensign in the U.S. Navy, a Second Lieutenant in the U.S. Marines, or a Second Lieutenant in the U.S. Air Force.

For questions concerning the ROTC programs, Stanford students should consult one of the following: Air Force ROTC, San Jose State University, San Jose, CA 95192-0051, telephone (408) 924-2960; Army ROTC, Department of Military Science, Santa Clara University, Santa Clara, CA 95053, telephone (408) 554-6831; Naval ROTC, 152 Hearst Gym, University of California, Berkeley, CA 94720-3640, telephone (510) 642-7602.

## COURSES

### AIR FORCE ROTC

The following are offered by San Jose State University:

**The Foundation of the United States Air Force**—Freshman year.

**The Evolution of the United States Air and Space Power**—Sophomore year.

**Field Training**—Sophomore year.

**Air Force Leadership Studies**—Junior year.

**National Security Affairs/Preparation for Active Duty**—Senior year.

**Leadership Laboratory**—Mandatory and complements the list above. During freshman and sophomore years, includes the study of Air Force customs and courtesies, drill and ceremonies, and military commands. During junior and senior year, it consists of advanced leadership experiences involving the planning and controlling of military activities of the cadet corps, the preparation and presentation of briefings, and other oral and written communications.

### ARMY ROTC

#### FRESHMAN YEAR

**MILS 11. Basic Leadership I: Introduction to Leading Organizations**—Taught on Stanford campus. The Army's theory of leadership through the primary field manual on leadership plus supplementary readings as assigned. Basic soldier skills. The Army's physical fitness program. One 60-minute class per week; three 3-hour leadership labs required. One weekend field exercise away from the University.

**MILS 12. Basic Leadership II: Leadership Theory**—Taught on Stanford Campus. Review Army leadership theory from MILS 11 and survey other leadership theories. Comparative leadership theory. The Army's formal ethical decision making process. Effective communication techniques. One 60-minute class per week. Three 3-hour leadership labs required. One evening military formal dinner.

**MILS 13. History of Military Leadership**—Taught on Stanford campus. How leadership is a central factor in preparing for and winning battles. How leaders succeed or fail. Leadership principles to train, prepare for, and conduct military operations. One 60-minute class per week. Three 3-hour leadership labs required. One weekend field training exercise away from the University.

#### SOPHOMORE YEAR

**MILS 21. Basic Leadership III: Leadership in Practice**—Taught on Stanford campus. Army leadership theory. Case studies of leadership. How personal leadership is critical to the success or failure of an organization. Ethical organizational climate. One 60-minute class per week. Five 3-hour labs per quarter. One weekend field training exercise away from the University.

**MILS 22. Battle Analysis**—Taught on Stanford campus. Analysis of military battles to understand the reasons for success or failure of both leaders and units in the battles. The principles of war, the role played by formal tactics in battle, the role of weapons systems and their improvements, and the role of leaders. Battles may include examples from the classical period, the American Civil War, WW II, and a modern Amer-

ican battle. One 60-minute class per week. Five 3-hour labs per quarter. One formal military dinner during an evening.

**MILS 23. Troop Leading Procedures**—Taught on Stanford campus. Plans and orders that enable small units to complete assigned tasks. Formal military decision making process. Planning techniques used to develop orders. Briefing plans and decisions. Review of basic soldier skills. One 60-minute class per week. Five 3-hour labs per quarter. One field training exercise away from the university.

#### **JUNIOR YEAR**

**MILS 131. Leading Small Organizations I**—Taught at Santa Clara University. Troop leading procedures and military decision making process in small unit planning and preparation. Advanced planning techniques and writing formal orders. Emphasis is on developing advanced skills needed for Army ROTC National Advanced Leadership Camp. Three 60-minute classes or two 90-minute classes per week. Five 3-hour labs per quarter. One field training exercise away from the university. Prerequisites: MILS 11, 12, 13, 21, 22, and 23, or consent of department chair.

**MILS 132. Leading Small Organizations II**—Taught at Santa Clara University. How small organization leaders exercise control of their organizations. Emphasis is on planning strategies, problem solving, practical exercises, and preparation for the Army ROTC National Advanced Leadership Camp. Army risk assessment and risk management doctrine. Three 60-minute classes or two 90-minute classes per week. Five 3-hour labs per quarter. One formal military dinner. Prerequisite: MILS 131, or consent of department chair.

**MILS 133. Leading Small Organizations III**—Taught at Santa Clara University. Small unit tactical proficiency. Troop leading procedures and the military decision making process in the preparation of Patrol OPOD's. How to call for, adjust, and integrate indirect fires into a scheme of maneuver. Conditions and procedures utilized at advance camp to prepare cadets to render optimal performance in the camp environment. Three 60-minute classes or two 90-minute classes per week. Five 3-hour labs per quarter. One field training exercise away from the University. Prerequisite: MILS 132, or consent of department chair.

#### **SENIOR YEAR**

**MILS 141. Leadership Capstone I: Staff Management**—Taught at Santa Clara University. First course in the Capstone to the Army ROTC program. Management of a small Army organization, the Army ROTC cadet battalion, through regular formal meetings and briefings. Assignment to an actual staff or leadership position within the battalion organization. Depending on the position assigned, students are responsible for management areas including budget, logistics, personnel, public affairs, training, and organization operations. Students must show proficiency in understanding Army leadership principles and methods as well as planning and procedures for leading small organizations. One 3-hour seminar per week. Five 3-hour labs per quarter. One weekend field training exercise away from the University. Prerequisite: MILS 133, or consent of department chair.

**MILS 142. Leadership Capstone II: Military Ethics**—Taught at Santa Clara University. Second course in the Capstone to the Army ROTC program. Management of the Army ROTC cadet battalion. New position assignments. Introduction to just war theory. One 3-hour seminar per week. Five 3-hour labs per quarter. One evening formal military dinner. Prerequisite: MILS 141.

**MILS 143. Leadership Capstone III: Transition to Lieutenant**—Taught at Santa Clara University. Final course in the Capstone to the Army ROTC program. The moral employment of forces and weaponry. Goal is to ensure a smooth transition into the Army as a second lieutenant. One 3-hour seminar per week. Five 3-hour labs per quarter. One weekend field training exercise away from the University. Prerequisite: MILS 142.

#### **NAVAL ROTC**

The Department of Naval Science at UC Berkeley offers programs of instruction for men and women leading to active duty reserve commissions in the U.S. Navy or U.S. Marine Corps. Navy option students enrolled in one of the four-year programs normally complete the following courses during the first two years.

**NS 1. Introduction to Naval Science**—Freshman year.

**NS 2. Sea Power and Maritime Affairs**—Freshman year.

**NS 3. Leadership and Management**—Sophomore year.

**NA 10. Ship Systems**—Sophomore year.

Navy option students enrolled in either the four- or two-year program normally complete the following courses during their junior and senior years.

**NS 12A. Navigation and Naval Operations I**—Junior year.

**NS 12B. Navigation and Naval Operations II**—Junior year.

**NS 401. Naval Ship Systems**—Senior year.

**NS 412. Leadership and Ethics**—Senior year.

In addition to the above courses, Navy option ROTC students are required to participate in weekly professional development laboratories (drill) at UC Berkeley and complete a number of other courses at Stanford including one year of calculus, physics, and English, and one quarter of computer science, and military history or national security policy.

In lieu of NS401, NS10, NS12A and NS12B, Marine option students participate in Marine Seminars and complete MA154, History of Littoral Warfare, and MA20, Evolution of Warfare or a designated equivalent course. Marine option students also participate in the weekly professional development laboratories.

This file has been excerpted from the *Stanford Bulletin*, 2003-04, pages 670-677. Every effort has been made to ensure accuracy; post-press changes may have been made here. Contact the editor of the bulletin at [arod@stanford.edu](mailto:arod@stanford.edu) with changes or corrections. See the bulletin website at <http://bulletin.stanford.edu> for late changes.