

# WELCOME TO STANFORD

On October 1, 1891, more than 500 enthusiastic young men and women were on hand for opening day ceremonies at Leland Stanford Junior University. They came from all over: many from California, some who followed professors hired from other colleges and universities, and some simply seeking adventure in the West. They came to seize a special opportunity, to be part of the pioneer class in a brand new university. They stayed to help turn an ambitious dream into a thriving reality. As a pioneer faculty member recalled, "Hope was in every heart, and the presiding spirit of freedom prompted us to dare greatly."

For Leland and Jane Stanford on that day, the University was the realization of a dream and a fitting tribute to the memory of their only son, who died of typhoid fever weeks before his 16th birthday, at an age when many young men and women were planning their college education.

From the beginning, it was clear that Stanford would be different. It was coeducational at a time when single-sex colleges were the norm. It was non-sectarian when most private colleges were still affiliated with a church. And it offered a broad, flexible program of study while most schools insisted on a rigid curriculum of classical studies. Though there were many difficulties during the first months (housing was inadequate, microscopes and books were late in arriving from the East) the first year foretold greatness. As Jane Stanford wrote in the summer of 1892, "Even our fondest hopes have been realized."

What manner of people were this man and this woman who had the intelligence, the means, the faith, and the daring to plan a major university in Pacific soil, far from the nation's center of culture?

## ABOUT LELAND AND JANE STANFORD

Although he was educated as a lawyer, Leland Stanford came to California in 1852 to join his five brothers in their mercantile business in the gold fields; Jane Stanford followed in 1855. They established large-scale operations in Sacramento, where Mr. Stanford became a leading figure in California business and politics. One of the "Big Four" who built the western link of the first transcontinental railroad, he was elected Governor of California and later United States Senator. One of the founders of the Republican Party in California, he was an ardent follower of Abraham Lincoln and is credited with keeping California in the Union during the Civil War.

## THE CASE FOR A LIBERAL EDUCATION

Despite the enormous success they achieved in their lives, Governor and Mrs. Stanford had come from families of modest means and rose to prominence and wealth through a life of hard work. So it was natural that their first thoughts were to establish an institution where young men and women could "grapple successfully with the practicalities of life." As their thoughts matured, however, these ideas of "practical education" enlarged to the concept of producing cultured and useful citizens who were well prepared for professional success. In a statement of the case for liberal education that was remarkable for its time, Leland Stanford wrote, "I attach great importance to general literature for the enlargement of the mind and for giving business capacity. I think I have noticed that technically educated boys do not make the most successful businessmen. The imagination needs to be cultivated and developed to assure success in life. A man will never construct anything he cannot conceive."

## STANFORD LANDS AND ARCHITECTURE

The campus occupies what was once Leland Stanford's Palo Alto Stock Farm and the favorite residence of the Stanford family. The Stanfords purchased an existing estate in 1876 and later acquired much of the land in the local watershed for their stock farm, orchards, and vineyards.

The name of the farm came from the tree El Palo Alto, a coast redwood (*Sequoia sempervirens*) that still stands near the northwest corner

of the property on the edge of San Francisquito Creek. Many years ago, one of the winter floods that periodically rushed down the arroyo tore off one of its twin trunks, but half of the venerable old tree lives on, a gaunt and time-scarred monument. Named in 1700 by Spanish explorers, El Palo Alto has been the University's symbol and the centerpiece of its official seal.

The Stanfords gave their farm to the University in the Founding Grant of 1885. They personally financed the entire cost of the construction and operation of the University until 1903, when surviving founder Jane Stanford, who performed heroically in keeping the University functioning during difficult times following Leland Senior's death in 1893, turned over control to the Board of Trustees. The founding gift has been estimated at \$25 million, not including the land and buildings.

The general concept for the University grounds and buildings was conceived by Frederick Law Olmsted, the designer of Central Park in New York. A brilliant young Boston architect, Charles Allerton Coolidge, further developed the concept in the style of his late mentor, Henry Hobson Richardson. The style, called Richardsonian Romanesque, is a blend of Romanesque and Mission Revival architecture. It is characterized by rectilinear sandstone buildings joined by covered arcades formed of successive half-circle arches, the latter supported by short columns with decorated capitals.

More than one hundred years later, the University still enjoys 8,180 acres (almost 13 square miles) of grassy fields, eucalyptus groves, and rolling hills that were the Stanfords' generous legacy, as well as the Quadrangle of "long corridors with their stately pillars" at the center of campus. It is still true, as the philosopher William James said, during his stint as a visiting professor, that the climate is "so friendly . . . that every morning wakes one fresh for new amounts of work."

## CURRENT PERSPECTIVES

In other ways, the University has changed tremendously on its way to recognition as one of the world's great universities. At the hub of a vital and diverse Bay Area, Stanford is an hour's drive south of San Francisco and just a few miles north of the Silicon Valley, an area dotted with computer and high technology firms largely spawned by the University's faculty and graduates. On campus, students and faculty enjoy new libraries, modern laboratories, sports facilities, and comfortable residences. Contemporary sculpture, as well as pieces from the Iris and B. Gerald Cantor Center for Visual Arts at Stanford University's extensive collection of sculpture by Auguste Rodin, is placed throughout the campus, providing unexpected pleasures at many turns.

The Iris and B. Gerald Cantor Center for Visual Arts at Stanford University opened in January 1999. The center includes the historic Leland Stanford Junior Museum building, the Rodin Sculpture Garden and a new wing with spacious galleries, auditorium, cafe, and bookshop. At the Stanford Medical Center, world-renowned for its research, teaching, and patient care, scientists and physicians are searching for answers to fundamental questions about health and disease. Ninety miles down the coast, at Stanford's Hopkins Marine Station on the Monterey Bay, scientists are working to better understand the mechanisms of evolution, human development, and ecological systems.

The University is organized into seven schools: Earth Sciences, Education, Engineering, the Graduate School of Business, Humanities and Sciences, Law, and Medicine. In addition, there are more than 30 interdisciplinary centers, programs, and research laboratories (including the Hoover Institution on War, Revolution and Peace; the Stanford Institute for International Studies; the Stanford Linear Accelerator Center; and the Bio-X Scientific Leadership Council) where faculty from many fields bring different perspectives to bear on issues and problems. Stanford's Overseas Studies Program offers students in all fields remarkable opportunities for study abroad, with campuses in Australia, Beijing, Berlin, Florence, Kyoto, Oxford, Paris, and Santiago.

## STANFORD PEOPLE

By any measure, Stanford's faculty, which numbers approximately 1,700, is one of the most distinguished in the nation. It includes 15 Nobel laureates, 4 Pulitzer Prize winners, 21 National Medal of Science win-

ners, 133 members of the National Academy of Sciences, 224 members of the American Academy of Arts and Sciences, 82 members of the National Academy of Engineering, and 25 members of the National Academy of Education. Yet beyond their array of honors, what truly distinguishes Stanford faculty is their commitment to sharing knowledge with their students. The great majority of professors teach undergraduates both in introductory lecture classes and in small freshman, sophomore, and advanced seminars.

Enrollment in Autumn Quarter 2003 totaled 14,454, of whom 6,654 were undergraduates and 7,800 were graduate students. Like the faculty, the Stanford student body is distinguished. Approximately 12 students apply to Stanford for every place in the freshman class. 83 Stanford students have been named Rhodes Scholars and 65 have been named Marshall Scholars. The six-year graduation rate for students who entered Stanford University full-time in 1997 was 94.1 percent. Stanford awarded 4,643 degrees in 2003, of which 1,788 were baccalaureate and 2,855 were advanced degrees.

Stanford students also shine in an array of activities outside the classroom, from student government to music, theater, and journalism. Through the Haas Center for Public Service, students participate in dozens of community service activities, such as tutoring programs for children in nearby East Palo Alto, the Hunger Project, and the Arbor Free Clinic.

In the athletic arena, Stanford students have enjoyed tremendous success as well. Stanford fields teams in 34 Division I varsity sports. Of Stanford's 97 NCAA team titles, 70 have been captured since 1980, placing Stanford at the top among the nation's most title-winning schools during that time. In 2003-04, Stanford won 3 NCAA team titles in women's and men's cross-country and women's tennis, and won the Director's Cup, emblematic of the top overall athletic program in the country, for the tenth consecutive year. In 1999-2000, Stanford became the first school in Pac-10 history to win conference championships in football,

men's basketball, and baseball in the same year. Athletic success has reached beyond The Farm, as well, with 34 Stanford athletes and coaches taking part in the 2000 Olympics in Sydney. Over the last three summer Olympiads, Stanford athletes and coaches have won a combined 47 medals. Intramural and club sports are also popular; over 1,000 students take part in the club sports program, while participation in the intramural program has reached 9,000 with many active in more than one sport.

Stanford graduates can be found in an extraordinary variety of places: in space (Sally Ride, '73, Ph.D. '78, was the first American woman in space); on the news (Ted Koppel, M.A. '62, created the successful program *Nightline*); off-Broadway (David Henry Hwang, '79, received a Tony Award for his celebrated work, *M. Butterfly*); at the helm of major corporations (Carly Fiorina, '76, heads Hewlett-Packard, Scott McNealy, '80, founded Sun Microsystems, and Chih-yuan (Jerry) Yang, '94, and David Filo, '90, founded Yahoo); and on the U.S. Supreme Court (four Stanford graduates, Sandra Day O'Connor, '50, J.D. '52; Anthony Kennedy, '58; William Rehnquist, '48, J.D. '52; and Stephen Breyer, '59, currently sit on the high court).

## LOOKING AHEAD

In her address to the Board of Trustees in July 1904, Jane Stanford said, "Let us not be afraid to outgrow old thoughts and ways, and dare to think on new lines as to the future of the work under our care." Her thoughts echo in the words of Stanford President John Hennessy, who said in his message in the 2002 Annual Report, "Our bold entrepreneurial spirit has its roots in the founders and our location in the pioneering West. In 1904, Jane Stanford defined the challenge for the young University ... Each generation at Stanford has taken this to heart and boldly launched new efforts, from the classroom to the laboratory ... We will continue to innovate and invest in the future ... The pioneering spirit that led the founders and early leaders to 'dare to think on new lines' continues to guide us."



# University Governance and Organization

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## ORGANIZATION

### BOARD OF TRUSTEES

*Powers and Duties*—The Board of Trustees is custodian of the endowment and all properties of the University. The Board administers the invested funds, sets the annual budget, and determines policies for the operation and control of the University. The powers and duties of the Board of Trustees derive from the Founding Grant, amendments, legislation, and court decrees. In addition, the Board operates under its own bylaws and a series of resolutions on major policy.

*Membership*—Board membership is set at 35, including the President of the University who serves ex officio and with vote. Trustees serve a five-year term and are eligible for appointment to one additional five-year term. At the conclusion of that term, a Trustee is not eligible for reelection until after a lapse of one year. Eight of the Trustees are elected or appointed in accordance with the Rules Governing the Election or Appointment of Alumni Nominated Trustees. Four of the Alumni Nominated Trustees must be 35 years of age or under and four older than 35 when elected. They serve a five-year term.

*Officers of the Board*—The officers of the board are a chair, one or more vice chairs, a secretary, and an assistant secretary. Officers are elected to one-year terms at the annual meeting in June. Their terms of office begin July 1.

*Committees*—Standing committees of the Board are Academic Policy, Planning, and Management; Alumni and External Affairs; Audit and Compliance; Development; Finance; Land and Buildings; the Medical Center; and Trusteeship. Special committees include Athletics, Compensation, Investment Responsibility, and Litigation.

*Meetings*—The Board generally meets five times each year.

## THE PRESIDENT

The Founding Grant prescribes that the Board of Trustees shall appoint the President of the University and that the Board shall give to the President the following powers:

To prescribe the duties of the professors and teachers.

To prescribe and enforce the course of study and the mode and manner of teaching.

Such other powers as will enable the President to control the educational part of the University to such an extent that the President may justly be held responsible for the course of study therein and for the good conduct and capacity of the professors and teachers.

The President is also responsible for the management of financial and business affairs of the University, including operation of the physical plant.

The President appoints the following, subject to confirmation by the Board: Provost, Vice President for Business Affairs and Chief Financial Officer, Chief Executive Officer of Stanford Management Company, President of Stanford Alumni Association, Vice President for Development, Vice President for Public Affairs, and Vice President and General Counsel.

## COMMITTEES AND PANELS

University Committees are appointed by and are primarily responsible to the President. Such committees deal with matters on which the responsibility for recommendation or action is clearly diffused among different constituencies of the University. In accordance with the *Report on the Committee Structure of the University*, Academic Council members are appointed to University Committees on nomination of the Senate Committee on Committees and student members on nomination of the Associated Students of Stanford University (ASSU) Committee on

Nominations. The President takes the initiative in the appointment of staff members to such committees. Although immediately responsible to the President, University Committees may be called upon to report to the Senate of the Academic Council or the ASSU. Charges to such committees are set by the President on recommendation of the Committee on Committees and others. There are nine University Committees, as follows: Advisory Panel on Investment Responsibility and Licensing (AP-IRL) Committee on Athletics, Physical Education, and Recreation (C-APER) Committee on Environmental Health and Safety (C-EH&S) Committee on Faculty Staff Human Resources (C-FSHR) Committee on Land and Building Development (C-LBD) Committee on Public Events (C-PE) Editorial Board of the University Press (EB-UP) KZSU Advisory Board (KZSU) Panel on Outdoor Art (P-OA)

Additionally there are seven standing administrative panels which are appointed by the Vice Provost and Dean of Research and Graduate Policy, and which report through him to the President.

- Administrative Panel on Biosafety
- Administrative Panel on Human Subjects in Medical Research-01
- Administrative Panel on Human Subjects in Medical Research-03
- Administrative Panel on Human Subjects in Medical Research-04
- Administrative Panel on Human Subjects in Non-Medical Research-02
- Administrative Panel on Laboratory Animal Care
- Administrative Panel on Radiological Safety

## PROVOST

The Provost, as the chief academic and budget officer, administers the academic program (instruction and research in schools and other unaffiliated units) and University services in support of the academic program (budgeting and planning, land and buildings, libraries and information resources, student affairs). In the absence or inability of the President to act, the Provost becomes the Acting President of the University. The Provost shares with the President conduct of the University's relations with other educational institutions, groups, and associations.

*Schools of the University*—The program of instruction in the University is organized into seven schools: Graduate School of Business, School of Earth Sciences, School of Education, School of Engineering, School of Humanities and Sciences, School of Law, School of Medicine.

The deans of the schools report to the Provost.





## THE ACADEMIC COUNCIL

According to the Articles of Organization of the Faculty, originally adopted by the Board of Trustees in 1904 and revised in 1977, the powers and authority of the faculty are vested in the Academic Council consisting of: (1) the President of the University; (2) tenure-line faculty: Assistant, Associate, and Full Professor; (3) nontenure-line faculty: Associate and Full Professor followed by the parenthetical notation (Teaching), (Performance), (Applied Research), or (Clinical); (4) nontenure-line research faculty: Assistant Professor (Research), Associate Professor (Research), Professor (Research); (5) Senior Fellows in specified policy centers and institutes; and (6) certain specified officers of academic administration.

In the Spring of 1968, the Academic Council approved the charter for a Senate to be composed of 55 representatives elected by the Hare System of Proportional Representation and, as ex officio nonvoting members, deans of the academic schools and certain major officers of academic administration.

In the allocation of representation, each school constitutes a major constituency. The Senate may create from time to time other major constituencies as conditions warrant. Approximately one-half of the representatives are allocated to constituencies on the basis of the number of students in those constituencies and the remainder on the basis of the number of members of the Academic Council from each constituency.

## COMMITTEES

Committees of the Academic Council are created by and responsible to the Senate of the Academic Council and are appointed by the Committee on Committees of the Senate. Such committees deal with academic policy matters on which the primary responsibility for action and decision lies with the Academic Council or, by delegation, the Senate. Pursuant to the Senate's acceptance on September 25, 1969 of the *Report from the Committee on Committees on the Committee Structure of the University* and subsequent Senate action, the Senate has established seven standing Committees of the Academic Council, as follows:

- Committee on Academic Computing and Information Systems (C-ACIS)
- Committee on Graduate Studies (C-GS)
- Committee on Libraries (C-Lib)
- Committee on Research (C-Res)
- Committee on Review of Undergraduate Majors (C-RUM)
- Committee on Undergraduate Admissions and Financial Aid (C-UAFA)
- Committee on Undergraduate Standards and Policy (C-USP)

The Senate has also created a Planning and Policy Board of the Senate to consider long-range strategic issues of concern to the faculty.

Information regarding charges to these committees is available from the Office of the Academic Secretary to the University.

## ASSOCIATED STUDENTS OF STANFORD UNIVERSITY (ASSU)

*Web Site:* <http://assu.stanford.edu>

Two weeks after the University opened in 1891, students met to form the Associated Students of Stanford University (ASSU). All registered students are members of the Association. They are governed by the ASSU Constitution and Bylaws, which was last revised and approved by student vote in April 1999, and approved by the President in September 1999.

*Executive*—The President and Vice President serve as the chief executives and representatives for the Association. The Financial Manager acts as business manager of the ASSU, CEO of Stanford Student Enterprises (SSE) and controller of the Students' Organizations Fund, in which ASSU and student organization funds are deposited.

*Legislative*—There are two legislative bodies, an Undergraduate Senate and a Graduate Student Council, that work together to determine the Association's budgetary, financial, investment, business, and operating policies. In addition, each entity provides funding for student organizations, participates in recommending student appointments to University Committees and advocates on behalf of its constituents. Each body has 15 elected representatives and an elected chair. Both meet regularly to conduct Association business and discuss and act on issues pertinent to student life at Stanford.

# Admission and Financial Aid

## ADMISSION

### UNDERGRADUATE MATRICULATED STUDY

Stanford's undergraduate community is drawn from throughout the United States and the world. It includes students whose abilities, intellectual interests, and personal qualities will allow them to benefit from and contribute to the University's wide range of teaching and research programs in the humanities, natural sciences, social sciences, and engineering. The University admits students who derive pleasure from learning for its own sake; who exhibit energy, creativity, and curiosity; and who have distinguished themselves in and out of the classroom.

Stanford welcomes a diverse community that cuts across many dimensions. The University does not use quotas of any kind in our admission process: it does not favor particular schools or types of schools, nor any geographic region, nor does it have any racial, religious, ethnic, or gender-related targets. The University believes that a student body that is both highly qualified and diverse in terms of culture, class, race, ethnicity, background, work and life experiences, skills, and interests is essential to the educational process. Applications are encouraged from those who would take the initiative and responsibility for their own education and who would provide additional dimensions to the University and its programs.

In order to preserve the residential character of the University and to maintain a favorable student-faculty ratio, Stanford has a limited undergraduate enrollment. The anticipated size of the freshman class is 1,600 students. Some 75-100 transfer students, entering either the sophomore or junior class, are also admitted each year. For both freshman and transfer admission, the University receives many more applications from qualified students than there are places available.

Stanford is committed to meeting the University-computed financial need of each admitted student, and admission decisions are made without regard to the applicant's financial status, except in the case of international students (students who are neither U.S. citizens nor permanent residents).

Stanford expects students to adhere to the principles of its Fundamental Standard: "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." Admission officers select undergraduates who they believe will benefit most from the University's resources, contribute energetically to its community and to the education of their classmates, and go on to lead lives of intellectual, personal, and societal accomplishment and fulfillment.

Application procedures, requirements, and deadlines vary from year to year. See the Undergraduate Admission web site at <http://admission.stanford.edu> for the most recent information and to request application materials; or call the Office of Undergraduate Admission at (650) 725-5294.

### NONMATRICULATED STUDY

Permission to enroll at Stanford as a nonmatriculated student during Autumn, Winter, and Spring quarters is not routinely approved except under extenuating circumstances. Nonmatriculated students authorized to enroll at Stanford University are not admitted to any Stanford degree program and are permitted to register for a specific period, usually one, two, or three quarters. Financial assistance from Stanford University is not available. Permission to enroll as a nonmatriculated student does not imply subsequent admission as a matriculated student. Students interested in nonmatriculated status during the Autumn, Winter, and Spring

quarters should contact the Office of the University Registrar, not the Office of Undergraduate Admission.

*High School Nonmatriculated Students*—Local high school students are eligible to be considered to attend Stanford as nonmatriculated students on a limited basis when they have exhausted all of the courses in a given discipline offered by their high school. Nonmatriculated high school students are permitted to enroll in one course per quarter and are required to pay the applicable tuition. Permission from the academic department and the Registrar is required.

*Summer Session*—Students wishing to enroll as nonmatriculated students during Summer Quarter should contact the Summer Session Office for more information about the Summer Visitor Program. Admission to the Summer Visitor Program does not imply regular admission to Stanford for subsequent quarters or to one of Stanford's regular degree programs.

### GRADUATE MATRICULATED STUDY

Applicants from colleges and universities of recognized standing who hold a U.S. bachelor's degree or its equivalent are eligible to be considered for admission for graduate study. Details regarding degrees offered in specific departments are given in the *Guide to Graduate Admission* or at <http://gradadmissions.stanford.edu>. The number of applicants who can be admitted for work in a particular field of study at any time is limited by the facilities and programs of the school or department and by the number of matriculated students who continue their work in that field.

*The Coterminous Degree Program*—This program permits matriculated Stanford undergraduates to study for bachelor's and master's degrees simultaneously in the same or different departments. Application policies and procedures are established by each master's department. Applications must be submitted no earlier than the student's completion of 105 units, or eighth quarter of undergraduate study. Stanford quarters and transfer quarters are included (calculated by dividing the total allowable transferred units by 15). Applications must be submitted and approved no later than the eleventh quarter of undergraduate study. (Stanford quarters and transfer quarters included and calculated as above.) Students who decide to apply for admission to master's programs after these deadlines are not eligible for the coterminous program and must apply through the regular graduate admission process.

### APPLICATION PROCESS

Specific information regarding test requirements, other application procedures and requirements, and closing dates for filing applications and supporting credentials for admission and financial aid are listed in the *Guide to Graduate Admission*.

Graduate fellowship funds and assistantships are generally committed in March for the entire period comprising Autumn, Winter, and Spring quarters of the next academic year. Awards are seldom made to students who enter the University in Winter, Spring, and Summer quarters; such applicants must meet the same financial aid application requirements as those entering in Autumn Quarter.

Applications may be submitted electronically for graduate programs in the schools of Earth Sciences, Education, Engineering, Humanities and Sciences, and the Biosciences (non-M.D. programs in Medicine). Application instructions may be found at <http://gradadmissions.stanford.edu>.

The *Guide to Graduate Admission* may be obtained from Graduate Admissions, Office of the University Registrar, Old Union, 520 Lasuen Mall, Stanford University, Stanford, California 94305-3005, except for the programs listed following this paragraph. The University prefers that prospective graduate students apply online at <http://gradadmissions.stanford.edu>. Students who are unable to apply online may send a written request for a paper admissions packet from Graduate Admissions, Office of the University Registrar, Old Union, 520 Lasuen Mall, Stanford University, Stanford, CA 94305-3005. The cost for this packet is \$20, which includes a copy of the *Stanford Bulletin*. For admission to the following programs, please apply directly at the address listed following.

**Business**—Applicants should write to Director of Admissions of the M.B.A., Ph.D., or Sloan program, Graduate School of Business, Stanford University, Stanford, CA 94305-5015 for information and application forms.

**Law**—Applicants should write to Director of Admissions, School of Law, Stanford University, Stanford, CA 94305-8610. The Law School Admissions Test is required.

**M.D. Program**—M.D. Program—Applicants should see the M.D. admissions web site at <http://med.stanford.edu/md/admissions/> or, for additional information about the M.D. program, write to Stanford University School of Medicine, Office of M.D. Admissions, 251 Campus Drive, MSOB X3C01, Stanford, CA 94305-5404. The American Medical College Application Service (AMCAS) application is available at <http://www.aamc.org>. Applications and transcripts must be received by AMCAS by October 15. The Medical College Admissions Test is required.

**Coterminal Master's Program**—Interested Stanford undergraduates should contact directly the department in which they wish to pursue a master's degree and must adhere to the application deadlines described in the "Coterminal Degree Program" above.

## NONMATRICULATED STUDY

Eligibility for consideration for nonmatriculated status is restricted to two groups of applicants:

1. Stanford alumni who wish to return to Stanford to take courses that are prerequisites for Medical School admission, i.e., undergraduate Biology or Chemistry courses, are eligible to apply for nonmatriculated status. An application form, application fee, statement of purpose, and three letters of recommendation are required. The decision to admit or deny will be made by the Director of Graduate Admissions on the basis of relevant factors, including a 3.0 GPA and positive letters of recommendation.

Applicants who graduated from other universities are not eligible to take the prerequisites for Medical School at Stanford.

2. Individuals who hold a bachelor's degree or equivalent and wish to take courses in a specific department that allows non-degree students are eligible to apply for nonmatriculated status. An application form, application fee, statement of purpose, original transcripts, and three letters of recommendation are required. The decision to admit or deny will be made by the chair of the department in which they wish to take courses and conveyed in writing to the Graduate Admissions Office. Applicants will be notified of the decision by the Office of the University Registrar.

Students who are granted nonmatriculated status may register for a maximum of one academic year. Nonmatriculated status is a privilege and not a right; the nonmatriculated status may be revoked at the University's discretion and after consideration of such factors as the University considers relevant in the particular case at the end of any quarter of enrollment.

Nonmatriculated students are not permitted to enroll in certain courses, such as those in the following departments or programs: film and broadcasting courses in Communication; graduate level courses in Psychology; all courses in Computer Science, Economics, Electrical Engineering, International Policy Studies, and the School of Medicine. Nonmatriculated students receive academic credit for courses satisfactorily completed and may obtain an official transcript. They may use University facilities and services. In classes of limited enrollment, students in degree programs have priority. Nonmatriculated students may apply for housing but will have a low priority for assignment. No fellowships, assistantships, or Stanford loans are available for nonmatriculated students.

Nonmatriculated students who later apply for admission to a degree program must meet the standard admission requirements and should not anticipate special priority because of work completed as a nonmatriculated student. Students who are admitted to a degree program may apply a maximum of 15 units of nonmatriculated study toward the residency requirement for a master's degree and 30 units for the Engineer or Ph.D. degree.

Application forms for nonmatriculated status during the regular academic year are available from Graduate Admissions, Office of the University Registrar, 520 Lasuen Mall, Old Union Building, Stanford, CA 94305-3005. Deadlines for applying are included with the forms and are generally required two months before the start of the quarter.

Applicants interested in nonmatriculated student status for the Summer Quarter only should contact the Summer Session Office, 482 Galvez Mall, Stanford, CA 94305-3005.

## POSTDOCTORAL SCHOLARS

Postdoctoral scholars are trainees in residence at Stanford University pursuing advanced studies beyond the doctoral level in preparation for an independent career. Postdoctoral scholars are appointed for a limited period of time and may participate on Stanford research projects and/or may be supported by external awards or fellowships. In all cases, their appointment at Stanford is for the purpose of advanced studies and training under the sponsorship of a Stanford faculty member.

Postdoctoral appointments are generally restricted to those who have earned their Ph.D. within the last three years or their M.D. within the last six years. Postdoctoral scholars are appointed at Stanford for fixed terms that may eventually total up to four years, not to exceed a total of five years of postdoctoral research experience at all institutions combined.

All postdoctoral scholars appointed at Stanford must be supported by Stanford grants and contracts, training grants, departmental or school fellowship funds, or external fellowships, or by a combination of these sources. In addition, all postdoctoral scholars also receive a benefits package including medical, dental, life, and disability insurance. Postdoctoral scholars are appointed for 100% time.

All postdoctoral scholars must be registered at Stanford during every academic quarter of their appointment. Registration entails payment of a quarterly postdoctoral fee, which is paid by the academic department or school appointing the scholar.

Prospective postdoctoral scholars should write directly to the department in which they wish to study. For more information, see <http://postdocs.stanford.edu/>

## VISITING RESEARCHERS

In limited instances, it is to the benefit of Stanford faculty to permit persons who have not yet obtained a Ph.D. (or its foreign equivalent) or who are not recognized experts in their fields to engage in research on the Stanford campus using Stanford research facilities. Such instances might include students at other universities who are engaged in graduate-level research in a field of interest to the faculty member, a person doing a laboratory rotation as part of a larger research study or grant, or employees of companies who are conducting research which requires specialized equipment available only at Stanford.

In these instances, since these individuals are not eligible for Visiting Scholar status, they may be eligible to register as nonmatriculated graduate students in the Visiting Researcher category for one year. Invited persons must be qualified to conduct research at a level comparable to that of other Stanford graduate students, and the research must be of benefit to Stanford as well as to the visitor. Admission forms for visiting researchers are submitted to the Registrar's Office by the department issuing the invitation.

Visiting researchers are charged the TGR (Terminal Graduate Registration) tuition rate quarterly and may waive the University's student medical insurance plan only if they have comparable coverage with another carrier and submit proof of the comparable coverage prior to the term start date. They may not enroll in or audit any courses, but in quarters they are registered are eligible for the usual student benefits of nonmatriculated student status. Visiting researchers may apply for housing, but will have a low priority for assignments. No fellowships, assistantships, or Stanford loans are available for visiting researchers. Stanford cannot certify visiting researchers for deferment of U.S. educational loans. Citizens of other countries who enter the United States to be visiting researchers at Stanford must have a DS 2019 Certificate (to apply for a J-1 visa) issued by the Bechtel International Center and must register each quarter, including Summer Quarter, to maintain their visa status.

## VISAS FOR FOREIGN STUDENTS

Stanford is authorized under federal law to enroll nonimmigrant students.

All students who are not U.S. citizens or permanent residents must obtain visas for their stay in the United States. The types of student visas sponsored by Stanford include the following:

1. Student Visa (F-1), obtained with an I-20 Certificate of Eligibility issued by Stanford University. The graduate student on an F-1 visa must enroll in a full course of study. The accompanying spouse or child enters on an F-2 visa. F-2 visa holders may not work.
2. Exchange-Visitor Visa (J-1), obtained with a DS 2019 Certificate of Eligibility issued by Stanford University or a sponsoring agency. This visa is required for graduate students sponsored by certain agencies, foundations, and governments. In some cases, Exchange-Visitors must leave the United States at the conclusion of their programs, may not change visa status, and may not apply for permanent residency in the United States until they have returned to their home countries for at least two years. The spouse of an Exchange-Visitor enters on a J-2 visa and may, in some cases, obtain permission to work.

The certificate of eligibility is issued to a student accepted for admission only upon receipt of evidence of satisfactory proficiency in the English language and certification of adequate financial support. A student transferring from another school must obtain a new visa with a Stanford certificate of eligibility.

Information on visas is sent to admitted graduate students from the Graduate Admissions Office. Information on visas for postdoctoral scholars and visiting researchers may be obtained from the Bechtel International Center.

The University requires that all students who are not U.S. citizens or permanent residents maintain a visa status that allows registration as students.

## FINANCIAL AID

### UNDERGRADUATE

The University has a comprehensive need-based financial aid program for its undergraduate students (except some international students) who meet various conditions required by the state or federal government, the University, and other outside donors.

In awarding its own funds, the University assumes that students and their parents (or spouse, in the case of married students) accept the first and primary responsibility for meeting the standard educational costs established by the University. Additionally, Stanford expects financial aid applicants to apply for and use resources from state, federal, and private funding sources, contribute from their earnings during nonenrollment periods (for example, summer) and use student loans and earnings from part-time employment during the academic year to meet educational expenses. If Stanford determines that an applicant and his or her family cannot meet these expenses, the University may offer student loans, recommend part-time employment during the academic year, and/or award scholarships or grants to help meet these costs. Stanford's policy generally is to exclude undergraduates from being considered financially independent of their parents for University-administered scholarship and grant aid unless the student is an orphan, a ward of the court, at least age 25, or has an extremely adverse home situation.

In awarding Stanford financial aid funds to meet need (that is, any gap remaining after reducing the standard budget by the University-determined family resources and any outside resources to which the student is entitled such as state or Pell grants, tuition benefits, and so on), Stanford first offers "self-help," which includes student loans and/or an academic year earnings expectation. The University normally expects that during enrollment periods, students will work or borrow to meet a portion of the standard budget. If the University-determined need is greater than the self-help expectation, Stanford awards scholarship or grant funds to meet the remaining need.

Scholarships or grants from outside private sources may change the University's financial aid award. If the total in outside scholarships exceeds the need-based earnings expectation and loan portion of the financial aid package, the University then reduces its own scholarship or grant offer dollar for dollar.

The Financial Aid Office considers applicants for University scholarship and grant support beyond the twelfth quarter only if enrollment is essential in order to complete the minimum requirements for the first baccalaureate degree or major; a total of fifteen quarters is the limit for such aid. Students who enroll for a fifth year in pursuit of a coterminal program, a minor, a second major, a second degree, or the B.A.S. degree are not eligible for University scholarship and grant consideration but may apply for student loans.

## APPLICATION AND AWARD NOTIFICATION PROCESS

### FILING DEADLINES

Prospective freshmen	Single Choice-Early Action, November 1, 2004
Prospective freshmen	Regular Review, February 1, 2005
Prospective transfers	March 15, 2005
Returning students	April 15, 2005

### APPLICANT DOCUMENTS

The documents the applicant must submit each year for financial aid consideration vary depending on the applicant's nationality and the type of funds sought.

U.S. citizens and permanent residents who wish to be considered for all available funding administered by Stanford should submit the following documents. Canadians file the following except the FAFSA.

1. Free Application for Student Aid (FAFSA), which must be processed by the federal processor. California residents must submit a GPA Verification Form to the California Student Aid Commission (CSAC), as well as the FAFSA to the federal processor, by March 2, 2005, for Cal Grant consideration.
2. The PROFILE processed by the College Scholarship Service (CSS).
3. Copies of 2004 W-2 forms from the applicant's parents for continuing students. New students are asked to submit copies of 2004 tax statements and W-2's to the CSS IDOC service.

A complete application for U.S. citizens and permanent residents applying for federal aid consideration only (Pell Grant, Stafford Loan) includes:

1. Free Application For Federal Student Aid (FAFSA), which must be processed by the federal processor.
2. Copies of 2004 W-2 forms from the applicant's parents for continuing students. Copies of 2004 W-2 forms and tax statements from applicant's parents for new students.

A complete application for international students (except Canadians) includes the Foreign Student Financial Aid Application and the Certificate of Finances.

Students whose application materials are filed after the published deadlines, who have not borrowed or worked in prior years, or who have not secured all external funds such as Pell and Cal Grants, can expect higher levels of self-help in their financial aid packages.

Applicants and their parents are required to submit accurate and complete information on all application documents. To monitor for accuracy and reliability of information, the University participates in a U.S. Department of Education project that samples the reliability of the data on a number of applications. The FAO may request documents, in addition to the application materials, to verify this information. Students will have their financial aid funds withheld or canceled and their future registration held if they fail to submit the information requested. Financial aid awards may change as a result of the verification process.



## NOTIFICATION DATES

The FAO will notify early decision applicants who apply by the November filing date in December. The FAO will notify the freshman applicants who apply by the February 1 filing date in early April. Transfer applicants who submit complete applications by the March 15 filing date are normally notified of their financial aid award within 5 days of their notice of admission.

The FAO begins mailing award notices to continuing and returning applicants approximately early August. Applicants who file after the filing date may not have a financial aid award or funds secured for disbursement by the Autumn Quarter payment due date.

## PAYMENT AND FINANCING OPTIONS

Parent loan and financing options may help families of students receiving financial aid meet the expected parent contribution. Many of these options are also available to families who do not qualify or apply for financial aid but feel the need for some extended financial credit to help meet the costs of attendance. See the Financial Aid Office web site at <http://financialaid.stanford.edu> for details. Parents should also contact their employers for information about programs that may be available to them as employees' benefits to help meet college costs.

## GRADUATE

Academic departments at Stanford University offer financial support to many graduate students. Funds are most often targeted to doctoral candidates and rarely cover all of a student's expenses. In addition to Stanford support, students usually need to use long-term loans, savings, liquid assets, a spouse's earnings, or parental support. They are expected to study full time in order to attain the degree as soon as possible. Students with families to support or with medical or other special needs should budget income and expenses carefully. Loan funds alone may be insufficient to meet the expenses not covered by the Stanford award.

Students should consider part-time employment only after consultation with their department advisers and if no other alternative is possible. Because full fellowships are intended to enable students to work exclusively on their studies, concurrent hourly employment is limited to eight hours per week. Students on full fellowships may hold a concurrent assistantship appointment up to a maximum of 25% with no additional hourly employment. Due to visa restrictions, international students may not be similarly employed.

*Note*—No named fellowships, assistantships, or loans are available for nonmatriculated students.

## FELLOWSHIPS AND ASSISTANTSHIPS

Fellowships, research assistantships, and teaching assistantships are an integral part of the educational program for many graduate students; they also provide funds for graduate student support. As part of their academic plans for students, departments determine assignments for graduate assistantships and fellowships; they also determine the disposition of funds available for graduate fellowship and assistantship appointments. Academic program, academic merit, and availability of funds are the primary considerations in the awarding of graduate financial support. The availability of aid varies considerably among departments and programs. Support offers range from partial tuition fellowships to awards that provide full tuition and a living stipend. Some departments admit only those students to whom they can offer support or who have guaranteed funds from other outside sources. Other departments may offer admission but are unable to provide financial assistance due to limited financial resources. Very few awards are given for study toward master's degrees.

Application procedures and deadlines for admission and financial aid are described in the *Guide to Graduate Admission* and at <http://gradadmissions.stanford.edu>. Fellowships and assistantships are normally awarded to incoming students between March 15 and April 15, in accordance with the Council of Graduate Schools resolution. Acceptance of a Stanford award obliges the student to inform the department of any

other support received. The Stanford award may be adjusted (see "Outside Fellowships" below). Recipients of all graduate fellowships and assistantships must register each quarter of their appointment.

## OUTSIDE FELLOWSHIPS

Many Stanford graduate students hold fellowships won in national competition from outside agencies such as the National Science Foundation. Information on application procedures and terms of such fellowship programs may be obtained from reference materials in the applicant's current academic institution. If not, the student should write for information directly to the national office of the agency or foundation administering the program. A student who receives support from an outside source must notify the department immediately. The Stanford award may be adjusted.

## LOANS

Graduate students can apply for Federal Stafford Student Loan, Federal Perkins Loan, and Guaranteed Access to Education (GATE) loan programs through the University's Financial Aid Office at <http://financialaid.stanford.edu> or 520 Lasuen Mall, Old Union, Room 322, Stanford, CA 94305-3021; phone (888) FAO-3773 toll free, or (650) 723-3058.

International students who are not permanent residents are not eligible for government or GATE loans.

*Application*—(The following information applies to graduate students, except those attending the schools of Law and Business and in the M.D. program in the School of Medicine, who should seek information about the aid application process through their respective schools.) Graduate student loan information is available on the web site above and in a brochure sent at admission. Required application documents are:

1. Free Application for Federal Student Aid (FAFSA) processed by the federal processor.
2. Stanford Graduate Supplemental Application (online at <http://financialaid.stanford.edu>).

Students who anticipate the need to use loan proceeds to pay Autumn Quarter bills should have their completed application filed with the FAO by the June prior to the beginning of the academic year. The FAO will notify the student of loan eligibility, which is based on factors including a review of FAFSA data, the Supplemental Application, satisfactory academic progress, level of indebtedness, credit history, and availability of funds.

*Debt Management*—The University encourages wise debt management. A debt repayment calculator is available from our web site.

*Short-Term Loans*—Emergency loans are available to all students with a good credit history, including international students, upon demonstration of ability to repay the loan within three months. These loans are not available to pay University bills.

## COTERMINAL STUDENTS

Stanford undergraduate scholarships and grants are reserved for students in their first four years of undergraduate study at Stanford. University graduate fellowships are rarely given to coterminal students, but some departments may award research and teaching assistantships as part of the educational program to certain coterminal master's students who are eligible for such appointments in the quarter *after* they have completed 180 units. Students on 50 percent assistantships register for 8, 9, or 10 units per quarter; such assistantships provide a salary and some tuition allowance. Most private and federal graduate fellowships are awarded only to students who have received the bachelor's degree.

## HONORS COOPERATIVE PROGRAM

The Honors Cooperative Program (HCP) is the only part-time graduate program offered by Stanford University. It allows working professionals, who may be eligible for tuition reimbursement through their employer, an opportunity to earn a graduate degree in engineering, computer science, or biomedical informatics on a part-time basis.

# Tuition, Fees, and Housing

## ASSESSMENTS

### TUITION

Regular tuition for the 2004-05 academic year, payable Autumn, Winter, and Spring quarters, is as follows:

All departments and schools (except those below)	\$ 9,949
Graduate Division in Engineering	10,608
Graduate School of Business	12,666
School of Medicine (M.D. Program)	12,105
School of Law (payable Autumn and Spring semesters)	16,935
J.D./M.B.A. Program (payable Autumn and Spring semesters)	17,574

Regular tuition fees apply to the undergraduate Overseas Studies and Stanford in Washington programs. For Summer Quarter tuition rates and policies, see <http://summer.stanford.edu/> or the Summer Quarter *Time Schedule*.

A coterminal student is subject to graduate tuition assessment and adjustment policies once graduate standing is reached. Coterminal students should see the student policies and procedures for tuition assessment, as described under Residency and Unit Requirements in Coterminal Programs in the "Graduate Degrees" section of this bulletin.

Eligibility for registration at reduced tuition rates is described below. Tuition exceptions may also be made for illness, disability, pregnancy, new-parent relief, or other instances at the discretion of the Registrar. No reduction in tuition charges is made after the first two weeks of the quarter.

All students are strongly advised, before registering at less than the regular full-tuition rate, to consider the effects of that registration on their degree progress and on their eligibility for financial aid and awards, visas, deferment of student loans, and residency requirements.

The University reserves the right to change at any time, without prior notice, tuition, room fees, board fees, or other charges.

### UNDERGRADUATES

During Autumn, Winter, and Spring quarters, undergraduates are expected to register at the regular full-tuition rate. Undergraduates who have completed at least twelve full-time quarters may petition to register at a reduced tuition rate for their final quarter, but must register for at least eight units. Undergraduate dual degree students must complete at least fifteen full-time quarters before petitioning for reduced tuition in their final quarter.

Permit to Attend status can be granted for one quarter on a one-time basis to those for whom it is academically appropriate. The Permit to Attend rate is \$2,500 per quarter in 2004-05. Undergraduates in the terminal quarter who are completing honors theses or clearing incomplete grades may petition, on a one-time basis, for Permit to Attend for Services Only (PSO) registration. That rate is \$2,500 per quarter in 2004-05 and does not permit any course enrollment or auditing. Further information about the Permit to Attend status is available from the Registrar's Office.

During Summer Quarter, all Stanford undergraduates may register on a unit-basis (minimum 3 units).

### GRADUATE STUDENTS

Matriculated graduate students are expected to enroll for at least eight units. Schools and departments may set a higher minimum.

The following reduced-tuition categories can be requested by matriculated graduate students in the final stages of their degree programs:

1. *Terminal Graduate Registration (TGR)*: doctoral students who have been admitted to candidacy, completed all required courses and degree requirements other than the University oral exam and dissertation, accrued 10.5 quarters of residency, or completed 135 units (if under new residency policy), and submitted a Doctoral Dissertation Reading Committee form may request Terminal Graduate Registration status to complete their dissertations. Students pursuing Engineer

Prospective HCP students apply to the department in which they would like to pursue a graduate degree through the normal graduate admissions process, and compete with all other applicants for admission to the program. Once admitted, HCP students implement degree study through the Stanford Center for Professional Development (SCPD). Courses are delivered online and broadcast locally. HCP students are also welcome to attend classes on campus, and some on-campus attendance may be required depending on the degree track.

To participate, industry students must have the support of their employer as a participating company of the Stanford Center for Professional Development. For more information, see <http://scpd.stanford.edu>, or phone (650) 725-3000.

### VETERANS' BENEFITS

Liaison between the University, its students, and the various federal, state, and local agencies concerned with veterans' benefits is provided by the Office of the University Registrar located in the Old Union Building. All students eligible to receive veterans' benefits while attending the University are urged to complete arrangements with the appropriate agency well in advance of registration. In addition, students must have their department approve their study lists as meeting graduation requirements before the Office of the University Registrar can certify the courses for Veterans Affairs.



degrees may apply for TGR status after admission to candidacy, completion of all required courses, and six quarters of residency, or completion of 90 units (if under new residency policy). Students enrolled in master's programs with a required project or thesis may apply for TGR status upon completion of all required courses and completion of 45 units.

TGR status may also be granted for one quarter only to a graduate student who is returning after a leave of absence or after reinstatement, or to graduate students who register for one final term to take a University Oral Examination, submit a thesis or dissertation, or file an Application to Graduate. Doctoral students applying for one quarter TGR status must also meet the doctoral criteria above except that they need only nine quarters of residency. Requirements for one quarter TGR for master's and Engineer students are as above.

Each quarter, all TGR students must enroll in the 801 (for master's and Engineer students) or 802 (for doctoral students) course in their department for zero units, in the appropriate section for their adviser. TGR students register at a special tuition rate: \$2,500 in 2004-05. Within certain restrictions, TGR students may enroll in additional courses, at the appropriate unit rate.

2. *Graduate Final Requirement Registration:* graduate students who need only a few remaining units to complete degree requirements or to qualify for TGR status, may register for one quarter on a unit basis (3 to 7 units) to cover the deficiency. This status may be used only once during a degree program.

Additional information on these registration categories is available from the Office of the University Registrar in the Old Union Building.

Matriculated graduate students who have Stanford fellowships or assistantships that require less than full-tuition registration may register at the unit rate required by their award. Honors Cooperative students register at the unit rate.

During the Autumn, Winter, and Spring quarters, matriculated graduate students in most departments may register at the 8-, 9-, or 10-unit rate if their enrollment plans are accepted by their departments. Students in the School of Engineering may register at the 8-, 9-, or 10-unit rate. Students in the schools of Law and Business, or the M.D. program in the School of Medicine, should consult appropriate school officers about tuition reduction eligibility.

Tuition exceptions may also be available for students who are faculty spouses, regular Stanford employees, or full-time educators in the Bay Area.

During Summer Quarter, most matriculated graduate students may register on the unit basis for 3 or more units. Students in schools and departments affiliated with the Honors Cooperative Program, as listed above, may not register for fewer than 11 units (8-unit minimum in Statistics only).

Nonmatriculated graduate students pay the same tuition rates as matriculated students, but must register for at least 8 units. Visiting researchers do not enroll in courses and pay the TGR rate. Within certain restrictions, postdoctoral students may enroll in courses if the appropriate unit rate for tuition is paid.

## INTERNATIONAL STUDENTS

F-1 or J-1 visas are required by the U.S. Department of Homeland Security. International students must be registered as full-time students during the academic year. Summer Quarter registration is not required. International graduate students comply with immigration regulations while enrolled for partial tuition if their Stanford fellowships or assistantships require part-time enrollment, if they are in TGR status, or if they are in the final quarter of a degree program. Nonmatriculated international students must register for at least 8 units.

## FEES

### APPLICATION FEE

Contact the Undergraduate Admissions Office for information about the undergraduate application fee and the Graduate Admissions section of the Registrar's Office for the current graduate application fee. Application fees for the School of Law, the School of Medicine, and the Graduate School of Business vary by program. Fees are payable at the time of application and are not refundable.

### ASSU FEES

The Associated Students of Stanford University (ASSU) fees are established by student vote in Spring Quarter. Fees directly fund activities of student organizations and not operations of ASSU. The 2004-05 fees are: Undergraduates—Autumn, \$86; Winter, \$86; Spring, \$84  
Graduates—Autumn, \$28; Winter, \$28; Spring, \$28  
Law—Autumn, \$28; Spring, \$56

Fees are assessed each term. All fees are refundable. Refunds can be requested during the first three weeks of each quarter on the ASSU web site at <http://assu.stanford.edu>. Those eligible are mailed refund checks by the eighth week of the quarter.

### DOCUMENT FEE

Stanford charges a one-time Document Fee to all students admitted to new degree or non-degree programs in 1993 or later. The fee is paid once only, regardless of the number of degrees a student may ultimately pursue. It covers the cost of a variety of University administrative services such as enrollment and degree certification, course drops and adds done before published deadlines, diplomas, official transcripts and their production, and credential files maintained by the Career Development Center.

### HEALTH INSURANCE FEE

The University requires all registered students to carry medical insurance to provide coverage for services not provided by Vaden Health Center. Students are enrolled in and charged for the Stanford student health insurance plan, unless they have completed waiver procedures by the second day of instruction. Those who carry medical insurance through an alternate carrier are generally eligible for waiver of the health insurance fee.

### SPECIAL FEES

*New Student Orientation Fee*—A fee is charged to all entering undergraduates for the costs of orientation, including room and board, and for the cost of class dues to provide funds for later activities of the class.

*School of Law Course Materials Fee*—A fee is charged each semester to School of Law students for supplementary course materials.

*Late Fees*—Charges are imposed for late submission of study lists and any changes to the study list after published deadlines. Amounts are listed in the quarterly *Time Schedule*.

*Laboratory Fee*—Students in chemistry laboratory courses are charged a nonrefundable fee.

*Music Practice; Athletics, Physical Education, Recreation; and Dance*—Courses for which special fees are charged are indicated in the *Time Schedule*.

*Dissertation Fee*—Each Ph.D., D.M.A., and Ed.D. candidate is charged a fee to cover the cost of microfilming and binding the dissertation and the cost of publishing the abstract.

*International Scholar Service Fee*—A one-time fee for Visa authorization documents is charged to international postdoctoral and visiting scholars.

## HOUSING

Bulletins with further information on housing rates are *School of Law* for Law School and *Overseas Studies* for Overseas Centers. See <http://summer.stanford.edu> for Summer Session rates.

Campus housing rates are generally below local area market rents. The approximate room rates for the 2004-05 academic year are as follows:

Residences	Room Rates*			
	Aut	Win	Spr	Total
<b>Undergraduate Single Student Residences:</b>				
Residence Halls and University-operated houses	\$1,707	1,665	1,643	5,015
Theme or self-operated houses	2,048	1,997	1,971	6,016
Theme house, non-Row (EAST)	2,048	1,997	1,971	6,016
Co-ops, Fraternity, Sorority, or student-cleaned houses with professional cooks	1,827	1,782	1,759	5,367
Mirrielees (apartments)	1,930	1,881	1,857	5,668
Suites	1,909	1,861	1,837	5,607
<b>Graduate Single Student Residences:</b>				
Dormitories (single occupancy)	1,873	1,782	1,759	5,414
Dormitories (double occupancy)	1,614	1,535	1,515	4,664
Rains Houses (apartments)	1,990	1,893	1,869	5,752
Richard W. Lyman (apartments)	1,990	1,893	1,869	5,752
Schwab Residential Center (apartments)	4,104	3,169	3,129	10,404
Escondido Village (single student apartments)				
Studio (single occupancy)	2,505	2,383	2,352	7,240
1 bedroom (double occupancy)	1,351	1,285	1,268	3,903
2 bedroom (double occupancy)	1,990	1,893	1,869	5,752
2 bedroom (triple occupancy)	1,351	1,285	1,268	3,903
3 bedroom	1,799	1,711	1,689	5,200
<b>Couples without Children:</b>				
Escondido Village				
1 bedroom	3,390	3,225	3,183	9,798
2 bedroom loft	3,856	3,668	3,621	11,145
<b>Students with Children:</b>				
Escondido Village				
1 bedroom	\$1,099 per month			
2 bedroom	\$1,259 per month			
3 bedroom	\$1,521 per month			
4 bedroom	\$1,806 per month			

\* All rates are approximate and subject to change.

All rates are per student. Room rates are charged quarterly on the University Bill. Information on payment options and procedures is discussed in housing assignment information from Housing Assignment Services and is available in complete detail from the Student Financial Services office, Old Union, Room 105, Stanford University, Stanford, CA 94305-3025.

A quarterly house dues fee for students is generally determined by the local residence staff and/or residents of the house and may be included with room and board charges on the University Bill.

## MEAL PLANS

Residential Education promotes the idea that living and learning are integrated, not separate and that formal teaching, informal learning, and personal support in residences are integral to a Stanford education. Meals play a key role in this mission of community building, leading, and learning. Therefore, residents of University-managed housing with an attached Stanford Dining facility (Branner, Florence Moore, Lakeside, Manzanita, Murray, Ricker, Stern, Wilbur, and Yost) are required to purchase meal plans. Stanford Dining is committed to providing Meal Plans for every appetite as well as offering maximum flexibility of dining locations across campus.

Stanford Dining provides three types of dining services: All-You-Care-to-Eat, A la Carte, and Open Kitchen. Costs range from \$4,081 to \$4,578 for the academic year, and are billed on a quarterly basis. The rate for each plan is listed on Stanford Dining's web site at: <http://dining.stanford.edu/resdinng/mealplans.html>.

*All-You-Care-to-Eat Meal Plans*—In this traditional board plan, students enter the dining hall and swipe their ID cards once. During this visit, they may make unlimited trips through the food service lines, and may eat as much as they want.

*A la Carte Meal Plans*—Students begin each quarter with a set number of meal plan points. At meals, each food item selected is priced separately and subtracted from the student's points balance.

*Open Kitchen*—Students at Yost and Murray houses are responsible for the cleanliness of the kitchens outside of Stanford Dining's hours of operation. In addition, each house is given a discretionary budget to purchase snacks or additional food items as agreed upon by the house.

A complete description of these plans can be found at Stanford Dining's web site at <http://dining.stanford.edu>.

## CARDINAL DOLLARS

To supplement meal plans, students may purchase Cardinal Dollars for use at residential dining halls and all ten of Stanford Dining's cafés and late night venues. Adding Cardinal Dollars to a Stanford ID reduces the need to carry cash and offers the security and convenience of a card. Cardinal Dollars are available (\$20 minimum purchase) at Stanford Dining's Meal Plan Office located on the second floor of Tresidder Memorial Union. One Cardinal Dollar is equivalent to \$1.00. Blocks of \$99 or more receive a 10% bonus; for example, 110 Cardinal Dollars can be purchased for \$100.

All Cardinal Dollars roll over from quarter to quarter within the academic year without expiring. Unused Cardinal Dollars expire at the close of Summer Quarter; they are not refundable after the second week of the quarter in which they are purchased.

For more information on Cardinal Dollars or any of Stanford Dining's meal plans, contact Stanford Dining's Meal Plan Office (650-723-4751, [diningplans@stanford.edu](mailto:diningplans@stanford.edu)) or see <http://dining.stanford.edu>.

## PAYMENTS

All charges and credits from offices within the University are aggregated in a student's individual account and presented on the University Bill. The bill may include tuition, housing, food service, ASSU fees (special student-approved association fees set by the ASSU), health insurance, and any miscellaneous charges incurred such as music lessons, cleaning, or re-keying charges. All amounts are due and payable upon receipt of the University Bill, but term-based charges (that is, tuition, room and board, ASSU, and health insurance fees) are always due by the day before term classes begin, whether or not a correct bill has been received. If term-based charges are added after the start of the term, they must be paid within three working days of the add date to avoid late fees. A miscellaneous charge will be subject to late fees 30 days after the first bill for it has been issued.

A Student Account (and its associated University Bill) may be paid with personal check (drawn on U.S. banks in U.S. funds), cash, scholarships, loan proceeds (for example, Perkins, Stafford, or University-issued), or proceeds of loans to parents (for example, PLUS). Payments must be made in a form acceptable to the University. The University does not accept credit card payments.

## LATE PAYMENT

All charges recorded in a Student Account must be paid by 5 p.m. on the day preceding the first day of instruction whether or not a bill has been received. Payment made on a Student Account after that date is subject to an additional charge.

## DELINQUENT ACCOUNTS

Delinquent accounts (such as for tuition, fees, housing, meal plans, or for other amounts owed to the University) are reported to the Registrar's Office, which places a "hold" on the student's further registration and on the release of transcripts and diplomas until the past-due accounts have been paid. In addition, delinquent accounts may be reported to one or more national credit bureaus and/or commercial collection agencies.

# REFUNDS

## TUITION

Students who withdraw from the University before the end of a term may be eligible to receive refunds of portions of their tuition as described below.

## ANNULLED REGISTRATION

Students who take a leave of absence from the University voluntarily before the first day of instruction may have their registrations annulled. Tuition is refunded in full. Such students are not included in University records as having registered for the term and new students will not secure any privileges for admission for any subsequent quarter as returning students. An annulment does not automatically cancel health coverage unless the annulment is granted before the first day of instruction. Financial aid recipients should be aware that a proportion of any refund is returned to the various sources of aid.

## CANCELLATION OF REGISTRATION OR SUSPENSION FOR CAUSE

Students who have their registrations canceled or are suspended from the University for cause receive refunds on the same basis as those receiving leaves of absence unless otherwise specified in the disciplinary action taken. A student whose registration is canceled less than one week after the first day of instruction for an offense committed during a preceding quarter receives a full refund of tuition fees.

## INSTITUTIONAL INTERRUPTION OF INSTRUCTION

It is the University's intention to do everything reasonably possible to avoid taking the actions described in this paragraph. However, should the University determine that continuation of some or all academic and other campus activities is impracticable, or that their continuation involves a high degree of physical danger to persons or property, activities may be curtailed and students requested or required to leave the campus. In such an event, arrangements will be made as soon as possible to offer students the opportunity to complete their courses, or substantially equivalent work, so that appropriate credit may be given. Alternatively, the University may determine that students will receive refunds on the same basis as those receiving leaves of absence, or on some other appropriate basis.

## LEAVE OF ABSENCE

A student in good standing who desires to take a leave of absence from the University after the first day of instruction, but before the end of the first 60 percent of the quarter, may file a petition for a leave of absence and tuition refund with the Office of the University Registrar. A leave of absence after the first 60 percent of the quarter is only granted for approved health and emergency reasons. Students granted a leave of absence are shown on the University transcript as having registered for the term. Courses in which the student was enrolled after the drop deadline will appear on the student's record and will show the symbol 'W' (withdrew). Undergraduates who take an approved leave (for a maximum of two years) while in good standing may enroll in the University for a subsequent quarter with the privileges of a returning student. Graduate students are subject to special registration requirements (see Leave of Absence in the "Graduate Degrees" section of this bulletin).

## TUITION REFUND SCHEDULE

Students who take an approved leave of absence are eligible for a tuition refund during the first 60 percent of the quarter. Refunds are calculated on a per diem basis (including weekends and University holidays) starting the first day of instruction of each quarter. Tuition will be charged on a daily basis (including weekends and holidays) through the first 60 percent of the quarter. After the first 60 percent of the quarter, students are liable for the full amount of tuition that they were charged.

### Per Diem Tuition Charges for Students Who Take a Leave of Absence

Quarter	Undergraduate/ Graduate Full Tuition	Graduate 8-9-10 Unit Rate	Graduate Engr. Full Tuition	Graduate Engr. 8-9-10 Unit Rate	Last Date for Tuition Refund
Autumn	\$132.65	\$86.40	\$141.44	\$92.00	Nov. 10
Winter	\$134.45	\$87.57	\$143.35	\$93.24	Feb. 16
Spring	\$138.18	\$90.00	\$147.33	\$95.83	May 10
Summer	\$184.24	\$120.00	\$196.44	\$127.78	July 22

For example: an undergraduate, who was charged the tuition rate of \$9,949 for Autumn Quarter, becomes ill and informs the Registrar's Office on the 17th day of the quarter that he or she wants to take a leave of absence. If the petition is approved, the student is charged for 17 days of tuition (17 days x \$132.65 per day) or \$2,255.05.

Separate schedules exist for students paying the medical, law, graduate business, or summer session rates. These schedules are available at the Office of the University Registrar.

Tuition refunds are calculated based on the date that the student last attended classes.

## ROOM AND MEAL PLAN REFUNDS

Students assigned to a University residence are subject to the conditions of the University Residence Agreement. Under this agreement, single students and couples without children are required to live somewhere in the University residence system for the entire academic year. Students with children may give notice of termination of occupancy for the end of each academic term. Room refunds are made only when students move out of the residence system and withdraw from the University. Students in all-male fraternities or all-female sororities are billed directly by the fraternity or sorority, and refunds are arranged between the student and the fraternity or sorority.

A meal plan refund is based on the date when a student moves out of his or her University residence. If a student uses the meal plan after that date, an additional daily charge will incur.

Any decision to refund prepaid room and meal plan charges or to waive liability for deferred charges shall ultimately be made at the sole discretion of the University. Students with questions about refunds should contact Housing Assignment Services (for room refunds) or the central office of Stanford Dining (for meal plan refunds).



# HOUSING

University housing is available to enrolled Stanford students. Planning of educational programs, counseling and crisis intervention by residence deans, and administration of residence offices is coordinated for undergraduates by the department of Residential Education (see <http://www.stanford.edu/dept/resed/>, or phone 650-725-2800), and for graduate students by the Graduate Life Office (see <http://www.stanford.edu/group/glo/>, or phone 650-723-1171).

Dining services, custodial services and maintenance are provided by Residential and Dining Enterprises (see <http://www.stanford.edu/dept/hds/> or phone 650-723-2287).

Information on University housing assignments, options, policies, application procedures, and deadlines may be obtained from Housing Assignment Services, Old Union, Room 214, Stanford University, Stanford, CA 94305-3012, or telephone (650) 725-2810. Information regarding off-campus housing, as well as the off-campus subsidized housing program may be obtained from Community Housing Services, Old Union, Room 214, Stanford University, Stanford, CA 94305-3012, or telephone (650) 723-3906.

## UNDERGRADUATE STUDENT RESIDENCES RESIDENTIAL EDUCATION PROGRAM

The program in Residential Education provides for undergraduates certain dimensions of a college experience within a large research university. The essential conviction behind the Stanford residence program is that formal teaching, informal learning, and personal support in residences play an important role in a Stanford education. Residential Education programs extend the classroom into the residences and complement the academic curriculum with activities and experiences that contribute to students' preparation for a life of leadership, intellectual engagement, citizenship, and service.

## ASSIGNMENT TO UNDERGRADUATE RESIDENCES

Approximately 95 percent of undergraduates live in University housing (excepting students studying abroad during the academic year). All freshmen are required to live in University residences for educational reasons and are automatically assigned housing following admission. Residence assignments for continuing undergraduates are made on the basis of an annual lottery (called the Draw) and quarterly waiting lists. Undergraduates who enter Stanford as freshmen are guaranteed four years of University housing if they apply by the appropriate Draw deadlines and are willing to live anywhere on campus. Transfer students are guaranteed two or three years of housing, based on their entering class standing. For further information concerning housing eligibility, contact Housing Assignment Services, (650) 725-2810.

Undergraduate residences include traditional residence halls, language and culture residences, cross cultural theme houses, student-managed and cooperative houses, apartments, suites, fraternities, and sororities.

## GRADUATE STUDENT RESIDENCES RESIDENCE PROGRAM

The University's philosophy of graduate student housing is based on the premise that supporting high quality graduate scholarship and research is central to the mission of the University. By providing affordable housing in proximity to academic resources, the University creates an environment conducive to research and intellectual dialogue among students, their peers, and faculty members.

## ASSIGNMENT TO GRADUATE RESIDENCES

Approximately 64 percent of matriculated graduate students at the home campus live in University housing, and another 13 percent live in off-campus housing subsidized by the University. Residence assignments are made on the basis of an annual lottery and quarterly waiting lists. New matriculated single students and couples without children who apply for housing by the Lottery deadline and are willing to live in any residence for which they are eligible are guaranteed housing their first year at Stanford. New matriculated master's students with children who apply by the Lottery deadline are assured two years of University housing while enrolled, and new matriculated doctoral students with children who apply by the Lottery deadline are assured six years of University housing while enrolled. At Stanford University, new matriculated students are students who are in a graduate program for the first time. Students starting a second graduate degree are not considered new students and therefore are not guaranteed housing.

Single graduate students may request assignment to graduate apartments and residence halls, or to spaces in six undergraduate cooperative houses.

One-, two-, three-, and four-bedroom apartments are provided for couples without children and students with children, both graduate and undergraduate, based on student status and the number of dependents. Couple housing is available to students who are married and to students who have a same-sex or opposite-sex domestic partner. At Stanford University, a domestic partnership is defined as an established, long-term partnership with an exclusive mutual commitment in which the partners share the necessities of life and ongoing responsibility for their common welfare. Housing for students with children is available to married couples, domestic partners, and single parents who have dependent children living with them. Housing is not provided for extended families, including the parents and siblings of students, or live-in day care staff.

## COMMUNITY HOUSING

Community Housing Services maintains computerized listings of private rooms, houses, and apartments in surrounding communities that are available to students desiring to live off-campus. Students must make rental arrangements directly with landlords. Information and publications on community housing may be obtained from Community Housing Services, Old Union Building, Room 214, Stanford University, Stanford, CA 94305-3012, or telephone (650) 723-3906. During early September, temporary accommodations are available in student residence halls at a modest charge for students searching for off-campus housing for Autumn Quarter. Contact Summer Conference Services for more information at (650) 725-1429.

## RESIDENCE DEANS

Residence Deans provide assistance to on- and off-campus students. They can advise students about academic and personal matters, occasionally intervene directly in behavioral problems/mental health concerns, and assist with personal emergencies. Advice is also available on issues of academic probation or suspension, leaves of absence, special concerns of women or minorities, and administrative matters. Residence Deans work closely with the Dean of Students and other University offices. They are assigned to specific residences and to off-campus students; for further information, undergraduates should call Residential Education at (650) 725-2800, and graduate students should call the Graduate Life Office at (650) 723-1171.

# Undergraduate Degrees and Programs

## DEGREE PROGRAMS

### BACHELOR OF ARTS (B.A.), BACHELOR OF SCIENCE (B.S.)

Stanford University confers the degree of Bachelor of Arts (B.A.) or the degree of Bachelor of Science (B.S.) on those candidates who have been recommended by the Committee on Undergraduate Standards and Policy (C-USP), who have applied in advance for conferral of the degree, and who have fulfilled the following requirements:

1. A minimum of 180 units of allowable University work. (As described below, units above the allowable limits for activity courses and for courses taken on a satisfactory/no credit and credit/no credit basis cannot be counted towards the 180-unit minimum.)
2. The Writing, General Education, and Language Requirements (see below).
3. Curricular requirements of at least one major department or program and the recommendation of the department(s). (Descriptions of curricular and special degree requirements are included in each department's section of this bulletin.)
4. *Students admitted as freshmen prior to Autumn 2001 and students admitted as transfers*—A minimum of 90 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 90 units in resident work and who have completed the General Education, Writing, and Language Requirements, as well as all major/minor requirements, may petition for a waiver of the last quarter-in-residence requirement.
5. *Students admitted as freshmen Autumn 2001 and thereafter*—A minimum of 135 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 135 units in resident work and who have completed the General Education, Writing, and Language Requirements, as well as all major/minor requirements, may petition for a waiver of the last quarter-in-residence requirement.

Stanford confers the Bachelor of Science degree on candidates who fulfill these requirements in the School of Earth Sciences, in the School of Engineering, or in the departments of Applied Physics, Biological Sciences, Chemistry, Mathematics, or Physics in the School of Humanities and Sciences. The University also awards B.S. degrees to candidates in the Program in Science, Technology, and Society; in the Program in Mathematical and Computational Science; in the Program in Symbolic Systems; and, when appropriate, in the Program for Individually Designed Majors. Candidates who fulfill these requirements in other schools or departments receive the Bachelor of Arts degree.

Students who complete the requirements for two or more majors, which ordinarily would lead to the same degree (B.A. or B.S.), should review "The Major" section of this bulletin to ensure that they have an understanding of the requirements for multiple or secondary majors.

### BACHELOR OF ARTS AND SCIENCE (B.A.S.)

The University confers the degree of Bachelor of Arts and Science (B.A.S.) on candidates who have completed, with no overlapping courses, the curricular requirements of two majors which ordinarily would lead to different bachelor's degrees (that is, a Bachelor of Arts degree and a Bachelor of Science). These students must have applied in advance for graduation with the B.A.S. degree instead of the B.A. or B.S. degree, been recommended by the C-USP, and have fulfilled requirements 1, 2, and 4/5 above in addition to the requirements for multiple majors.

Students who cannot meet the requirements for both majors without overlapping courses are not eligible for the B.A.S., but may apply to have a secondary major recorded on their transcripts. (See "The Major" section below.)

### DUAL BACHELOR'S DEGREES (CONCURRENT B.A. AND B.S.)

A Stanford undergraduate may work concurrently toward both a B.A. and a B.S. degree. To qualify for both degrees, a student must complete:

1. A minimum of 225 units of University work. (As described below, units above the allowable limits for activity courses and for courses taken on a satisfactory/no credit and credit/no credit basis cannot be counted towards the 225 minimum.)
2. The Writing, General Education, and Language Requirements.
3. The curricular requirements of two majors (one of which leads to a Bachelor of Arts degree and the other to a Bachelor of Science degree).
4. *Students admitted as freshmen prior to Autumn Quarter 2001 and students admitted as transfers*—A minimum of 135 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 135 units in resident work and who have completed the General Education, Writing, and Language Requirements, as well as all major/minor requirements, may petition for a waiver of the last quarter-in-residence requirement.
5. *Students admitted as freshmen Autumn Quarter 2001 and thereafter*—A minimum of 180 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 180 units in resident work and who have completed the General Education, Writing, and Language Requirements, as well as all major/minor requirements, may petition for a waiver of the last quarter-in-residence requirement.

A student interested in dual bachelor's degrees should file a "Statement of Intention to Declare Dual Degrees" with the University Registrar's Office no later than two quarters in advance of completing the program. The statement is submitted on a standard petition form along with recommendations of appropriate representatives of the two departments whose major requirements the student is expecting to fulfill.

Students who do not meet the higher unit and residence requirements of the dual degree option may be eligible instead for the B.A.S. degree as described above.

### SECOND BACHELOR'S DEGREE

Stanford does not award a second Bachelor of Arts degree to an individual who already holds a Bachelor of Arts, nor a Bachelor of Science degree to an individual who already holds a Bachelor of Science degree. However, the holder of a Bachelor of Arts degree from Stanford may apply to the Subcommittee on Academic Standing for admission to candidacy for a Bachelor of Science degree, and the holder of a Bachelor of Science degree from Stanford may apply for candidacy for a Bachelor of Arts degree. The Subcommittee on Academic Standing may determine whether the application for a second degree will be approved and/or the conditions a student must meet in order to be allowed to earn a second degree. A recommendation of the major department for the second bachelor's degree must accompany the application.

Generally, a holder of a B.A. or B.S. degree may not apply for the Bachelor of Arts and Sciences degree, although a student may submit a petition for exception. The Office of the University Registrar's Academic Standing section in Old Union reviews these petitions. A student approved for this program may register as an undergraduate and is subject to the current rules and regulations affecting undergraduates. Requirements for a second Stanford bachelor's degree are the same as those described above for dual bachelor's degrees.

## COTERMINAL BACHELOR'S AND MASTER'S DEGREES

The coterminal degree program allows undergraduates to study for a master's degree while completing their bachelor's degree(s) in the same or a different department. Undergraduates with strong academic records may apply for admission to a coterminal master's program as early as the eighth quarter (or upon completion of 120 units) but no later than the quarter prior to the expected completion of the undergraduate degree. Full-time enrollment during Summer Quarters, as well as allowable undergraduate transfer credit, are also counted towards quarters of undergraduate study. Students who wish to apply for a master's program after these deadlines must apply through the regular graduate admissions process.

To apply for admission to a coterminal master's program, students must submit to the prospective graduate department the following: coterminal application, statement of purpose, preliminary program proposal, two letters of recommendation from Stanford professors, and a current Stanford transcript. Graduate Record Examination (GRE) scores or other requirements may be specified by the prospective department.

For coterminal students, the quarter following completion of 12 full-tuition undergraduate quarters is identified as the first graduate quarter for tuition assessment. Beginning with this quarter, coterminal students are subject to graduate student policies and procedures (including those described in the "Graduate Degrees" section of this bulletin) in addition to undergraduate minimum progress standards. These policies include continuous registration or leaves of absence for quarters not enrolled and minimal progress guidelines.

In the first graduate quarter, a coterminal student is assigned an adviser in the master's department for assistance in planning a program of study to meet the requirements for the master's degree. The plan is outlined on the Program Proposal for a Master's Degree, which is approved by the master's department by the end of the first graduate quarter. Authorizations for master's programs expire three calendar years from the first graduate quarter. An extension requires review of academic performance by the department.

The specific University residency, unit requirement, and additional policies for a bachelor's/master's program are described under Residency and Unit Requirements in Coterminal Programs in the "Graduate Degrees" section of this bulletin.

Conferral of each degree is applied for separately by the deadlines given in the University *Time Schedule*. The master's degree must be conferred simultaneously with, or after, the bachelor's degree.

## DEGREE REQUIREMENTS

### A LIBERAL EDUCATION

As do all major universities, Stanford provides the means for its undergraduates to acquire a liberal education, an education that broadens the student's knowledge and awareness in each of the major areas of human knowledge, that significantly deepens understanding of one or two of these areas, and that prepares him or her for a lifetime of continual learning and application of knowledge to career and personal life.

The undergraduate curriculum at Stanford allows considerable flexibility. It permits each student to plan an individual program of study that takes into account personal educational goals consistent with particular interests, prior experience, and future aims. All programs of study should achieve some balance between depth of knowledge acquired in specialization and breadth of knowledge acquired through exploration. Guidance as to the limits within which that balance ought to be struck is provided by the University's General Education Requirements and by the requirements set for major fields of study.

These educational goals are achieved through study in individual courses that bring together groups of students examining a topic or subject under the supervision of scholars. Courses are assigned credit units. To earn a bachelor's degree, the student must complete at least 180 allowable units and, in so doing, also complete the Writing Requirement,

the General Education Requirements, the Language Requirement, and the requirements of a major.

The purpose of the Writing Requirement is to promote effective communication by ensuring that every undergraduate can write clear and effective English prose. Words are the vehicles for thought, and clear thinking requires facility in writing and speech.

The Language Requirement ensures that every student gains a basic familiarity with a foreign language. Foreign language study extends the student's range of knowledge and expression in significant ways, providing access to materials and cultures that otherwise would be out of reach.

The General Education Requirements provide guidance toward the attainment of breadth and stipulate that a significant share of a student's work must lie outside an area of specialization. These requirements ensure that every student is exposed to different ideas and different ways of thinking. They enable the student to approach and to understand the important "ways of knowing" to assess their strengths and limitations, their uniqueness, and, no less important, what they have in common with others.

Depth, the intensive study of one subject or area, is provided through specialization in a major field. The major relates more specifically to a student's personal goals and interests than do the general requirements outlined above. Stanford's curriculum provides a wide range of standard majors through its discipline-oriented departments, a number of interdisciplinary majors in addition to department offerings, and the opportunity for students to design their own major programs.

Elective courses, which are not taken to satisfy requirements, play a special role in tailoring the student's program to individual needs. For most students, such courses form a large portion of the work offered for a degree. Within the limitations of requirements, students may freely choose any course for which previous studies have prepared them.

Following are more detailed descriptions of these various requirements and the rationales upon which they are based.

### THE GENERAL EDUCATION REQUIREMENTS PURPOSE

The General Education Requirements are an integral part of undergraduate education at Stanford. Their purpose is two-fold: 1) to introduce students to a broad range of fields and areas of study within the humanities, social sciences, natural sciences, applied sciences, and technology; and 2) to help students prepare to become responsible members of society. Whereas the concentration of courses in the major is expected to provide depth, the General Education Requirements have the complementary purpose of providing breadth to a student's undergraduate program. The requirements are also intended to introduce students to the major social, historical, cultural, and intellectual forces that shape the contemporary world.

Fulfillment of the General Education Requirements in itself does not provide a student with an adequately broad education any more than acquiring the necessary number of units in the major qualifies the student as a specialist in the field. The major and the General Education Requirements are meant to serve as the nucleus around which the student is expected to build a coherent course of study by drawing on the options available among the required and elective courses.

Information regarding specific courses that have been certified to fulfill the General Education Requirements, and regarding a student's status in meeting these requirements, is available at the Office of the University Registrar. Course planning and advising questions related to the General Education Requirements should be directed to the Undergraduate Advising Programs.

It is the responsibility of each student to ensure that he or she has fulfilled the requirements by checking in Axxess within the Undergraduate Progress function or by checking with the Office of the University Registrar. This should be done at least two quarters before graduation.

Students should be extremely careful to note which set of General Education Requirements apply to them. The date of matriculation at Stanford determines which requirements apply to an individual student.



## AREA REQUIREMENTS

To fulfill the General Education Requirements (GER), undergraduates who entered Stanford in Autumn Quarter 1996 and thereafter must complete a minimum of nine courses certified for this purpose in four areas as follows:

**Area 1 Program**—Introduction to the Humanities courses (one quarter introductory courses followed by two quarter thematic sequences)

Students are expected to satisfy the Area One Requirement during their freshman year.

For a full description of the Introduction to the Humanities Program (I-HUM), see “Introduction to the Humanities Program” under the School of Humanities and Sciences’ Course Descriptions.

**Area 2: Natural Sciences, Applied Science and Technology, and Mathematics**—Students can fulfill this requirement by completing three certified GER courses in this area, with at least one course in each subarea.

**Area 3: Humanities and Social Sciences**—Students are required to complete three certified GER courses in this area with at least one course in the humanities subarea and one in the social sciences subarea.

**Area 4: World Cultures, American Cultures, and Gender Studies**—Students must complete at least one certified GER course in two of the three subareas.

Courses certified as meeting the General Education Requirements must be taken for a letter grade and a minimum of 3 units of credit. A single course may be certified as fulfilling only one subarea within the General Education Requirements; the one exception is that a course may be certified to fulfill an Area 4 subarea in addition to an Area 3 subarea.

Courses that have been certified as meeting the requirements are identified throughout this bulletin with the notational symbols listed below. A comprehensive list of certified courses also appears in the *Time Schedule of Classes* for that quarter.

### Area 1 Program

- GER 1a: first-quarter course
- GER 1b: second-quarter course
- GER 1c: third-quarter course

### Area 2: Natural Sciences, Applied Science and Technology, and Mathematics

- GER 2a: Natural Sciences subarea
- GER 2b: Applied Science and Technology subarea
- GER 2c: Mathematics subarea

### Area 3: Humanities and Social Sciences

- GER 3a: Humanities subarea
- GER 3b: Social Sciences subarea

### Area 4: World Cultures, American Cultures, and Gender Studies

- GER 4a: World Cultures subarea
- GER 4b: American Cultures subarea
- GER 4c: Gender Studies subarea

Continuing undergraduates who entered Stanford prior to Autumn 1996 may elect to complete either the set of Distribution Requirements in effect when they entered or the set of General Education Requirements effective Autumn 1996 and described above. Note: students will not, however, be permitted to mix the requirements of the two systems or to change from one system to the other after they have elected the system under which they wish to be monitored for graduation. If the 1996 program of General Education Requirements is chosen, only certified courses passed with a letter grade and taken for 3 or more units can fulfill the requirements.

## CREDIT TRANSFER

Students may propose that work taken at another college or university be accepted in fulfillment of a General Education Requirement. In such cases, the Office of the University Registrar’s External Credit Evaluation staff determines, after appropriate faculty consultation, whether the work is comparable to any of the specifically certified courses or course sequences.

## THE WRITING AND RHETORIC REQUIREMENT

All instructors at Stanford University expect students to express themselves effectively in writing and speech. The Writing and Rhetoric requirement helps students meet those high expectations.

All candidates for the bachelor’s degree, regardless of the date of matriculation, must satisfy the Writing and Rhetoric requirement. Transfer students are individually advised at the time of matriculation by the Office of the University Registrar’s External Credit Evaluation section and, if necessary, the Program in Writing and Rhetoric (PWR) as to their status with regard to the requirement.

The current Writing and Rhetoric requirement, effective beginning 2003, includes courses at three levels. The first two levels are described in more detail below. Writing-intensive courses that fulfill the third level, the Writing in the Major (WIM) requirement, are designated under individual department listings.

All undergraduates must satisfy the first level Writing and Rhetoric requirement (WR 1) in one of three ways:

1. PWR 1: a course emphasizing writing and research-based argument.
2. SLE: writing instruction in connection with the Structured Liberal Education program.
3. Transfer credit approved by the Registrar’s External Credit Evaluation office for this purpose.

All undergraduates must satisfy the second-level Writing and Rhetoric Requirement (WR 2) in one of four ways:

1. PWR 2, a course emphasizing writing, research, and oral presentation.
2. SLE: writing instruction in connection with the Structured Liberal Education program.
3. A course offered through a department or program certified as meeting the WR 2 requirement by the Writing and Rhetoric Governance Board. These courses will be designated as DWR 2.
4. Transfer credit approved by the Office of the University Registrar’s External Credit Evaluation section for this purpose.

A complete listing of PWR 1 courses is available each quarter on the PWR web site at <http://pwr.stanford.edu>, and at the PWR office in Building 460, Room 223. Complete listings of PWR 2 and DWR 2 courses are available to students on the PWR web site the quarter before they are scheduled to complete the WR 2 requirement.

For a full description of the Program in Writing and Rhetoric (PWR), see the “Writing and Rhetoric, Program in” section of this bulletin under the School of Humanities and Sciences.

Students who matriculated prior to Autumn 2003 should consult previous issues of the *Stanford Bulletin* and the “Writing and Rhetoric, Program in” section of this bulletin under the School of Humanities and Sciences to determine what requirements apply.

## THE LANGUAGE REQUIREMENT

To fulfill the Language Requirement, undergraduates who entered Stanford in Autumn 1996 and thereafter are required to complete one year of college-level study or the equivalent in a foreign language. Students may fulfill the requirement in any one of the following ways:

1. Complete three quarters of a first-year, 4-5 units language course at Stanford or the equivalent at another recognized post-secondary institution subject to current University transfer credit policies.
2. Score 4 or 5 on the Language Advanced Placement (AP) test in one of the following languages: French, German, Latin, or Spanish. Advanced Placement (AP) tests in foreign literature do not fulfill the requirement.
3. Achieve a satisfactory score on the SAT II Subject Tests in the following languages taken prior to college matriculation:

Chinese	630	Italian	630
French	640	Japanese	620
German	630	Korean	630
Latin	630	Hebrew	540
Spanish	630		

4. Take a diagnostic test in a particular language which either:
  - a) Places them out of the requirement, or

b) Diagnoses them as needing one, two, or three additional quarters of college-level study. In this case, the requirement can then be fulfilled either by passing the required number of quarters of college-level language study at Stanford or the equivalent elsewhere, or by retaking the diagnostic test at a later date and placing out of the requirement.

Written placements are offered online throughout the summer in Chinese, French, German, Japanese, Russian, Spanish, and Spanish for home background speakers.

For a full description of Language Center offerings, see “Language Center” under the school of Humanities and Sciences’ Course Descriptions.

## CREDIT

### ADVANCED PLACEMENT

Stanford University allows up to 45 units of credit toward graduation for work completed in high school as part of the College Entrance Examination Board (CEEB) Advanced Placement curriculum. The awarding of such credit is based on CEEB Advanced Placement test scores and is subject to University and department approval.

The faculty of a given department determine whether any credit toward the 180-unit requirement can be based on achievement in the CEEB Advanced Placement Program in their discipline. Stanford departments electing to accept the Advanced Placement (AP) credit are bound by these University policies:

1. Credit is usually granted for an AP score of 4 or 5. Usually, 10 quarter units are awarded (but occasionally fewer than 10). No more than 10 quarter units may be given for performance in a single examination.
2. Whether credit is to be given for an AP score of 3 is a matter for departmental discretion; up to 10 units may be awarded.
3. No credit may be authorized for an AP score lower than 3.

Performance on an AP exam can indicate the appropriate placement for continuing course work in that subject at Stanford. Students may not enroll in courses at Stanford for which they received equivalent credit through the AP program. The chart below shows the current AP credit and placement policies. Further information is available from the Office of the University Registrar’s External Credit Evaluation section.

### AP SCORES AND PLACEMENT<sup>1</sup>

Test Subject	Score	Placement	Quarter Units <sup>2</sup>
Chemistry	4, 5	CHEM 32 or above	4
Computer Science AB	4, 5	CS 106B or X, or 107	5
Computer Science A	4, 5	CS 106B or X	5
Economics (Macro and Micro)	8, 9, 10	ECON 50	5 <sup>3</sup>
French (Language)	4, 5	FRENLANG 22 (or higher by placement exam only)	10
German (Language)	4, 5	GERLANG 21 or 21W (or higher by placement exam only)	10
Math AB	5	MATH 51	10
	4	MATH 42	5
Math BC	4, 5	MATH 51	10
	3	MATH 42	5
Math AB subscore	5	MATH 51	10
	4	MATH 42	5
Physics B	5	PHYSICS 25, 51, or 61 <sup>4</sup>	10
	4	PHYSICS 23, 51, or 61 <sup>5</sup>	5
Physics C (2 parts)			
Mech. only	4, 5	PHYSICS 23, 51, or 61 <sup>5</sup>	5
	3	PHYSICS 23, 51, or 61 <sup>6</sup>	4
E&M only	4, 5	PHYSICS 21, 51, or 61 <sup>7</sup>	5
	3	PHYSICS 21, 51, or 61 <sup>8</sup>	4
Both Parts	4, 5	PHYSICS 25, 51, or 61 <sup>9</sup>	10
	3	PHYSICS 25 or 51 <sup>10</sup>	8
Psychology*	4, 5	PSYCH 2 or above	4
Spanish (Language)	4, 5	SPANLANG 11 (or higher by placement exam only)	10
Statistics*	4, 5	STATS 61	5

\* Credit for this exam will not be awarded effective with students matriculating Autumn Quarter 2005-06 and thereafter.

- 1 Stanford CEEB Advanced Placement (AP) policies are subject to review and change on an annual basis.
- 2 A maximum of 45 quarter units of AP and/or transfer credit and/or other external credit combined may be applied toward the undergraduate degree.
- 3 A minimum score of 4 on *both* tests will receive 5 quarter units.
- 4 Take PHYSICS 25 (placing out of 21 and 23); or take 51 then 55 (placing out of 53); or take 61 (with strong math background) then 63 and 65.
- 5 Take PHYSICS 23 then 25 (placing out of 21); or take 51 then 55 (placing out of 53); or take 61 (with strong math background) then 63 and 65.
- 6 Take PHYSICS 23 then 25 (placing out of 21); or take 51 then 53 then 55; or take 61 (with strong math background) then 63 and 65.
- 7 Take PHYSICS 21 then 25 (placing out of 23); or take 51 then 53 (placing out of 55); or take 61 (with strong math background) then 63 and 65.
- 8 Take PHYSICS 21 then 25 (placing out of 23); or take 51 then 53 then 55; or take 61 (with strong math background) then 63 and 65.
- 9 Take PHYSICS 25 (placing out of 21 and 23); or take 51 (placing out of 53 and 55); or take 61 (with strong math background) then 63 and 65.
- 10 Take PHYSICS 25 (placing out of 21 and 23); or take 51 then 53 then 55.

Stanford University awards advanced placement credit for certain international advanced placement subject examinations. The international test subjects must match content of the College Entrance Examination Board (CEEB) Advanced Placement test subjects that receive advanced placement credit.

### ACTIVITY COURSES

For undergraduates who entered Autumn 1996 and thereafter, a maximum of 8 units of credit earned in activity courses, regardless of the offering department or if accepted as transfer units, count towards the 180 (225 if dual degrees are being pursued) units required for the bachelor’s degree. All activity courses are offered on a satisfactory/no credit basis.

### COURSES TAKEN ON SATISFACTORY/NO CREDIT OR CREDIT/NO CREDIT BASIS

For undergraduates who entered Autumn 1996 and thereafter, a maximum of 36 units of credit (including activity courses) taken at Stanford or its overseas campuses for a “CR” or “S” grade may be applied towards the 180 (225 if dual degrees are being pursued) units required for the bachelor’s degree. For those who entered Stanford as transfer students in Autumn 1996 and thereafter, the maximum is 27 units.

Departments may also limit the number of satisfactory or credit courses accepted towards the requirements for a major. Satisfactory/credit courses applied towards a minor may be similarly limited. Courses



not letter-graded are not accepted in fulfillment of the General Education Requirements applicable to undergraduate students who entered Stanford in Autumn 1996 and thereafter. Writing in the Major courses are usually offered letter grade only. In those instances where the course is offered for a letter grade or CR/NC, the course must be taken for a letter grade.

### INTERNSHIP GUIDELINES

Undergraduate internships should not by themselves carry any credit. However, an individual student may arrange with a faculty member for a research or other academic project to be based on the internship. Arrangements between students and faculty regarding credit are expected to be made well in advance of the internship. Credit should be arranged within departmental rules for directed reading or independent study and should meet the usual department standards. No transfer credit is awarded for internships.

### TRANSFER WORK

Academic credit for work done elsewhere will be allowed toward a Stanford bachelor's degree under the following rules and conditions:

1. Credit may be granted for work completed at institutions in the U.S. only if the institutions are accredited.
2. Study in institutions outside the U.S., when validated by examination results, tutorial reports, or other official evidence of satisfactory work, may be credited toward a Stanford bachelor's degree, subject to the approval of the credit evaluator and the appropriate departments.
3. Credit is officially allowed only after the student has been unconditionally admitted to Stanford.
4. Credit is allowed for work completed at institutions in the U.S. only on the basis of an official transcript received by the Registrar at Stanford directly from the institution where the credit was earned.
5. Credit from another institution will be transferred for courses which are substantially equivalent to those offered at Stanford University on the undergraduate level, subject to the approval of the credit evaluator. A maximum of 20 quarter units may represent courses which do not parallel specific courses at Stanford, again, subject to the approval of the credit evaluator as to quality and suitability.
6. The credit allowed at Stanford for one quarter's work may not exceed the number of units that would have been permissible for one quarter if the work had been done at Stanford; for work done under a system other than the quarter system, the permissible maximum units are calculated at an appropriate ratio of equivalence.
7. Credit is allowed at Stanford for work graded 'A,' 'B,' 'C,' or 'Pass' (where 'Pass' is equivalent to a letter grade of 'C' or above), but not for work graded 'D' or below.
8. No more than 45 (90 for transfer students) quarter units of credit for work done elsewhere may be counted toward a bachelor's degree at Stanford.
9. Credit earned in extension and correspondence courses is transferable only if the university offering the courses allows that credit toward its own bachelor's degree. Such credit is limited to a maximum of 45 quarter units for extension courses, a maximum of 15 quarter units for correspondence and online study, and a maximum of 45 quarter units for the combination of extension, correspondence, and online courses.
10. Credit earned in military training and service is not transferable to Stanford, unless offered by an accredited college or university in the U.S. and evaluated as above by the credit evaluator.

### CONCURRENT ENROLLMENT

Students may enroll concurrently at Stanford and at another college or university. The following policies apply to Concurrent Enrollment:

1. Students may not exceed 20 quarter units between both schools. This is the same unit maximum for undergraduate students at Stanford. (One semester credit or hour generally equals 1.5 quarter units.)
2. Satisfactory academic progress is determined only by Stanford courses and units. Transfer work completed at other institutions is not considered in this calculation.
3. Students are expected to consult with Transfer/External Credit Evaluation (Old Union, Room 141) if planning to transfer the work back to Stanford. Consultations should be completed prior to enrolling in the transfer institution.

## THE MAJOR

The primary purpose of the major is to encourage each student to explore a subject area in considerable depth. This in-depth study complements the breadth of study promoted by the General Education Requirements and, in many cases, by a student's choice of electives. Work in depth permits practice in critical analysis and the solving of problems. Because of its depth, such study also provides a sense of how knowledge grows and is shaped by time and circumstances.

The structure of a major should be a coherent reflection of the logic of the discipline it represents. Ideally, the student should be introduced to the subject area through a course providing a general overview, and upper-division courses should build upon lower-division courses. The course of study should, if feasible, give the student the opportunity and responsibility of doing original, creative work in the major subject. Benefits of the major program are greatest when it includes a culminating and synthesizing experience such as a senior seminar, an undergraduate thesis, or a senior project.

### REQUIREMENTS

Undergraduates must select a major by the time they achieve junior status (85 units completed). All undergraduate major programs listed in this bulletin, except for certain honors degree programs that require application and admission in advance, are open to all students. Students may use Axxess to declare, drop or exchange a major at any time. In some departments or programs, though, a late change could easily result in extending the period of undergraduate study. Students who have applied to graduate, wish to declare an individually designed major or pursue a dual B.A./B.S. degree, and coterminal students must use printed forms to select or change a major. Students requiring assistance should contact the Office of the University Registrar, Old Union, room 141.

Check individual department or program listings in this bulletin for the undergraduate degrees offered and for specific major requirements. If an area of study has no baccalaureate degree, that discipline is not available as a regular undergraduate major.

Faculty set the minimum requirements for the major in each department. These requirements usually allow latitude for tailoring a major program to a student's specific educational goals. The responsibility for developing a major program within department or program requirements lies ultimately with the individual student working in consultation with the major adviser.

### MULTIPLE MAJORS

Although most students declare only one major, a student may formally declare more than one major within a single bachelor's degree (B.A., B.S., or B.A.S.) program. The student may do that either at the time of initial major declaration or, as may be more advisable given the planning required to complete more than one major, by amending the original declaration. The student's major departments or programs will have access routinely to all information pertinent to that student's academic record (for example, course and grade information), and each is expected to provide advising and other assistance. Students may pick up appropriate information regarding major declarations from the Office of the University Registrar. To be awarded a bachelor's degree with multiple majors, the student must fulfill the following requirements:

1. Formally declare all majors to the Office of the University Registrar.
2. Satisfy the requirements of each major without applying any course towards the requirements of more than one major or any minor unless:
  - a) overlapping courses constitute introductory skill requirements (for example, introductory math or a foreign language);
  - b) overlapping courses enable the student to meet school requirements (for example, for two majors within the School of Engineering). Currently, only the School of Engineering has school requirements for its undergraduate majors.

Students pursuing multiple majors must complete a multiple major program form indicating which courses they plan to apply toward each major and any minor(s). Departments must certify that the plan of study meets all requirements for the majors and any minor(s) without unallowable overlaps in course work. To facilitate advance planning, multiple

## UNDERGRADUATE MAJOR UNIT REQUIREMENTS

Major Department	Units required outside the dept./program	Units required within the dept./program	Total # of units	Notes/Special Requirements	WIM Course
<b>School of Earth Sciences</b>					
Earth Systems	84-100	28	130	Internship/Senior Seminar	EARTHSYS 210
Geological & Environmental Sciences	25-29	55-62	80-91	advanced summer field experience	GES 54Q, 55Q, 110,131, 151,152,185,190
Engr.Geol. & Hydrogeology	54-62	34-37	88-99		
Geophysics	43-45	15	min. 58		GEOPHYS 185
Petroleum Engineering	74	39-40	111-112		PETENG 180
<b>School of Engineering</b>					
Chemical Engineering	min. 58	min. 55	min. 113		CHEMENG 185A
Civil Engineering	min. 58	min. 52-55	min. 116		CEE 100
Environmental Engineering	min. 57	min. 52	min. 116		CEE 100
Computer Science	33-57	47-66	97-112	Senior Project	CS 191W,194,201,294W
Computer Systems Engineering	43-52	57-66	104-114	Senior Project	CS 191W,194,201,294W
Electrical Engineering	45	68	113		ENGR 102E and EE 108A
Engineering (Individually Designed)	min. 41	40	90-107		see adviser
Management Science and Engineering	45-88	42-62	101-132		MS&E 152W,193W,197
Material Science and Engineering	53-59	52	105-111		MATSCI 162
Mechanical Engineering	69-79	56	125-135		ENGR 102M and ME 203
Product Design	72-74	31	103-105		ENGR 102M and ME 203
<b>School of Humanities and Sciences</b>					
African and African American Studies	50	10	60	CSRE Senior Sem.	AFRICAAM 105
American Studies	approx. 25	approx. 40	approx. 65		AMSTUD 160
Anthropological Sciences	—	45	65		ANTHSCI 190,290A
Archaeology	45	20	65		ARCLGY 104
Art					ARTHIST 1
History	—	56	56	library orientation; Jr. Sem.	
Studio	—	65	65	library orientation	
Asian American Studies	55	5	60	CSRE Senior Sem.	See CSRE
<b>Asian Languages</b>					
Chinese	0-16	27-43	min. 43		CHINGEN 133
Japanese	0-20	23-43	min. 43		JAPANGEN 138
Biological Sciences	45-54	47	92-101		BIOSCI 44X,44Y,54,55, 145,165H,175H,176H BIOHOPK 44Y
Chemistry	34	52	86		CHEM 134
Chicana/o Studies	55	5	60	CSRE Senior Sem.	See CSRE
Classics		60	60		CLASSICS 176
Communication	5	min. 60	65		COMM 120
Comparative Literature		60-65	depends on track		COMPLIT 101
Comparative Studies in Race & Ethnicity	55	5	60	CSRE Senior Sem.	CSRE 200X
Cultural and Social Anthropology	—	40	65	Foreign language 2nd-year level	CASA 90

Major Department	Units required outside the dept./program	Units required within the dept./program	Total # of units	Notes/Special Requirements	WIM Course
Drama	—	65	65		DRAMA 161,162,163,164
East Asian Studies	75	—	75	senior essay; seminar Overseas studies; E. Asian country 1 quarter	CHINGEN 133; JAPANGEN 138; POLISCI 148
Economics	—	75-80	75-80	—	ECON 101
English		60	60		ENGLISH 60/160
w/ Creative Writing		60	60	dept. approval	
w/ Interdisciplinary Emphasis	20	50	70	dept. approval and interdisciplinary paper	
w/ Interdepartmental Emphasis	20	45	65	20 units in foreign lang. lit.; dept. approval	
Feminist Studies	45	15 core	60	focus statement; practicum	FEMST 260B
French and Italian					
French	max. 24	32 above #100	56 above #100	—	FRENLANG 123,
French and English Literatures	max. 24	32 above #100	56 above #100	4 Eng. Lit. courses	FRENLIT 261
French and Italian Literatures	max. 24	32 above #100	56 above #100	4 Ital. Lit. courses	
French and Philosophy	min. 21	32 above #100	65	Gateway course; Capstone	
Italian	max. 28	32 above #100	60 above #100	—	ITALLANG 114
Italian and English Literatures	max. 28	32 above #100	60 above #100	4 Eng. Lit. courses	
Italian and French Literatures	max. 28	32 above #100	60 above #100	4 Fr. Lit. courses	
Italian and Philosophy	min. 21	32 above #100	65	Gateway course; Capstone	
German Studies	0-25	35-60	60	3 above #130	GERLIT 123N,131A, 133E,134B
German and Philosophy	min. 21	min. 39	65	Gateway course; Capstone	
History	—	58-60	58-60	3 above #130	HISTORY 102A,200A,B,C, 200X,203D,204,208A,211, 213,217C,226,240,242,245, 246A,248S,249S,250B,257A, 259A,260A,262S,272,275A, 279286A,288,297A
Human Biology	min. 13	min. 39	min. 84	Internship	HUMBIO 3B
Interdisciplinary Studies in Humanities					
Option for Premeds	approx. 60 approx. 110 (incl. premed requirements)	28 (honors) 28 (honors)	approx. 87 approx. 137	honors only major honors only major	HUMNTIES 200A,B,C HUMNTIES 200A,B,C
International Relations	55-65	0-10	65	2 yr. foreign lang.; Overseas studies 1 qtr.	INTNLREL 130,131,135,163 POLISCI 110D,148,215
Jewish Studies (Individually Designed)	75-77	—	75-77		See CSRE
Linguistics	—	50	50	foreign lang. @ 6th-quarter level	LINGUISTIC 150
Mathematical & Computational Science			73-78		MATH 109,110,120 STATS 166
Mathematics	up to 15 units	49	64		MATH 109,110,120,171
Music	—	67	66-76	piano-proficiency & ear-training exam	2 from: MUSIC 140-145, 148,151
Music, Science, & Technology	—	66	66-76	piano-proficiency & ear-training exam	MUSIC 151
Native American Studies	55	5	60	CSRE Senior Sem.	See CSRE
Philosophy	—	55	55	course in 194 series	PHIL 80
Philosophy and Literature	min. 15	min. 47	65	Gateway course; 194	
Philosophy and Religious Studies	—	60	60	3 seminars; 20 units in each dept. + 20 advanced units from both depts.	PHIL 80 or RELIGST 112,290
Physics	18-21	56-61	74-82		PHYSICS 107

Major Department	Units required outside the dept./program	Units required within the dept./program	Total # of units	Notes/Special Requirements	WIM Course
Political Science	0-10	50-60	60		POLISCI 110D,124R,148, 215,231S,248,299R
Psychology	—	55	55		PSYCH 50,60,70,75,110
Public Policy	55	28	83	15 units in concentration, Senior Seminar	PUBLPOL 104
Religious Studies	—	60	60	3 seminars; 25 units in concentration	RELIGST 112,290
Science, Technology, & Society					STS 110
B.A.	37	32	69	min. 12 units in technical literacy min. 20 units in concentration	
B.S.	50	32	82	min. 50 units in technical depth	
Slavic Languages and Literatures					SLAVLIT 146
Russian Language and Literature	—	52	52	1st- and 2nd- year Russian	
Russian Language, Culture, & History	12-16	35-39	52	1st- and 2nd- year Russian	
Russian Literature and Philosophy	21	40	67	Gateway course; Capstone	
Sociology	—	60	60		SOC 200,202
Spanish & Portuguese		20-25	50		SPANLANG 102B SPANLIT 102
Symbolic Systems	71	2	73	—	PHIL 80
Urban Studies	59	11	70		URBANST 120,200 ARTHIST 254 POLISCI 221S

major program forms are available at any time from <http://registrar.stanford.edu>. This must be submitted to the Office of the University Registrar by the application to graduate deadline for the term in which the student intends to graduate.

When students cannot meet the requirements of multiple majors without overlaps, the secondary major, outlined below, may be relevant.

## SECONDARY MAJOR

In some cases, students may complete course requirements for more than one major, but they may not meet the requirements outlined for the multiple major option. For example, the student may develop a course plan in which courses requisite for one major overlap with requirements for another. In these cases, the student may declare a secondary major which will result in the transcript bearing an annotation that the course requirements for that major have also been met.

## LIMITS OF THE MAJOR

In order to achieve the values of study in depth, a well-structured major should constitute approximately one-third of a student's program (55-65 units). To ensure the values of breadth, a major should comprise no more than two-thirds of a student's program (115-125 units). And, to avoid intellectual parochialism, a major program should not require a student to take more than about one-third of his or her courses from within a single department.

Major requirements in cognate subjects essential to the structure of a given major should be counted as part of the major program in applying these guidelines. Department or school requirements designed to provide extra disciplinary breadth should not be counted.

For a limited number of qualified students, many departments and programs offer special programs leading to degrees with honors. A student may apply to the major department or program for acceptance into the honors program. Demands on the student may vary, but all honors programs encourage creative, independent work at an advanced level in addition to the major requirements.

The guidelines set forth here are deliberately general; implementation must take into account the specific needs of a student's program and the nature of the discipline or disciplines involved. The exercise of responsibility in achieving the desired educational balance belongs first with the student, who, after all, has the strongest interest in the value of his or her education. It belongs secondarily to departments and major programs, which must set the requirements of competence in the many majors offered.

# DEGREES, HONORS, AND MINORS

## CONFERRAL OF DEGREES

Upon recommendation to the Senate of the Academic Council by the faculty of the relevant departments or schools and the Committee on Undergraduate Standards and Policy, degrees are awarded four times each year, at the conclusion of Autumn, Winter, Spring, and Summer quarters. All diplomas, however, are prepared and awarded in Spring Quarter. Stanford University awards no honorary degrees.

Students must apply for conferral of an undergraduate or graduate degree by filing an Application to Graduate by the deadline for each term. The deadlines are published in the *Time Schedule of Classes*. A separate application must be filed for each degree program and for each conferral term. Applications are filed through Axess, the online service which allows students to update their administrative/academic records.

Requests for conferral are reviewed by the Office of the University Registrar and the student's department, to verify completion of degree requirements. Course enrollment is required in the conferral term or the term immediately preceding. Students with unmet financial obligations resulting in the placement of a hold on their registration will not receive a transcript, statement of completion, degree certificate, or diploma until the hold is released by Student Financial Services.

Students are typically expected to apply to graduate during the term in which they expect to be awarded a degree. The University, however, reserves the right to confer a degree on a student who has completed all of the requirements for a degree even though the student has not applied to graduate; such an individual would then be subject to the University's usual rules and restrictions regarding future enrollment or registration.

Students who wish to withdraw a request for conferral or make changes to the Application to Graduate should notify the Office of the University Registrar in writing. Students who withdraw their graduation applications or fail to meet degree requirements must reapply to graduate in a subsequent term.

## THE UNDERGRADUATE MINOR

Students completing a bachelor's degree may elect to complete one or more minors in addition to the major. Minors must be officially declared by students no later than the deadline for their application(s) to graduate, according to declaration procedures developed and monitored by the Registrar. Earlier deadlines for declaration of the minor may be set by the offering school or department. Satisfactory completion of declared minors is noted on the students' transcripts after degree conferral.

A minor is a coherent program of study defined by the department or degree program. It may be a limited version of a major concentration or a specialized subset of a field. A minor consists of no fewer than six courses of 3 or more units to a maximum of 36 units of letter-graded work, except where letter grades are not offered. Departments and degree programs establish the structure and requirements of each minor in accordance with the policy above and within specific guidelines developed by the deans of schools. Programs which do not offer undergraduate degrees may also make proposals to their cognizant deans to establish a minor. Requirements for each minor are described in the individual department or program listings in this bulletin.

Students may not overlap (double-count) courses for completing major and minor requirements, unless:

1. Overlapping courses constitute introductory skill requirements (for example, introductory math or a foreign language), *or*
2. Overlapping courses enable the student to meet school requirements (for example, for a major within the School of Engineering and a minor). Currently, only the School of Engineering has school requirements for its undergraduate majors.

Undergraduate students use Axxess to declare or drop a minor.

Students with questions about declaring minors or double-counting courses towards combinations of majors and/or minors should consult with the departments or programs involved or the Office of the University Registrar, Old Union.

## BACCALAUREATE HONORS

*With Distinction*—In recognition of high scholastic attainment, the University, upon recommendation of a major department or program, awards the Bachelor's Degree with Distinction. Distinction is awarded to 15% of the graduating class based on cumulative grade point averages. Distinction is calculated at the end of the Winter Quarter for each graduating class.

Students are also urged to consider the departmental honors programs that may give depth to their major study and to consider, as well, how the interdisciplinary honors programs might contribute to the quality of their undergraduate education.

*Departmental Honors Programs*—In recognition of successful completion of special advanced work, departments may recommend their students for honors in the major. Departmental honors programs demand independent creative work at an advanced level in addition to major requirements.

*Interdisciplinary Honors Programs*—In recognition of successful completion of honors program requirements, the following interdisciplinary programs can recommend students majoring in any field for honors in their program:

- Education
- Environmental Science, Technology, and Policy
- Ethics in Society
- Feminist Studies
- International Security Studies
- Humanities
- Latin American Studies
- Science, Technology, and Society

The interdisciplinary honors programs are designed to complement study in a department major. The requirements for these honors programs are described in the department sections of this bulletin.

*Foreign Language Proficiency*—The notation "proficiency in (language)" appears on the official transcripts of those students whose levels of achievement are found by procedures established by the language department to be roughly equivalent to knowledge an excellent student can be expected to demonstrate late in the third quarter of the third year of study in that language.



# Graduate Degrees

## GENERAL REQUIREMENTS

For each Stanford advanced degree, there is an approved course of study which meets University and department requirements. The University's general requirements, applicable to all graduate degrees at Stanford, are described below. University requirements pertaining to only a subset of advanced degrees are described in the "Degree-Specific Requirements" section.

See the "Graduate Programs" section of each department's listing for specific department degree requirements. Additional information on professional school programs is available in the bulletins of the Graduate School of Business, the School of Law, and the School of Medicine.

### ENROLLMENT REQUIREMENTS

Graduate students must enroll in courses for all terms of each academic year (Autumn, Winter, and Spring quarters or, for Law students, Autumn and Spring semesters), from the admission term until conferral of the degree. The only exception to this requirement occurs when the student is granted an official leave of absence. Failure to enroll in courses for a term during the academic year without taking a leave of absence results in denial of further enrollment privileges unless and until reinstatement to the degree program is granted and the reinstatement fee paid. Registration in Summer Quarter is not required and does not substitute for registration during the academic year. Students possessing an F1 or J1 student visa may be subject to additional course enrollment requirements in order to retain their student visas.

In addition to the above requirement for continuous registration during the academic year, all graduate students are required by the University to be registered:

1. In each term during which any official department or University requirement is fulfilled, including qualifying exams or the University oral exam.
2. In any term in which a University dissertation/thesis is submitted or at the end of which a graduate degree is conferred, unless the student was registered the prior term.
3. Normally, in any term in which the student receives financial support from the University.
4. In any term for which the student needs to use University facilities.
5. For international students, in any term of the academic year (summer may be excluded) for which they have non-immigrant status (i.e., a J-1 or F-1 visa).

Individual students may also find themselves subject to the registration requirements of other agencies (for example, external funding sources such as federal financial aid). Course work and research are expected to be done on campus unless the department gives prior approval for study in absentia and a petition for in absentia registration is approved by the Office of the University Registrar.

### LEAVES OF ABSENCE

Graduate students who do not meet the requirement for continuous registration during the academic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. The leave of absence must be reviewed for approval by the chair or director of graduate studies of the student's major department and, if the student is in the United States on a foreign student visa, by the Bechtel International Center. The granting of a leave of absence is at the discretion of the department and subject to review by the Office of the University Registrar.

New graduate students and approved coterminal students may not take a leave of absence during their first quarter. Coterminal students are required to register their first graduate quarter. However, new Stanford students may request a deferment from the department.

Leaves of absence are granted for a maximum of one calendar year. Leaves requested for a longer period are approved only in exceptional circumstances (for example, mandatory military service). An extension of leave (a maximum of one year) for students in master's programs or for doctoral students is approved only in unusual circumstances. Extension requests must be made before the expiration of the original leave of absence. Leaves of absence may not exceed a cumulative total of two years.

Students on leave of absence are not registered at Stanford and, therefore, do not have the rights and privileges of registered students. They cannot fulfill any official department or University requirements during the leave period.

Students on leave may complete course work for which an Incomplete grade was awarded in a prior term and are expected to comply with the maximum one-year time limit for resolving incompletes; a leave of absence does not stop the clock on the time limit for resolving incompletes.

### REINSTATEMENT

Students who fail to be either enrolled by the study list deadline or approved for a leave of absence by the start of a term are required to apply for reinstatement through the Graduate Admissions Office before they can return to the same degree program. The decision to approve or deny reinstatement is made by the student's department or program. Departments are not obliged to approve reinstatements of students. Reinstatement decisions may be based on the applicant's academic status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, and the ability of the department to support the student both academically and financially, as well as any other factors or considerations regarded as relevant by the department.

Reinstatement information is available from the Graduate Admissions Office. A fee is required. Reinstatement applications must be submitted prior to the first day of the term for which reenrollment is requested if the student is registering for courses.

### RESIDENCY POLICY FOR GRADUATE STUDENTS

Each type of graduate degree offered at Stanford (for example, Master of Science, Doctor of Philosophy) has a residency requirement based on the number of academic units required for the degree. These residency requirements and the maximum allowable transfer units for each degree type are listed below.

The unit requirements for degrees can represent solely course work required for the degree or a combination of course work, research, and a thesis or dissertation. Academic departments and schools offering degrees may establish unit requirements that are higher than the minimum University residency requirement, but they may not have a residency requirement that is lower than the University standard. In addition to the University's residency requirement based on a minimum number of units for each degree, the School of Medicine and the Graduate School of Business may establish residency requirements based on the number of quarters of full-time registration in which students are enrolled to earn a degree. However, in no case may a student earn fewer units than the University minimum for each degree. All residency requirements are published in the *Stanford Bulletin*. Students should consult the *Stanford Bulletin* or their academic department to determine if their degree program has residency requirements that exceed the minimum.

It continues to be Stanford University's general policy that units are applicable toward only one degree. Units may not normally be duplicated or double-counted toward the residency requirement for more than one degree. Exceptions to this general policy for specified combinations of degree types may be approved by agreement of the Vice Provost and Dean of Research and Graduate Policy and the deans of the schools affected, with review by the Committee on Graduate Studies.

Only completed course units are counted toward the residency requirement. Courses with missing, incomplete, in progress, or failing grades do not count toward the residency requirement.



Terminal Graduate Registration (TGR) is available to graduate students who have met all of the following criteria: (1) completion of the University's residency requirement; (2) completion of all course work required for the degree with grades recorded in all courses; (3) completion of any qualifying examinations or research work required by the school or department; (4) establishment of a reading committee for the dissertation; and (5) completion of any other requirements stipulated by the students' academic department.

This policy is effective for students who enter graduate programs beginning in the Autumn Quarter of the 2001-02 academic year. (For information about the residency policy in effect for students who entered prior to Autumn Quarter 2001, see the *Stanford Bulletin* 2000-01.)

### UNIVERSITY MINIMUM RESIDENCY REQUIREMENTS FOR GRADUATE DEGREES

Degree Type	Minimum # of Units	Maximum Allowable Transfer Units
M.A., M.S., M.F.A., M.A.T., M.L.A.	45	0
Engineer*	90	45
Ed.S.	90	45
M.B.A.	90	0
Ph.D., D.M.A., Ed.D. †**	135	45
M.D.	235	90
J.D.	86 (semester)	30
M.L.S.	30 (semester)	0
J.S.M.	26 (semester)	0
J.S.D.	26 (semester)	0
L.L.M.	26 (semester)	0

\* Units completed at Stanford toward a master's degree or accepted as transfer credit in an Engineering discipline may be used toward the 90-unit residency requirement for the Engineer degree.

† Students in the Ph.D. programs in the Biomedical Sciences usually require substantially more than 135 units.

\*\* Up to 45 units completed at Stanford toward a master's degree or accepted as transfer credit may be used toward the 135 required for the doctoral degree. At least 90 units of work at Stanford are necessary to complete the 135 units.

### RESIDENCY REQUIREMENT IN COTERMINAL PROGRAMS

The University minimum requirements for the coterminal bachelor's/master's program are 180 units for the bachelor's degree plus 45 (or higher departmental requirement, as determined by each graduate department) unduplicated units for the master's degree. The requirements for the coterminal program with dual undergraduate degrees are 225 units for the two bachelor's degrees, and 45 units for the master's degree. For the 45-unit University minimum for the master's degree, all courses must be at or above the 100 level and 50 percent must be courses designated primarily for graduate students (typically at least at the 200 level). Department requirements may be higher. Units for a given course may not be counted to meet the requirements of more than one degree, that is, no units may be double-counted. No courses taken more than two quarters prior to admission to the coterminal master's program may be used to meet the 45-unit University minimum requirement for the master's degree.

*Tuition Rate for Graduate Engineering*—The tuition rate for graduate Engineering is higher than for undergraduate programs. Students enrolled in a coterminal program in the School of Engineering begin to pay the higher graduate Engineering tuition rate after 12 full-tuition undergraduate quarters.

Coterminal students in the School of Engineering, with two undergraduate degrees, are assessed the graduate Engineering tuition rate in the quarter *after* they have been enrolled for 15 full-tuition quarters.

Engineering coterminal students would also start paying the graduate Engineering tuition rate if any undergraduate degree is conferred or if they are granted any graduate aid. Once charged under the graduate Engineering tuition schedule, the tuition will not revert thereafter to the undergraduate rate.

For additional information on the coterminal bachelor's/master program, see Coterminal Bachelor's and Master's Degrees in the "Undergraduate Degrees" section of this bulletin.

### TRANSFER CREDIT FOR GRADUATE WORK DONE ELSEWHERE

After at least one quarter of enrollment, students pursuing an Engineer, Ed.S., D.M.A., Ed.D., or Ph.D. may apply for transfer credit for graduate work done at another institution. Engineer or Ed.S. candidates who also earned their master's at Stanford are not eligible for transfer residency credit, nor are any master's degree students.

Students enrolled at Stanford who are going to study elsewhere during their degree program should obtain prior approval of any transfer credit sought before their departure. (One semester unit or hour equals 1.5 quarter units.)

The following criteria are used by the department in determining whether, in its discretion, it will award transfer credit for graduate-level work done at another institution:

1. Courses should have comparable Stanford counterparts that are approved by the student's department. A maximum of 12 units of courses with no Stanford counterparts and/or research units may be granted transfer credit.
2. The student must have been enrolled in a student category which yields graduate credit. The maximum amount of credit given for extension and nonmatriculated (non-degree) courses is one quarter. No transfer credit is given for correspondence work.
3. Courses must have been taken after the conferral of the bachelor's degree. The only exception is for work taken through programs structured like the Stanford coterminal bachelor's/master's program.
4. Courses must have been completed with a grade point average (GPA) of 3.0 (B) or better. Pass grades are accepted only for courses for which letter grades were not an option and for which the standard of passing is 'B' quality work.
5. Courses must have been taken at a regionally accredited institution in the U.S. or at an officially recognized institution in a foreign country. Courses taken at foreign universities must be at the level of study comparable to a U.S. graduate program.

The Application for Transfer Credit for Graduate Work Done Elsewhere is reviewed by the department and the Office of the University Registrar.

### GRADUATE UNITS REQUIREMENTS

The University's expectation is that the units counted towards all graduate degrees are primarily in graduate courses. All units must be in courses at or above the 100 level and at least 50 percent of those must be courses designated primarily for graduate students (typically at least the 200 level). Units earned in courses below the 100 level may not be counted towards the minimum unit requirement for the master's degree. Department specifications for the level of course work accepted for a particular master's degree program may be higher than the University's specifications.

### POLICY ON MINIMUM PROGRESS REQUIREMENTS FOR GRADUATE STUDENTS

The academic requirements for graduate students include timely completion of University, department, and program requirements, such as admission to candidacy, successful completion of qualifying exams, and so on. Graduate students must also meet the following standards of minimum progress as indicated by units and grades. (These standards apply to all advanced degree programs except the School of Business Ph.D., and the M.B.A., M.L.S., J.D., L.L.M., J.S.M., J.S.D., M.D., and M.L.A., which follow guidelines issued by the respective schools and are described in their respective school bulletins.)

Graduate students enrolled for 11 or more units must pass at least 8 units per term by the end of each term. Those registered for fewer than 11 units must pass at least 6 units per term by the end of each term, unless other requirements are specified in a particular case or for a particular program.

In addition, graduate students must maintain a 3.0 (B) grade point average overall in courses applicable to the degree.

Department requirements for minimum progress that set a higher standard for units to be completed, or a higher or lower standard for grade point average to be maintained, take precedence over the University policy; any such different standards must be published in the *Stanford Bulletin*.

Students identified as not meeting the requirements for minimum progress are reviewed by their departments to determine whether the problem lies with administrative matters such as reporting of grades or with academic performance. Students have the opportunity to explain any special circumstances. Approval for continuation in the degree program is contingent on agreement by the student and department to a suitable plan to maintain appropriate progress in subsequent quarters. Dismissal of graduate students is addressed in separate guidelines.

Graduate students who have been granted Terminal Graduate Registration (TGR) status must enroll each term in the TGR course (801 for master's and Engineer programs or 802 for doctoral programs) in their department in the section appropriate for the adviser. An 'N' grade signifying satisfactory progress must be received each quarter to maintain registration privileges. An 'N-' grade indicates unsatisfactory progress. The first 'N-' grade constitutes a warning. A second consecutive 'N-' grade will normally cause the department to deny the student further registration until a written plan for completion of degree requirements has been approved by the department. Subsequent 'N-' grades are grounds for dismissal from the program.

## GUIDELINES FOR DISMISSAL OF GRADUATE STUDENTS FOR ACADEMIC REASONS

Admission to graduate programs at Stanford is highly selective. It is anticipated that every admitted student will be able to fulfill the requirements for the advanced degree. This document provides guidelines to be used in the unusual circumstance that a department must consider dismissal of a graduate student for academic reasons. These guidelines apply to all advanced degree programs except those in the Schools of Law and Business and the M.D. program in the School of Medicine, which follow guidelines issued by the respective schools.

The principal conditions for continued registration of a graduate student are the timely completion of the University, department, and program requirements for the degree, and fulfillment of minimum progress requirements. The guidelines that follow specify procedures for dismissal of graduate students who are not meeting these conditions. In such cases, a departmental committee (hereafter "the committee"), whether the department's committee of the faculty or other committee authorized to act on the department's behalf such as the departmental graduate studies committee, will:

1. Where possible and as early as possible, warn the student, in writing, of the situation and deficiency. A detailed explanation of the reason for the warning should be provided.
2. Consider extenuating circumstances communicated by the student.
3. Decide the question of dismissal by majority vote of the committee (with at least three faculty members participating in the committee's deliberation), and communicate the decision to the student in writing.
4. Place a summary of department discussions, votes, and decisions in the student's file.
5. Provide students the opportunity to examine their department files, if requested.
6. Provide students with information on their rights to appeal under the Student Academic Grievance Procedures. (These are included in the *Stanford Bulletin*.)

Careful records of department decisions safeguard the rights of both students and faculty.

## ADDITIONAL SPECIFICS FOR DEGREES WITH CANDIDACY

*Before Candidacy*—The committee may vote to dismiss a student who is not making minimum progress or completing requirements in a timely way before review for admission to candidacy. Before considering dismissal, the committee should communicate with the student (which may include a meeting with the student) concerning his or her academic performance and how to correct deficiencies, where such deficiencies are deemed correctable.

In a review for admission to candidacy, if the committee votes not to recommend the student for admission to candidacy, the vote will result in the dismissal of the student from the program. The department chair, or Director of Graduate Studies, or the student's adviser shall communicate the department's decision to the student in writing and orally. The student may submit a written request for reconsideration. The committee shall respond in writing to the request for reconsideration; it may decline to reconsider its decision.

*During Candidacy*—When a student admitted to candidacy is not making minimum progress or not completing University, department, or program requirements in a timely manner, the student's adviser, the Director of Graduate Studies, or department chair, and other relevant faculty should meet with the student. A written summary of these discussions shall be sent to the student and the adviser and added to the student's department file. The summary should specify the student's academic deficiencies, the steps necessary to correct them (if deemed correctable), and the period of time that is allowed for their correction (normally one academic quarter). At the end of the warning period, the committee should review the student's progress and notify the student of its proposed actions. If the student has corrected the deficiencies, he or she should be notified in writing that the warning has been lifted.

If the deficiencies are not deemed correctable by the committee (for example, the failure of a required course or examination, or a pattern of unsatisfactory performance) or if, at the end of the warning period, the student has not in the view of the committee corrected the deficiencies, the committee may initiate proceedings for dismissal. The student shall be notified, in writing, that the case of dismissal will be considered at an impending committee meeting. The student has the right to be invited to attend a portion of the scheduled meeting to present his or her own case; a student may also make this case to the committee in writing.

After full discussion at the committee meeting, the committee, without the student present, shall review the case and vote on the issue of dismissal. The student shall be sent a written summary of the discussion, including the committee's decision and the reasons for it. The student may submit a written request for reconsideration. The committee's response to the request for reconsideration shall be made in writing; it may decline to reconsider its decision.

## CONFERRAL OF DEGREES

Upon recommendation to the Senate of the Academic Council by the faculty of the relevant departments or schools and the Committee on Graduate Studies, degrees are awarded four times each year, at the conclusion of Autumn, Winter, Spring, and Summer terms. All diplomas, however, are prepared and awarded in Spring Quarter. Stanford University awards no honorary degrees.

Students must apply for conferral of a graduate degree by filing an Application to Graduate by the deadline for each term. The deadlines are published in the *Time Schedule of Classes*. A separate application must be filed for each degree program and for each conferral term. Applications are filed through Axxess, the online service which allows students to update their administrative/academic records.

Requests for conferral are reviewed by the Office of the University Registrar and the student's department to verify completion of degree requirements. Students must either be registered or on grace quarter in the term of degree conferral; see "Grace Quarter" below in this section of this Bulletin. Students with unmet financial obligations resulting in the placement of a hold on their registration will not receive a transcript, statement of completion, degree certificate, or diploma until the hold is released by the Office of Student Financial Services.

Students are typically expected to apply to graduate during the term in which they expect to be awarded a degree. The University, however, reserves the right to confer a degree on a student who has completed all of the requirements for a degree even though the student has not applied to graduate; such an individual would then be subject to the University's usual rules and restrictions regarding future enrollment or registration.

Students who wish to withdraw a request for conferral or make changes to the Application to Graduate should notify the Office of the University Registrar in writing. Students who withdraw their graduation applications or fail to meet degree requirements must reapply to graduate in a subsequent term.

## CHANGES OF DEGREE PROGRAMS

Graduate students are admitted to Stanford for a specific degree program. Students who have attended Stanford for at least one term and who are currently enrolled or on an approved leave of absence may submit a Graduate Program Authorization Petition to make one of the following changes: (1) change to a new degree program in the same department; (2) change to a new degree program in a different department; (3) add a new degree program in the same or a different department to be pursued with the existing program. Coterminal students must have the bachelor's degree conferred before adding a second advanced degree program.

It is important that the attempt to add or change degree programs be made while enrolled. Otherwise, a new Application for Graduate Admission must be submitted and an application fee paid. The Graduate Program Authorization Petition is submitted directly to the department in which admission is requested. If applying for a higher degree program, students may also be required to submit other application materials such as GRE Subject Test scores, a statement of purpose, or new letters of recommendation. Decisions on the petitions are made by the programs or departments to which they are directed, and are at the discretion of those programs or departments.

International students changing departments or degree programs must also obtain the approval of the Foreign Student Adviser at the Bechtel International Center. If the requested change lengthens their stay, they also are required to submit verification of sufficient funding to complete the new degree program.

Students who wish to terminate study in a graduate program should submit to the department a letter indicating the program from which they wish to withdraw and the effective date. To return to graduate study thereafter, the student is required to apply for reinstatement (if returning to the same degree program) or admission (if applying to a different program). Both applications require payment of a fee.



# DEGREE-SPECIFIC REQUIREMENTS

## MASTER OF ARTS AND MASTER OF SCIENCE

In addition to completing the general requirements for advanced degrees and the requirements specified by their department, candidates for a Master of Arts (M.A.) or Master of Science (M.S.) degree must complete their degree requirements within the time limit specified below and must outline an acceptable program of study on the Master's Degree Program Proposal.

### MASTER'S PROGRAM PROPOSAL

Students pursuing an M.A., M.F.A., M.A.T., or M.S. are required to submit an acceptable program proposal to their department during the first quarter of enrollment. Coterminal students must submit the proposal during the first quarter after their completion of 180 units. The program proposal establishes a student's individual program of study to meet University and department degree requirements. Students must amend the proposal formally if their plans for meeting degree requirements change.

In reviewing the program proposal or any subsequent amendment to it, the department confirms that the course of study proposed by the student fulfills all department course requirements (for example, requirements specifying total number of units, course levels, particular courses, sequences, or substitutes). The department confirms that all other department requirements (for example, required projects, foreign language proficiency, or qualifying exams) are listed on the form and that all general University requirements (minimum units, residency, and so on) for the master's degree will be met through the proposed program of study.

### TIME LIMIT FOR COMPLETION OF THE MASTER'S DEGREE

All requirements for a master's degree must be completed within three years after the student's first term of enrollment in the master's program (five years for Honors Cooperative students). Students pursuing a coterminal master's degree must complete their requirements within three years of their first quarter of graduate standing.

The time limit is not automatically extended by a student's leave of absence. All requests for extension, whether prompted by a leave or some other circumstance, must be filed by the student before the conclusion of the program's time limit. Departments are not obliged to grant an extension. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the department, and approval by the department.

## MASTER OF BUSINESS ADMINISTRATION

The degree of Master of Business Administration (M.B.A.) is conferred on candidates who have satisfied the requirements established by the faculty of the Graduate School of Business and the general requirements for advanced degrees. Full particulars concerning the school requirements are found in the *Graduate School of Business* bulletin. The M.B.A. must be completed within the time limit for completion of the master's degree.

## MASTER OF ARTS IN TEACHING

The program leading to the Master of Arts in Teaching (M.A.T.) is designed for experienced teachers or for individuals who have previously completed programs of teacher preparation. In addition to completing the general requirements for advanced degrees and the program requirements specified by the School of Education and by one of the academic departments participating jointly in the program, M.A.T. candidates must fulfill the requirements for a master's program proposal as specified above and complete their degrees within the time limit for completion of the master's degree.

## MASTER OF FINE ARTS

In addition to completing the general requirements for advanced degrees and the program requirements specified in the “Art and Art History” section of this bulletin, candidates for the degree of Master of Fine Arts (M.F.A.) must fulfill the requirements for a master’s program proposal and complete their degrees within the time limit for completion of the master’s degree, as specified above.

## ENGINEER

In addition to completing the general requirements for advanced degrees and the requirements specified by their department, candidates for the degree of Engineer must be admitted to candidacy and must complete a thesis per the specifications below.

## CANDIDACY

The Application for Candidacy for Degree of Engineer is an agreement between the student and the department on a specific program of study to fulfill degree requirements. Students must apply for candidacy by the end of the second quarter of the program. Honors Cooperative students must apply by the end of the fourth quarter of the program. Candidacy is valid for five calendar years.

## THESIS

A University thesis is required for the Engineer degree. Standards for professional presentation of the thesis have been established by the Committee on Graduate Studies and are detailed in *Directions for Preparing Theses for Engineer Degrees*, available from the Office of the University Registrar, Old Union.

The deadline for submission of theses for degree conferral in each term is specified by the University calendar. Three copies of the thesis, bearing the approval of the adviser under whose supervision it was prepared, must be submitted to the Office of the University Registrar before the quarterly deadline listed on the University calendar. A fee is charged for binding copies of the thesis.

Course enrollment is required for the term, or the immediately preceding term, in which the thesis is submitted. The period between the last day of final exams of one term and the first day of the subsequent term is considered an extension of the earlier term. Students submitting a thesis during this period would meet the registration requirement but would be eligible for degree conferral only in the subsequent term.

## EDUCATIONAL SPECIALIST

In addition to completing the general requirements for advanced degrees and the program requirements specified in the “Education” section of this bulletin, candidates for the degree of Educational Specialist (Ed.S.) must complete a field-based project.

## MASTER OF LEGAL STUDIES

Admission to study for the Master of Legal Studies degree (M.L.S.), a nonprofessional degree, is granted to students who hold the Doctor of Philosophy (Ph.D.) or other nonlaw doctoral degree, or who have been admitted to a nonlaw doctoral program and have completed a program of study amounting to 45 quarter units or 30 term units of work toward the doctorate, and who meet an admission standard equivalent to that required of candidates for the Doctor of Jurisprudence degree.

The M.L.S. degree is conferred upon candidates who, in not fewer than two academic terms in residence and in not more than two consecutive academic years, successfully complete 30 term units of work in the School of Law, including three first-year courses in the first Autumn term and at least one course or seminar requiring a research paper. All work shall conform to the rules and regulations of the University and the School of Law.

## DOCTOR OF JURISPRUDENCE

The degree of Doctor of Jurisprudence (J.D.) is conferred on candidates who satisfactorily complete courses in law totaling the number of units required under the current Faculty Regulations of the School of Law over not less than three academic years and who otherwise have satisfied the requirements of the University and the School of Law.

## MASTER OF LAWS

The degree of Master of Laws (L.L.M.) is conferred upon candidates who have completed one academic year (26 semester units) in residence in accordance with the rules of the University and the School of Law. The degree is designed for foreign graduate students trained in law and is available only to students with a primary law degree earned outside the United States. The L.L.M. program offers students a choice of two areas of specialization: Corporate Governance and Practice, or Law, Science, and Technology.

## MASTER OF THE SCIENCE OF LAW

The degree of Master of the Science of Law (J.S.M.) is conferred upon candidates who have completed one academic year (26 term units) with distinction in accordance with the rules of the University and the School of Law.

The degree is primarily designed for those qualified students who hold a J.D. or its equivalent and who are at the Stanford School of Law for independent reasons (for example, as teaching fellows) and who wish to combine work toward the degree with their primary academic activities. Specially qualified lawyers, public officials, academics, and other professionals who have worked outside the United States may apply for the degree through the Stanford Program in International Legal Studies (SPILS). Full particulars concerning requirements may be found in the Stanford University bulletin *School of Law*.

## DOCTOR OF THE SCIENCE OF LAW

The degree of the Doctor of the Science of Law (J.S.D.) is conferred upon candidates who hold a J.D. or its equivalent, who complete one academic year in residence, and who, as a result of independent legal research, present a dissertation that is, in the opinion of the faculty of the School of Law, a contribution to knowledge. Such work and dissertation shall conform to the rules of the School of Law and the University, as described below in the “Doctor of Philosophy” section.

Candidacy is limited to students of exceptional distinction and promise. Full particulars concerning requirements may be found in the Stanford University bulletin *School of Law*.

## DOCTOR OF MUSICAL ARTS

The degree of Doctor of Musical Arts (D.M.A.) is conferred on candidates who have satisfied the general requirements for advanced degrees, the program requirements specified in the “Music” section of this bulletin, and the candidacy requirement as described below in the “Doctor of Philosophy” section.

## DOCTOR OF EDUCATION

In addition to completing the general requirements for advanced degrees and the requirements specified by the School of Education, candidates for the Doctor of Education (Ed.D.) degree must fulfill the following requirements as detailed in the “Doctor of Philosophy” section below: candidacy, University oral examination, and dissertation.

## DOCTOR OF MEDICINE

Candidates for the degree of Doctor of Medicine (M.D.) must satisfactorily complete the required curriculum in medicine. The requirements for the M.D. degree are detailed online at <http://med.stanford.edu/>.

## DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (Ph.D.) is conferred on candidates who have demonstrated to the satisfaction of their department or school substantial scholarship, high attainment in a particular field of knowledge, and ability to do independent investigation and present the results of such research. They must satisfy the general requirements for advanced degrees, the program requirements specified by their departments, and the doctoral requirements described below. The option for a Ph.D. minor is also described below, though it is not a Ph.D. requirement.

## CANDIDACY

Admission to a doctoral degree program is preliminary to, and distinct from, admission to candidacy. Admission to candidacy for the doctoral degree is a judgment by the faculty of the student's potential to successfully complete the requirements of the degree program. Students are expected to complete department qualifying procedures and apply for candidacy by the end of their second year in the Ph.D. program. Honors Cooperative students must apply by the end of their fourth year.

The Application for Candidacy specifies a departmentally approved program of study to fulfill degree requirements, including required course work, language requirements, teaching requirements, dissertation (final project and public lecture-demonstration for D.M.A.), and University oral examination (for Ph.D. and Ed.D.). At least 3 units of work must be taken with each of four Stanford faculty members.

If the Ph.D. student is pursuing a minor, approval by the department awarding the minor is also required on the Application for Candidacy.

## TIME LIMIT FOR COMPLETION OF A DEGREE WITH CANDIDACY

All requirements for the degree must be completed before candidacy expires. Candidacy is valid for five years unless terminated by the department (for example, for unsatisfactory progress). The time limit is not automatically extended by a student's leave of absence. All requests for extension, whether prompted by a leave or some other circumstance, must be filed by the student before the conclusion of the program's time limit. Departments are not obligated to grant an extension. Students may receive a maximum of one additional year of candidacy per extension. Extensions require review by the department of a dissertation progress report, a timetable for completion of the dissertation, any other factors regarded as relevant by the department, and approval by the department.

## TEACHING AND RESEARCH REQUIREMENTS

A number of departments require their students to teach (serving as a teaching assistant) or assist a faculty member in research (serving as a research assistant) for one or more quarters as part of their doctoral programs. Detailed information is included in the department sections of this bulletin.

## FOREIGN LANGUAGE REQUIREMENT

Some departments require a reading knowledge of one or more foreign languages as indicated in department sections of this bulletin. Fulfillment of language requirements must be endorsed by the chair of the major department.

## UNIVERSITY ORAL EXAMINATION

Passing a University oral examination is a requirement of the Ph.D. and Ed.D. degrees. The purpose of the examination is to test the candidate's command of the field of study and to confirm fitness for scholarly pursuits. Departments determine when, after admission to candidacy, the oral examination is taken and whether the exam will be a test of knowledge of the field, a review of a dissertation proposal, or a defense of the dissertation.

Students must be registered in the term in which the University oral examination is taken. The period between the last day of final exams of one term and the day prior to the first day of the following term is considered an extension of the earlier term. Candidacy must also be valid.

The University Oral Examination Committee consists of at least five Stanford faculty members: four examiners and the committee chair from another department. All members are normally on the Stanford Academic Council, and the chair must be a member. Emeritus faculty are also eligible to serve as examiners or chair of the committee. (A petition for appointment of an examining committee member who is not on the Academic Council may be approved if that person contributes an area of expertise that is not readily available from the faculty.) The chair of the examining committee may not have a full or joint appointment in the adviser's or student's department, but may have a courtesy appointment in the department. The chair can be from the same department as any other

member(s) of the examination committee and can be from the student's minor department provided that the student's adviser does not have a full or joint appointment in the minor department.

The University Oral Examination form must be submitted to the department graduate studies administrator at least two weeks prior to the proposed examination date. The examination is conducted according to the major department's adopted practice, but it should not exceed three hours in length, and it must include a period of private questioning by the examining committee.

Responsibility for monitoring appointment of the oral examination chair rests with the candidate's major department. Although the department cannot require the candidate to approach faculty members to serve as chair, many departments invite students and their advisers to participate in the process of selecting and contacting potential chairs.

The candidate passes the examination if the examining committee casts four favorable votes out of five or six, five favorable votes out of seven, or six favorable votes out of eight. Five members present and voting constitute a quorum. If the committee votes to fail a student, the committee chair sends within five days a written evaluation of the candidate's performance to the major department and the student. Within 30 days and after review of the examining committee's evaluation and recommendation, the chair of the student's major department must send the student a written statement indicating the final action of the department.

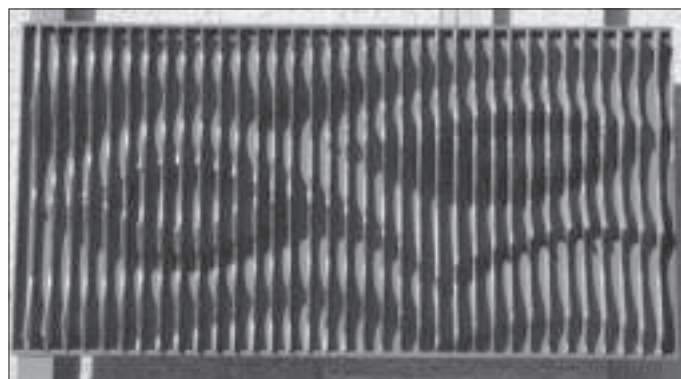
## DISSERTATION

An approved doctoral dissertation is required for the Ph.D., Ed.D., and J.S.D. degrees. The doctoral dissertation must be an original contribution to scholarship or scientific knowledge and must exemplify the highest standards of the discipline. If it is judged to meet this standard, the dissertation is approved for the school or department by the doctoral dissertation reading committee. Each member of the reading committee signs the signature page of the dissertation to certify that the work is of acceptable scope and quality. One reading committee member reads the dissertation in its final form and certifies on the Certificate of Final Reading that department and University specifications have been met.

Dissertations must be in English. Approval for writing the dissertation in another language is normally granted only in cases where the other language or literature in that language is also the subject of the discipline. Such approval is routinely granted for dissertations in the Division of Literatures, Cultures, and Languages, in accordance with the policy of the individual department. Dissertations written in another language must include an extended summary in English.

Directions for preparation of the dissertation are available from the Office of the University Registrar, Old Union. The signed dissertation copies and accompanying documents must be submitted to the Office of the University Registrar on or before the quarterly deadline indicated in the University's academic calendar. A fee is charged for the microfilming and binding of the dissertation copies.

Students must either be registered or on grace quarter in the term they submit the dissertation; see "Grace Quarter" below in this section of this Bulletin. At the time the dissertation is submitted, an Application to Graduate must be on file, all of the department requirements must be complete, and candidacy must be valid through the term of degree conferral.



# ADVISING AND CREDENTIALS

## ADVISING

By the start of their first term, students should be paired by the department with faculty advisers who assist them in planning a program of study to meet degree requirements. The department should also ensure that doctoral students are informed in a timely fashion about procedures for selecting a dissertation adviser, reading committee members, and orals committee members. Departments should make every effort to assist doctoral students who are not admitted to candidacy in finding an appropriate adviser.

Students are obliged to follow department procedures for identifying advisers and committee members for their dissertation reading and orals examinations.

Occasionally, a student's research may diverge from the area of competence of the adviser, or irreconcilable differences may occur between the student and the faculty adviser. In such cases, the student or the faculty adviser may request a change in assignment. If the department decides to grant the request, every reasonable effort must be made to pair the student with another suitable adviser. This may entail some modification of the student's research project.

In the rare case where a student's dissertation research on an approved project is in an advanced stage and the dissertation adviser is no longer available, every reasonable effort must be made to appoint a new adviser, usually from the student's reading committee. This may also require that a new member be added to the reading committee before the draft dissertation is evaluated, to keep the reconstituted committee in compliance with the University requirements for its composition.

## PUBLIC SCHOOL CREDENTIALS

Stanford University is accredited by the California Commission on Teacher Credentialing and the National Council for Accreditation of Teacher Education and is authorized to recommend candidates for credentials. The University offers a complete training program for the Single Subject Teaching Credential. The Multiple Subject Teaching Credential is only available to Stanford undergraduates who are admitted to the coterminal program. Upon completion of a Stanford approved program, the credentials will allow teachers to serve in California public schools.

Current Stanford undergraduates wishing to complete the requirements for a teaching credential should apply to the coterminal program at the School of Education. All other applicants should apply directly to the Stanford Teacher Education Program (STEP) at the School of Education.



## DOCTORAL DISSERTATION READING COMMITTEE

The Doctoral Dissertation Reading Committee consists of the principal dissertation adviser and two other readers. At least one member must be from the student's major department. Normally, all members are on the Stanford Academic Council. The student's department chair may, in some cases, approve the appointment of a reader who is not on the Academic Council, if that person is particularly well qualified to consult on the dissertation topic and holds a Ph.D. or equivalent foreign degree.

Former Stanford Academic Council members, emeritus professors, and non-Academic Council members may serve on a reading committee. If they are to serve as the principal dissertation adviser, however, the appointment of a co-adviser who is currently on the Academic Council is required.

The reading committee, as proposed by the student and agreed to by the prospective members, is endorsed by the chair of the major department on the Doctoral Dissertation Reading Committee form. This form must be submitted before approval of Terminal Graduate Registration (TGR) status or before scheduling a University oral examination that is a defense of the dissertation. The reading committee may be appointed earlier, according to the department timetable for doctoral programs. All subsequent changes to the reading committee must be approved by the chair of the major department.

## PH.D. MINOR

Students pursuing a Ph.D. may pursue a single minor in another department or program to complement their Ph.D. program. This option is not available to students pursuing other graduate degrees. Ph.D. candidates cannot pursue a minor in their own major department or program.

Except for a Ph.D. minor in Applied Linguistics, only departments that offer a Ph.D. may offer a minor, and those departments are not required to do so. The minor should represent a program of graduate quality and depth, including core requirements and electives or examinations. The department offering the minor establishes the core and examination requirements. Elective courses are planned by the students in conjunction with their minor and Ph.D. departments.

The minimum University requirement for a Ph.D. minor is 20 units of course work at the graduate level (courses numbered 200 and above). If a minor department chooses to require those pursuing the minor to pass the Ph.D. qualifying or field examinations, the 20-unit minimum can be reduced. All of the course work for a minor must be done at Stanford.

Units taken for the minor can be counted as part of the overall requirement for the Ph.D. of 135 units of graduate course work done at Stanford. Courses used for a minor may not be used also to meet the requirements for a master's degree.

A Ph.D. minor form outlining a program of study must be approved by the major and minor departments. This form is submitted at the time of admission to candidacy and specifies whether representation from the minor department on the University oral examination committee is required.

## GRACE QUARTER

Registration is required for the term, or the immediately preceding term, in which a student submits a dissertation or has a degree conferred. If the student is not enrolled in the term of dissertation submission or degree conferral, the term of submission or conferral shall be the grace quarter. Students on grace quarter must meet the following prerequisites:

1. the student has enrolled in the term immediately preceding the term chosen as the grace quarter
2. the student has formally applied to graduate, and the designated quarter of graduation is the grace quarter
3. the student has only to submit the dissertation or thesis or project by the deadline for submission in the term designated as the grace quarter
4. the student must file all necessary forms regarding grace before the first day of the term chosen as grace.

Students on grace quarter are not registered at Stanford and, therefore, do not have the rights and privileges of registered students. Only one grace quarter may be requested for each degree program.

# ACADEMIC POLICIES AND STATEMENTS

## COMPLIANCE WITH UNIVERSITY POLICIES

Registration as a student constitutes a commitment by the student to abide by University policies, rules, and regulations, including those concerning registration, academic performance, student conduct, health and safety, use of the libraries and computing resources, operation of vehicles on campus, University facilities, and the payment of fees and assessments. Some of these are set forth in this bulletin while others are available in relevant University offices.

Students should take responsibility for informing themselves of applicable University policies, rules, and regulations. A collection is available on the Stanford University policy web site at <http://www.stanford.edu/home/administration/policy.html>. Many are also set forth in the *Research Policy Handbook* and the *Graduate Student Handbook*.

The University reserves the right to withhold registration privileges or to cancel the registration of any student who is not in compliance with its policies, rules, or regulations.

## REGISTRATION AND RECORDS

### REGISTRATION AND STUDY LISTS

As early as possible, but no later than the second Sunday of the quarter, students (including those with TGR status) must submit to the Office of the University Registrar, via Axess, a study list to enroll officially in classes for the quarter. Students may not enroll in more units than their tuition charge covers, nor enroll in courses for zero units unless those courses, like TGR, are defined as zero-unit courses. Undergraduates are subject to academic load limits described in the "Amount of Work" section below.

The University reserves the right to withhold registration from, and to cancel the advance registration or registration of, any student having unmet obligations to the University.

For full registration procedures, see the quarterly *Time Schedule*.

### STUDY LIST CHANGES

Students may add courses or units to their study lists through the end of the third week of classes. (Individual faculty may choose to close their classes to new enrollments at an earlier date.) Courses or units may be added only if the revised program remains within the normal load limits.

Courses or units may be dropped by students through the end of the fourth week of classes, without any record of the course remaining on the student's transcript. No drops are permitted after this point, regardless of the grade or notation recorded in the course.

A student may withdraw from a course after the drop deadline through the end of the eighth week of each quarter. In this case, a grade notation of 'W' (withdraw) is automatically recorded on the student's transcript for that course. Students who do not officially withdraw from a class by the end of the eighth week are assigned the appropriate grade or notation by the instructor to reflect the work completed.

Through the end of the sixth week of classes, students may choose the grading option of their choice in courses where an option is offered.

If the instructor allows a student to take an 'I' (incomplete) in the course, the student must make the appropriate arrangements for that with the instructor by the last day of classes.

These policies reflect changes adopted by the Faculty Senate on June 2, 1994 which were effective Autumn Quarter 1995-96. The deadlines described above follow the same pattern each quarter but, due to the

varying lengths of Stanford's quarters, they may not always fall in exactly the week specified. Students should consult the *Time Schedule* for the deadline dates each term. Other deadlines may apply in Law, Graduate Business, Medicine, and Summer Session.

### REPEATED COURSES

Students may not enroll in courses for credit for which they received either Advanced Placement or transfer credit.

Some Stanford courses may be repeated for credit; they are specially noted in this bulletin. Most courses may not be repeated for credit. Under the general University grading system, when a course which may not be repeated for credit is retaken by a student, the following special rules apply:

1. A student may retake any course on his or her transcript, regardless of grade earned, and have the original grade, for completed courses only, replaced by the notation 'RP' (repeated course). When retaking a course, the student must enroll in it for the same number of units originally taken. When the grade for the second enrollment in the course has been reported, the units and grade points for the second course count in the cumulative grade point average in place of the grade and units for the first enrollment in the course. Because the notation 'RP' can only replace grades for completed courses, the notation 'W' cannot be replaced by the notation 'RP' in any case.
2. A student may not retake the same course for a third time unless he or she received a 'NC' (no credit) or 'NP' (not passed) when it was taken and completed the second time. When a student completes a course for the third time, grades and units for both the second and third completions count in the cumulative grade point average. The notation 'W' is not counted toward the three-retake maximum.

These policies reflect changes adopted by the Faculty Senate on June 2, 1994.

### AMOUNT OF WORK

The usual amount of work for undergraduate students is 15 units per quarter; 180 units (225 for dual degree students) are required for graduation. Registration for fewer than 12 units is rarely permitted and may cause the undergraduate to be ineligible for certification as a full-time student. The maximum is 20 units (21 if the program includes a 1-unit activity course). The maximum may be exceeded by seniors only once for compelling reasons. A past superior academic performance is not considered to be sufficient justification for exceeding the maximum. Petitions for programs of fewer than 12 or more than 20 units must be signed by the student's adviser and submitted for consideration to the Office of the University Registrar, Old Union, room 141. For additional information regarding satisfactory academic progress, refer to the "Academic Standing" section of this bulletin (below).

Graduate students are normally expected to enroll in no more than 24 units; registration for more than 24 units must be approved by the department. Under certain circumstances, graduate students may register on a part-time basis. See the "Tuition, Fees, and Housing" section of this bulletin.

During the eight-week Summer Quarter, 16 units is the maximum for all students. For details, see <http://summer.stanford.edu>.

### UNIT OF CREDIT

Every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student. Thus, in lecture or discussion work, for 1 unit of credit, one hour per week may be allotted to the lecture or discussion and two hours for preparation or subsequent reading and study. Where the time is wholly occupied with studio, field, or laboratory work, or in the classroom work of conversation classes, three full hours per week through one quarter are expected of the student for each unit of credit; but, where such work is supplemented by systematic outside reading or experiment under the direction of the instructor, a reduction may be made in the actual studio, field, laboratory, or classroom time as seems just to the department.

## AUDITING

No person shall attend any class unless he or she is a fully registered student enrolled in the course or meets the criteria for auditors. Auditors are not permitted in courses that involve direct participation such as language or laboratory science courses, fieldwork, art courses with studio work, or other types of individualized instruction. Auditors are expected to be observers rather than active participants in the courses they attend, unless the instructors request attendance on a different basis. Stanford does not confer credit for auditing, nor is a permanent record kept of courses audited. Students who have been suspended are not permitted to audit.

In all cases of auditing, the instructor's prior consent and the Office of the University Registrar's prior approval are required. Further information is available from the Office of the University Registrar.

## LEAVES OF ABSENCE AND REINSTATEMENT (UNDERGRADUATE)

Undergraduates are admitted to Stanford University with the expectation that they will complete their degree programs in a reasonable amount of time, usually within four years. Students have the option of taking a leave of absence for one year upon filing a petition to do so with the Office of the University Registrar and receiving approval. The leave may be extended for one additional year provided the student files (before the end of the initial one year leave) a petition for the leave extension with the Office of the University Registrar and receives approval. Undergraduates who take an approved leave of absence while in good standing may enroll in the University for a subsequent quarter with the privileges of a returning student.

Students who wish to withdraw from the current quarter, or from a quarter for which they have registered in advance and do not wish to attend, must file a leave of absence petition with the Office of the University Registrar. More information is available in the "Refunds" section of this bulletin.

Students who have not enrolled at Stanford for more than two years must apply for reinstatement. The University is not obliged to approve reinstatements of students. Applications for reinstatement will be reviewed by the University Registrar and are subject to the approval of the Faculty Senate Committee on Undergraduate Standards and Policy or its designees. The Committee or its designees may determine whether the application for reinstatement will be approved or not, and/or the conditions a student must meet in order to be reinstated. Reinstatement decisions may be based on the applicant's status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, as well as any other factors or considerations regarded as relevant to the University Registrar or the Committee.

Applications for reinstatement must be submitted to the Office of the University Registrar no later than four weeks prior to the start of the term in which the student seeks to enroll in classes. Petition information and instructions may be obtained by contacting the Office of the University Registrar.

Leaves of absence for and reinstatements of graduate students are addressed in the "Graduate Degrees" section of this bulletin.

## RECORDS TRANSCRIPTS

Transcripts of Stanford records are issued by the Office of the University Registrar upon the student's request when submitted in writing or via the online AxBSS system. There is no charge for official transcripts. The courses taken and grades given in one quarter will not appear on any student's transcript until all grades received by the grade deadline have been recorded; generally, this is two weeks after final exams. The University reserves the right to withhold transcripts or records of students with unmet obligations to the University.

## CERTIFICATION OF ENROLLMENT OR DEGREES

The Office of the University Registrar can provide oral or written confirmation of registration, enrollment, or degree status. The printed certification can be used whenever enrollment or degree verification is required for car insurance, loan deferments, medical coverage, scholarship purposes, and so on. Using AxBSS, students are able to order an official certification, at no charge, that can be picked up at the Office of the University Registrar on the next business day. Certification of full- or part-time enrollment cannot be provided until after the first day of the term and the study list is filed.

Degrees are conferred quarterly, but diplomas are issued at the Commencement exercises which are held only in June. After conferral, the degree awarded to a student can be verified by contacting the Office of the University Registrar for an official transcript, a certification form, or the National Student Clearinghouse. Requests for transcripts must be made by the student in writing or through AxBSS.

Full-time enrollment for undergraduates is considered to be enrollment in a minimum of 12 units of course work per quarter at Stanford. Work necessary to complete units from previous quarters will not count toward the 12 units necessary for full-time status in the current quarter. Enrollment in 8 to 11 units is considered half-time enrollment. Enrollment in 1 to 7 units is considered less-than-half-time, or part-time enrollment. During Summer Quarter, all graduate students who hold appointments as research or teaching assistants are considered to be enrolled on at least a half-time basis.

All undergraduate students validly registered at Stanford are considered to be in good standing for the purposes of enrollment certification.

Stanford uses the following definitions (in units) to certify the enrollment status of graduate and professional students each quarter:

	<i>Business</i>	<i>Law</i>	<i>Medicine</i>	
	<i>Graduate</i>	<i>(M.B.A., Sloan)</i>	<i>(M.D.)</i>	
Full time:	8 or more	11 or more	10 or more	9 or more
Half time:	6 or 7	6-10	6-9	6-8
Part time:	5 or fewer	5 or fewer	5 or fewer	5 or fewer

TGR students enrolled in a course numbered 801 or 802 are certified as full time.

Only information classified by the University as directory information (see below) can be confirmed to inquirers other than the student.

## PRIVACY OF STUDENTS RECORDS NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the University receives a request for access.
 

The student should submit to the Registrar, Dean, chair of the department, or other appropriate University official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

A student may ask the University to amend the record that he or she believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the records he or she wants changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.



3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception is that the University discloses education records without consent to officials of another school, in which a student seeks or intends to enroll, upon request of officials at that other school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### DIRECTORY INFORMATION

The University regards the following items of information as "directory information," that is, information that the University may make available to any person upon specific request (and without student consent):

Name  
Date of birth  
Place of birth  
Directory address and phone number  
Electronic mail address  
Mailing address  
Campus office address (for graduate students)  
Secondary mailing or permanent address  
Residence assignment and room or apartment number  
Specific quarters or semesters of registration at Stanford  
Stanford degree(s) awarded and date(s)  
Major(s), minor(s), and field(s)  
University degree honors  
Institution attended immediately prior to Stanford  
ID card photographs for University classroom use

Students may prohibit the release of any of these items listed above by designating which items should not be released on the Privacy function of Axess.

Students, faculty, and others with questions regarding student records should contact the Office of the University Registrar.

### CONSENT TO USE OF PHOTOGRAPHIC IMAGES

Registration as a student and attendance at or participation in classes and other campus and University activities constitutes an agreement by the student to the University's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such classes and other campus and University activities.

If any student in a class where such photographing or recording is to take place does not wish to have his or her image or voice so used, the student should raise the matter in advance with the instructor.

### STANFORD UNIVERSITY ID NUMBER

The Stanford University ID is a number assigned to each student's academic record for unique identification. It is printed on the Stanford University ID card and on documents distributed by the Office of the University Registrar and other administrative offices.

### SUNET ID

The SUNet ID provides access to the Stanford University Network (SUNet) and its services, and identifies authorized users of these services. Each member of the Stanford electronic community creates a unique SUNet ID and password for him/herself.

SUNet IDs provide:

Axess services  
Email service  
Storage space within Stanford's distributed file system  
Usenet newsgroups  
World wide web services, including serving of personal web pages on the Leland system and access to Stanford Web Resources

### IDENTIFICATION CARDS

ID cards are available to registered students, faculty, and regular staff through the Stanford ID Card Office, Old Union, Room 100. The ID card serves as an identification card, an electronic key, and a debit card, allowing cardholders to use services for which they have privileges, to enter facilities, and to make purchases.

Married students or students with a domestic partner (same or opposite sex) may obtain a courtesy identification card for their spouse/partner through the Stanford Card ID Office, Old Union. The spouse/partner card enables use of some campus services during terms for which the student is registered.

Similar courtesy cards are also available to the spouses and same-sex partners of faculty and regular staff.

ID cards bear a photograph of the cardholder. This photograph is maintained in an online database and, as stated above in Directory Information, is available for classroom use upon specific request and without student consent unless the student has designated that the photograph not be released. Photographs can be designated as private using the Privacy function of Axess.

### PERSONAL IDENTIFICATION NUMBERS

Students eligible to use online services such as Axess, obtain a PIN through the Office of the University Registrar. The PIN, coupled with the assigned University identification number, uniquely identifies the student and serves in a place of a signature on electronic forms. The PIN and SUNet ID password must remain confidential. It is a violation of University policy to use another's PIN or identification number to misrepresent yourself in any way. Use of another student's PIN or SUNet ID password can result in loss of student privileges or other disciplinary action.

## EXAMINATIONS

### MIDTERMS

Classes that give midterm examinations outside of regular class hours must: (1) announce the date and time during the first week of the academic quarter, and (2) provide reasonable alternative times to those students for whom these announced times are not convenient. According to Honor Code interpretations and applications, different examinations may be given at these alternative times.

### END-QUARTER POLICY STATEMENT

The End-Quarter Period is a time of reduced social and extracurricular activity preceding final examinations. Its purpose is to permit students to concentrate on academic work and to prepare for final examinations.

In Autumn, Winter, and Spring quarters, End-Quarter starts seven full days (to begin at 12:01 a.m.) prior to the first day of final exams. In Spring Quarter, final examinations begin on Friday; no classes are held on Thursday, the day before. In Summer Quarter, this consists of the weekend and the four class days preceding the final examinations, which take place on Friday and Saturday of the eighth week. (See the *Time Schedule* for dates.)

During the End-Quarter Period, classes are regularly scheduled and assignments made; this regular class time is used by instructors in what-

ever way seems best suited to the completion and summation of course material. Instructors should neither make extraordinary assignments nor announce additional course meetings in order to “catch up” in course presentations that have fallen behind. They are free, however, and even encouraged to conduct optional review sessions and to suggest other activities that might seem appropriate for students preparing for final examinations.

No graded homework assignments, mandatory quizzes, or examinations should be given during the End-Quarter Period except:

1. In classes where graded homework assignments or quizzes are routine parts of the instruction process.
2. In classes with laboratories where the final examination will not test the laboratory component. In such a case, the laboratory session(s) during the End-Quarter Period may be used to examine students on that aspect of the course.

Major papers or projects about which the student has had reasonable notice may be called due in the End-Quarter Period.

Take-home final examinations, given in place of the officially scheduled in-class examination, may be distributed in the End-Quarter Period. Although the instructor may ask students to return take-home examinations early in the final examination period, the instructor may not call them due until the end of the regularly scheduled examination time for that course. Such a policy respects the principle that students’ final examinations are to be scheduled over a period of several days.

End-quarter examinations may not be held during this period. This policy preserves the instruction time for courses and protects the students’ opportunities for extensive review and synthesis of their courses.

During the End-Quarter Period, no musical, dramatic, or athletic events involving compulsory student participation may be scheduled, unless approved as exceptions by the Committee on Undergraduate Standards and Policy (C-USP), nor may routine committee meetings be scheduled (such as those of the ASSU, the Senate of the Academic Council, or the committees of the President of the University) when such meetings normally would involve student participation.

*Note*—Students who believe that there are faculty who are violating End-Quarter policy should contact the Office of the University Registrar.

## END-QUARTER EXAMINATIONS

Examinations are part of the process of education at the same time that they are a means to measure the student’s performance in course work. Their structure, content, frequency, and length are to be determined in accordance with the nature of the course and the material presented in it, subject only to the limitations contained herein.

Great flexibility is available regarding the types of examinations that an instructor may choose to employ. Examinations, including final examinations, may be, for example, in-class essay examinations, take-home essay examinations, objective examinations, oral examinations, or appropriate substitutes such as papers or projects. Instructors may use any type of examination, paper, or project, or any combination thereof, guided only by the appropriateness of the types of examinations, papers, or projects for the material upon which the student is being examined.

When the final examination is an in-class examination, the following regulations apply:

1. A three-hour period is reserved during examination week for the final examination in each course of more than 2 units. This examination period *must* be available for students, but not necessarily in its entirety, if an in-class examination is given. In courses with extraordinary meeting times, such that ambiguity might exist as regards the period reserved for the final examination, the schedule should be clarified and students informed no later than the end of the second week of the quarter.
2. Examinations in 1- or 2-unit courses must be completed by the end of the last class meeting before the End-Quarter Period, except in Summer Quarter when examinations must be completed during the last regularly scheduled class session.

When the final examination or its appropriate substitute is not an in-class examination (for example, when an instructor chooses to employ a

take-home examination, paper, or project in lieu of an in-class examination), the following regulations apply:

1. The schedule and format of the final examination or its appropriate substitute shall be made known not later than the end of the second week of the quarter and, if changed subsequently, may be only an option of the plan originally announced by the instructor.
2. Although the instructor may ask students to return take-home examinations early in the final examination period, the instructor may not call them due until the end of the regularly scheduled examination time for that course.

In submitting official Study Lists, students commit to all course requirements, including the examination procedures chosen and announced by the course instructor. In selecting courses, students should take cognizance of the official schedule of final examinations announced in the quarterly *Time Schedule*. Students anticipating conflicts in final examination schedules should seek to resolve these with the instructors involved before submitting Study Lists at the end of the second week of the quarter. If accommodation cannot be made at that time, the student should revise his or her Study List in order to be able to meet the required final examination.

If unforeseen circumstances prevent the student from sitting for the regularly scheduled examination, instructors should make alternative arrangements on an individual basis. Such unforeseen circumstances include illness, personal emergency, or the student’s required participation in special events (for example, athletic championships) approved as exceptions by the Committee on Undergraduate Standards and Policy (C-USP).

## STATEMENT CONCERNING EARLY EXAMINATIONS

Students are reminded that taking final examinations earlier than the scheduled time is a privilege, not a right. They should request this privilege only in the event of extraordinary circumstances.

Since the final examination schedule is published quarterly in the *Time Schedule* at the time of course selection and enrollment, students are expected to make their academic plans in light of known personal circumstances that may make certain examination times difficult for them.

In general, faculty members are discouraged from giving final examinations earlier than the published and announced times. If faculty nevertheless decide to administer early examinations, either the questions should be completely different from those on the regularly scheduled examination or the early examination should be administered in a highly controlled setting. An example of such a setting would be a campus seminar room where the examination questions would be collected along with students’ work and students would be reminded of their Honor Code obligations not to share information about the examination contents. Giving students easy opportunities to abuse the integrity of an examination is unfair to honest students and inconsistent with the spirit of the Honor Code.

Academic fields differ in the degree to which early examination requests present dilemmas for faculty. If, for example, an examination format consists of a small number of essay questions, where students would be greatly advantaged by knowing the question topics, faculty should be especially reluctant to allow early examinations unless they are willing to offer totally different examinations or a different kind of academic task, for example, a final paper in lieu of an examination.

# GRADING SYSTEMS

## GENERAL UNIVERSITY

The general University grading system is applicable to all schools of Stanford University except the Graduate School of Business, the School of Law, and M.D. students in the School of Medicine. Note that the GPA (grade point average) and rank in class are not computed under the general University grading system. Stanford does use an internal-only GPA which is based on units completed up to the time of conferral of the first bachelor's degree. This information is used for internal purposes only and is not displayed on the official transcript which is sent outside the University. Most courses are graded according to the general University grading system. However, courses offered through Law, Business, and Medicine are graded according to those schools' grading systems, even in cases where students in other programs are enrolled in their classes. Note also that, as to graduate students, there may be departmental requirements as to grades that must be maintained for purposes of minimum academic progress.

## DEFINITION AND EXPLANATION

The following reflects changes adopted by the Faculty Senate on June 2, 1994 and effective Autumn Quarter 1995-96. All grades/notations for courses taken in 1995-96 or later are to be visible on student transcripts.

- A Excellent
- B Good
- C Satisfactory
- D Minimal pass  
(Plus (+) and minus (-) may be used as modifiers with the above letter grades)
- NP Not Passed
- NC No Credit (unsatisfactory performance, 'D+' or below equivalent, in a class taken on a satisfactory/no credit basis)
- CR Credit (student-elected satisfactory; A, B, or C equivalent)
- S No-option Satisfactory; A, B, or C equivalent
- L Pass, letter grade to be reported
- W Withdraw
- N Continuing course
- I Incomplete
- RP Repeated Course
- \* No grade reported
- NC The notation 'NC' represents unsatisfactory performance in courses taken on a satisfactory/no credit basis. Performance is equivalent to letter grade 'D+' or below.
- NP The notation 'NP' is used by instructors in courses taken for a letter grade that are not passed.
- CR In a course for which some students will receive letter grades, the 'CR' represents performance that is satisfactory or better when the student has elected the 'CR' grading option.
- S For an activity course or a course in which the instructor elects to grade students only on a satisfactory/no credit basis, the 'S' represents performance that is satisfactory or better. For such a course, no letter grades may be assigned for satisfactorily completed work.

It should be noted that the Registrar is unable to record course grades submitted when the instructor has not observed the required distinction between 'S' and 'CR.'

The "satisfactory" options are intended to relieve the pressure on students for achievement in grades. The "satisfactory" options in no way imply fewer or different course work requirements than those required of students who elect evaluation with a letter grade. A department may limit the number of "satisfactory" courses to count for a major program. For those students admitted as freshmen for Autumn Quarter 1996-97 or later, no more than 36 units of Stanford course work (including activity courses) in which a 'CR' or 'S' was awarded can be applied toward the 180 (225 if dual degrees are being pursued) units required for a bachelor's degree. Students who enter Stanford as transfer students in 1996-97 or later are limited to 27 'CR' or 'S' units applied to the 180/225 minimum.

- L The 'L' is a temporary notation that represents creditable completion of a course for which the student will receive a permanent letter grade before the start of the next quarter. The 'L' is given when the instructor needs additional time to determine the specific grade to be recorded, but it is not appropriate if additional work is expected to be submitted by the student. A student receives unit credit for work graded 'L.'
- N The 'N' indicates satisfactory progress in a course that has not yet reached completion. Continuation courses need not continue at the same number of units, but the grade for all quarters of such a course must be the same.
- N- The 'N-' grade indicates unsatisfactory progress in a continuing course. The first 'N-' grade constitutes a warning. The adviser, department chair, and students should discuss the deficiencies and agree on the steps necessary to correct them. A second consecutive 'N-' will normally cause the department to deny the student further registration until a written plan for the completion of the degree requirements has been submitted by the student and accepted by the department. Subsequent 'N-' grades are grounds for dismissal from the program.
- I The 'I' is restricted to cases in which the student has satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial 'I' is removed.

In courses taken before 1994-95, satisfactory completion of the course work when an 'I' has been given is expected within a year from the date of the course's final examination, but an alternate time limit may be set by the instructor. Students may petition that these courses with an 'I' grade be removed from their records.

In a course taken in 1994-95 or later, 'I' grades must be changed to a permanent notation or grade within a maximum of one year. If an incomplete grade is not cleared at the end of one year, it is changed automatically by the Office of the University Registrar to an 'NP' (not passed) or 'NC' (no credit) as appropriate for the grading method of the course. Students must request an incomplete grade by the last class meeting. Faculty may determine whether to grant the request or not. Faculty are free to determine the conditions under which the incomplete is made up, including setting a deadline of less than one year.

- RP The notation 'RP' (meaning Repeated Course) replaces the original grade recorded for a course when a student retakes a course. (See repeated courses above.)
- W The notation 'W' (meaning Withdrew) is recorded when a student withdraws from a course.
- \* The '\*' symbol appears when no grade has been reported to the Registrar for courses taken prior to 2001-02. The '\*' symbol remains on the transcript until a grade has been reported.

## REPORTING OF GRADES

All grades must be reported within 96 hours after the time and day reserved for the final examination, and in no case later than noon of the fourth day (including weekends) after the last day of the final examination period.

In the case of degree candidates in Spring Quarter, final grades must be reported by noon of the day following the end of the final examination period.

## REVISION OF END-QUARTER GRADES

When duly filed with the Office of the University Registrar, end-quarter grades are final and not subject to change by reason of a revision of judgment on the instructor's part; nor are passing grades to be revised on the basis of a second trial (for example, a new examination or additional work undertaken or completed after the end of the quarter). Changes may be made at any time to correct an actual error in computation or transcription, or where some part of the student's work has been unintentionally overlooked; that is, if the new grade is the one that would have been entered on the original report had there been no mistake in computing and had all the pertinent data been before the instructor, the change is a proper one.

If a student questions an end-quarter grade based on the grading of part of a specific piece of work (for example, part of a test) on the basis of one of the allowable factors mentioned in the preceding paragraph (for example, an error in computation or transcription, or work unintentionally overlooked, but not matters of judgment as mentioned below), the instructor may review the entire piece of work in question (for example, the entire test) for the purpose of determining whether the end-quarter grade was a proper one. In general, changing an end-quarter grade is permitted on the basis of the allowable factors already mentioned whether an error is discovered by the student or the instructor; however, changing a grade is not permitted by reason of revision of judgment on the part of the instructor.

In the event that a student disputes an end-quarter grade, the established grievance procedure should be followed (see the "Statement on Student Academic Grievance Procedures" section of this bulletin).

## GRADUATE SCHOOL OF BUSINESS

Effective September 2000, all courses offered by the Graduate School of Business will be graded according to the following five-level scheme:

- H Honors. Work that is of truly superior quality.
- HP High Pass. A passing performance, and one that falls approximately in the upper quarter of passing grades.
- P Pass. A passing performance that falls in the center of the distribution of all passing grades.
- LP Low Pass. A passing performance that falls approximately in the lower quarter of passing grades.
- U Unsatisfactory. A failing performance. Work that does not satisfy the basic requirements of the course and is deficient in significant ways.

Students in some GSB courses may elect to take the course on a pass/fail basis, where any passing grade (H, HP, P, or LP) is converted to Pass, and U is converted to Fail. Students wishing to take a GSB course on a pass/fail basis should consult the GSB Registrar for rules and procedures. Prior to 2001-02, an asterisk (\*) notation was placed when no grade was reported.

## SCHOOL OF LAW

The two grading systems previously employed at the School of Law were revised effective September 2001. Under the numerical system (with letter equivalents), the range of satisfactory grades runs from 4.3 to 2.5 as outlined in the following distribution. Below the grade of 2.5 is one level of restricted credit (2.2) and one level of failure (2.1). The number grades with letter equivalents are as follows:

4.3, 4.2 .....	A+	3.4, 3.3, 3.2 .....	B+	2.2 ...	Restricted Credit
4.1, 4.0, 3.9 .....	A	3.1, 3.0, 2.9 .....	B	2.1 ...	Failure
3.8, 3.7, 3.6, 3.5 .....	A-	2.8, 2.7, 2.6, 2.5 .....	B-		

Students may elect to take a limited number of courses on a credit/restricted credit/no credit system (K/RK/NK). 'K' will be awarded for work that is comparable to numerical grades 4.3 to 2.5, 'RK' for Restricted Credit-level work (2.2), and 'NK' for Failure-level work (2.1). A limited number of courses are offered on a mandatory credit (KM)/no credit (NK) basis. 'N' is a temporary notation used in a continuing course; it is replaced with a final grade upon completion of the course series. Prior to 2001-02 an asterisk (\*) notation was placed when no grade has been reported.

## SCHOOL OF MEDICINE

In general, the following grades are used in reporting on the performance of students in the M.D. program:

- Pass (+) Indicates that the student has demonstrated to the satisfaction of the department or teaching group responsible for the course that he or she has mastered the material taught in the course.
- Fail (-) Indicates that the student has not demonstrated to the satisfaction of the department or teaching group responsible for the course that he or she has mastered the material taught in the course.

- Incomplete Indicates that extenuating medical or personal circumstances have prevented the student from completing the course requirements. This grade shall be given when requested by the student with the prior approval of the Dean for Student Affairs in the School of Medicine.
- Exempt Indicates a course that is exempted by examination. No units are awarded for courses completed.

In general, a "Fail" grade can be cleared by repeating and passing the particular course or by other arrangement prescribed by the department or teaching group. An "Incomplete" grade can be made up in a manner specified by the department or teaching group within a reasonable time; if the deficiency is not made up within the specified time, the "Incomplete" grade becomes a "Fail" grade. The opportunity to clear a "Fail" grade or an "Incomplete" grade cannot be extended to individuals who are not registered or eligible to register as students in the M.D. program. For more specific information, see <http://med.stanford.edu/md/>.

## ACADEMIC STANDING

Undergraduates matriculating in Autumn 1999 and thereafter are required to adhere to the academic standards described below. The standards include maintaining a minimum 2.0 cumulative GPA and a quantitative unit requirement for good academic standing. In addition, a minimum 2.0 cumulative GPA is required for conferral of a baccalaureate degree.

Undergraduates matriculating *prior to* Autumn 1999 are required to adhere to the academic standards described below but are *exempt* from the minimum 2.0 cumulative GPA requirement for academic standing purposes. However, departments can elect to require a minimum GPA for course work applicable to the major and the minor. Refer to departmental literature for specific requirements.

Undergraduate students normally are expected to plan their academic programs so that they can complete 180 units in four years (twelve quarters), including the requirements for a major and the General Education, Writing, and Language Requirements. Satisfactory academic progress is, on average, 45 units per academic year for four years leading to at least 180 units, a cumulative grade point average of at least 2.0, and a baccalaureate degree.

While undergraduates are expected to register for a minimum of 12 units, they are required to complete at least 9 units each quarter (by the end of the final exam period) and at least 36 units in their most recent three quarters of Stanford enrollment (by the end of the third final exam period). In addition, students are expected to maintain a cumulative grade point average of at least 2.0. Transfer work completed at other institutions is not considered in this calculation.

A student earning fewer than 9 units per quarter or fewer than 36 units in three quarters, or earning less than a 2.0 cumulative grade point average, is placed on probation. Students on probation or provisional registration status (see definitions below) are required to complete a minimum of 12 units per quarter (by the end of the final quarter examination period for each quarter) for each quarter for three consecutive quarters, and maintain a cumulative grade point average of at least 2.0 to attain good academic standing (a Stanford Summer Session Quarter counts toward the three consecutive quarter requirement if 11 or more units are completed). The faculty Subcommittee on Academic Standing may stipulate otherwise by acting upon a petition for fewer units.

Full-time enrollment is considered to be enrollment in a minimum of 12 units of course work per quarter at Stanford. Under extenuating circumstances, students may petition to the faculty Subcommittee on Academic Standing to take fewer units. Work necessary to complete units from previous quarters does not count toward the 12 units necessary for full-time enrollment in the current quarter. All students registering for fewer than 12 units should consider the effects of that registration on their degree progress, visas, deferments of student loans, residency requirements, and their eligibility for financial aid and awards.

All undergraduate students validly registered at Stanford are considered to be in good standing for the purposes of enrollment certification and athletic participation.

Units are granted for courses completed with grades 'A,' 'B,' 'C,' 'D,' 'Satisfactory' ('CR' or 'S'), and 'L.' Courses graded 'N' are counted provisionally as units completed, provided the student enrolls in the continuing segment of that course the following quarter. When the course is completed, the student receives the units for which he or she enrolled. No units are granted for a course in which the student receives an 'I' or an '\*' until the course is completed satisfactorily and the final grade reported. (See "Grading Systems" above.)

## PROBATION

A student who fails to complete at least 36 units of work in his or her most recent three quarters of enrollment at the University, or who fails to complete by the end of the final examination period at least 9 quarter units of work in his or her most recent quarter of enrollment at the University, or who has a cumulative grade point average of less than 2.0, shall be placed on probation (warning status).

A student shall be removed from probation after three consecutive subsequent quarters of enrollment at the University if, in each quarter, he or she completes a minimum of 12 units of new course work by the end of the final examination period and maintains a cumulative grade point average of at least 2.0. A student may also be removed from probation at the discretion of the subcommittee as a result of a review of individual records.

## PROVISIONAL REGISTRATION

A student who, while on probation, fails in any quarter of registration to complete a minimum of 12 units of new course work by the end of the final examination period or fails to achieve a cumulative grade point average of at least 2.0, shall be placed on provisional registration status. Provisional registration requires that a student submit a properly endorsed petition to return to Stanford.

A student shall be removed from provisional registration after three consecutive subsequent quarters of enrollment at the University if, in each quarter, he or she completes a minimum of 12 units of new course work by the end of the final examination period and maintains a cumulative grade point average of at least 2.0. A student may also be removed from provisional registration at the discretion of the subcommittee as a result of a review of individual records.

## SUSPENSION

A student who, while on provisional registration, fails to complete a minimum of 12 units of new course work by the end of the final examination period, or who fails to maintain a cumulative grade point average of at least 2.0, shall be suspended. In addition, and on occasion, a student may also be suspended directly from probation.

In general, students suspended for the first time are suspended for one year. Students suspended a subsequent time are suspended for three years.

Students suspended for one year are not eligible to enroll for four quarters (including Summer Quarter) following the quarter in which the suspension was issued. Students suspended for three years are not eligible to enroll for twelve quarters (including Summer Quarter) following the quarter in which the suspension was issued. Students are required to submit a properly endorsed petition for provisional registration to request reenrollment after the suspension period has been completed.

*Return from Suspension*—Students who have been suspended are required to petition for provisional registration to return *after* their suspension has been completed.

*Appeal of Suspension*—Students who have been suspended, and who believe they have a compelling reason to appeal their suspension, without a break in enrollment, are required to submit a petition for provisional registration.

*Early Return from Suspension*—Students who have been suspended and who believe they have a compelling reason to return early from their suspension are required to submit a petition for provisional registration.

## PETITIONING

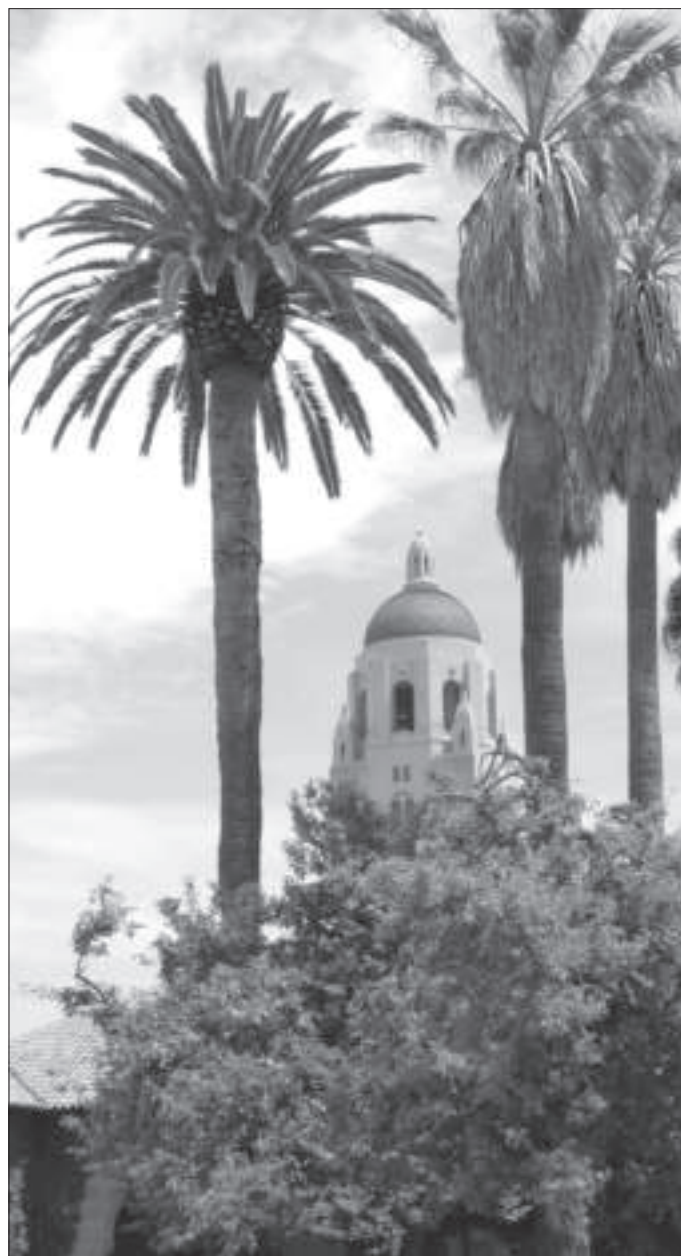
Specific instructions including deadlines for requesting provisional registration or an early return from suspension should be obtained from the Office of the University Registrar's Academic Standing section, Old Union, room 141. The Faculty Senate Subcommittee on Academic Standing, or those designated by the subcommittee, shall act upon all requests concerning academic standing, including requests for provisional registration. Questions concerning academic standing or the petitioning process should be directed to the Office of the University Registrar's Academic Standing section.

Late petitions to return from suspension, appeal a suspension, or return early from suspension *will not be considered*. Students are strongly encouraged to submit petitions as early as possible.

Students applying for financial aid and/or on-campus housing should be aware of the deadlines and procedures for those offices.

## NOTIFICATION

Written notification that a student is on probation, provisional registration, or suspension is sent to the student and to the student's academic adviser as soon as possible after the close of the quarter. Students also receive written notification of the outcome of their provisional registration petition.



# STATEMENT ON STUDENT ACADEMIC GRIEVANCE PROCEDURES

The following policy was effective beginning in the 1999-2000 academic year and is subject to periodic review.

## 1. Coverage

- a) Any Stanford undergraduate or graduate student who believes that he or she has been subjected to an improper decision on an academic matter is entitled to file a grievance to obtain an independent review of the allegedly improper decision, followed by corrective action if appropriate. A grievance is a complaint in writing made to an administrative officer of the University concerning an academic decision, made by a person or group of persons acting in an official University capacity, that directly and adversely affects the student as an individual in his or her academic capacity.
- b) Grievance procedures apply only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor or researcher; (2) a school, department, or program; (3) a committee charged to administer academic policies of a particular school, department, or program; (4) the University Registrar or a Senate committee or subcommittee charged to administer academic policies of the Senate of the Academic Council. They do not pertain to complaints expressing dissatisfaction with a University policy of general application challenged on the grounds that the policy is unfair or inadvisable, nor do they pertain to individual school, department, or program academic policies, as long as those policies are not inconsistent with general University policy.
- c) Individuals should be aware that the University Ombudsperson's Office is available to all Stanford students, faculty, and staff to discuss and advise on any matter of University concern and frequently helps expedite resolution of such matters. Although it has no decision-making authority, the Ombudsperson's Office has wide powers of inquiry, including into student complaints against instructors.

## 2. Grievance and Appeal Procedures

- a) *Informal Attempts at Resolution*: the student first should discuss the matter, orally or in writing, with the individual(s) most directly responsible. If no resolution results, the student should then consult with the individual at the next administrative level, for example, the chair or director of the relevant department or program, or, for those cases in which there is none, with the school dean. At this stage, the department chair or program director, if any, may inform the dean that the consultation is taking place and may solicit his or her advice on how to ensure that adequate steps are taken to achieve a fair result. Efforts should be made to resolve the issues at an informal level without the complaint escalating to the status of a formal grievance.
- b) *The Filing of the Grievance*:
  1. If informal means of resolution prove unsatisfactory, the student should set forth in writing a statement of the decision that constitutes the subject matter of the dispute, the grounds on which it is being challenged, and the reasons why the grievant believes that the decision was improperly taken. The statement should also include a description of the remedy sought and the informal efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should specifically address the matters set forth in the Standards for Review, as stated in Section 4 below. The grievance should include an allegation of any adverse effects on the grievant, known to the grievant at the time of filing.

2. The grievance document should be submitted to the dean of the school in which the grievance arose; for a grievance concerning a decision of the University Registrar or of a Senate committee or subcommittee, the procedures set forth herein for grievances and appeals shall be modified as stated in Section 3 below. A grievance must be filed in a timely fashion, that is, normally within 30 days of the end of the academic quarter in which the adverse decision occurred or should reasonably have been discovered. A delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance.

### c) *The Response to the Grievance*:

1. The relevant dean shall consider the grievance. The dean may attempt to resolve the matter informally or make whatever disposition of the grievance that he or she deems appropriate. The dean may, in appropriate cases, remand the grievance to a lower administrative level (including to the level at which the grievance arose) for further consideration.
2. The dean may also refer the grievance, or any issue therein, to any person (the "grievance officer") who shall consider the matter and report to the dean as the latter directs. The dean shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person or persons to whom the referral is made (including the time frame within which the person is to report back to the dean), and the name of that person.
3. In undertaking the review, the dean or the grievance officer may request a response to the issues raised in the grievance from any individuals believed to have information considered relevant, including faculty, staff, and students.
4. Should attempts to resolve the matter informally not be successful, the dean shall decide the grievance, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the grievance.
5. Normally, no more than 60 days should elapse between the filing of a grievance and the disposition by the dean. If, because of absence of key persons from the campus or other circumstances or exigencies, the dean decides that prompt disposition is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of that in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

### d) *The Filing of an Appeal*:

1. If the grievant is dissatisfied with the disposition of the grievance at the decanal level, either on substantive or on procedural grounds, he or she may appeal in writing to the Provost.
2. The appeal must specify the particular substantive or procedural bases of the appeal (that is, the appeal must be made on grounds other than general dissatisfaction with the disposition) and must be directed only to issues raised in the grievance as filed or to procedural errors in the grievance process itself, and not to new issues. The appeal shall contain the following:
  - a. A copy of the original grievance and any other documents submitted by the grievant in connection therewith.
  - b. A copy of the determination made by the dean on that grievance.
  - c. A statement of why the reasons for the determination of the dean are not satisfactory to the grievant. This statement should specifically address the matters set forth in the Standards for Review in Section 4 below.
3. The grievant shall file his or her appeal at the earliest practicable date after the grievant's receipt of the determination by the dean. Normally, no more than 30 days should elapse between the transmittal of the dean's decision on the grievance and the

filing of the appeal. A delay in filing an appeal may, taking all circumstances into account, constitute grounds for rejection of the appeal.

e) *The Response to the Appeal:*

1. The Provost may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person (the “grievance appeal officer”) who shall consider the matter and report to the Provost as the latter directs. The Provost may also, in appropriate cases, remand the matter to a lower administrative level (including to the level at which the grievance arose) for further consideration.
2. The Provost shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person to whom the referral is made (including the time frame within which the person is to report back to the Provost), and the name of that person.
3. Should attempts be made to resolve the matter informally not be successful, the Provost shall decide the appeal, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the appeal. The decision of the Provost shall be final, unless the grievant requests a further appeal to the President pursuant to Section 2f below, and the President agrees to entertain this further appeal.
4. Normally no more than 45 days should elapse between the filing of the appeal and the disposition by the Provost. If, because of absence of key persons from the campus or other exigencies, the Provost judges that prompt disposition is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of the fact in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

f) *The Request to the President:* if the student is dissatisfied with the disposition of the appeal by the Provost, he or she may write to the President of the University giving reasons why he or she believes

the grievance result to be wrong (following the general format set forth in Section 2d 2 above). No more than 30 days should elapse between the transmittal of the Provost’s disposition and the written statement to the President urging further appeal. In any case, the President may agree or decline to entertain this further appeal. If the President declines to entertain the further appeal, the decision of the Provost shall be final. If the President decides to entertain the further appeal, he or she shall follow the general procedures set forth in Section 2e above, and the decision of the President shall be final.

3. Grievances Concerning Decisions of the University Registrar or of a Senate Committee or Subcommittee
  - a) For a grievance concerning a decision of the University Registrar or of a Senate committee or subcommittee, the grievant shall file his or her grievance with the Provost, rather than with the dean, and the Provost shall handle that grievance in accordance with the procedures set forth in Section 2c above.
  - b) There shall be no appeal of the Provost’s disposition of that grievance, except as may be available under Section 2f above.
4. Standards for Review and Procedural Matters
  - a) The review of grievances or appeals shall usually be limited to the following considerations:
    1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
    2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
    3. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?
  - b) The time frames set forth herein are guidelines. They may be extended by the relevant administrative officer in his or her discretion for good cause.
  - c) Questions concerning the filing and appeal of grievances should be directed to the Office of the Provost.



# Courses of Instruction

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2004-05

Unless otherwise specified, courses numbered from 1 through 99 are primarily for first- and second-year undergraduates; courses numbered from 100 through 199 are for third- and fourth-year undergraduates; and those from 200 through 699 are for graduate students.

Amendments to course offerings announced in the *Stanford Bulletin* are found in the *Time Schedule of Classes*, issued quarterly.

Beginning in Autumn Quarter 1996, a new set of undergraduate General Education Requirements went into effect, designated in this bulletin as “GERs.” These requirements are described on pages 21-22 of this bulletin. Undergraduates fulfilling degree requirements in effect prior to Autumn 1996 should consult the Office of the University Registrar for information about whether a course may be applied to the applicable requirement set. Graduate students should ignore GERs since these requirements do not apply to them.

## **SUMMER SESSION**

Summer session courses are eight weeks in length, except in certain departments that offer ten-week courses.

This bulletin includes, for the Summer Session, only those courses that can be tentatively scheduled at publication time by each department. For the complete list of courses and faculty, refer to <http://summer.stanford.edu>, updated in February.

## **SUBJECT CODES**

Throughout the bulletin, Access subject codes have been printed wherever relevant. A complete list of subject codes is printed in the Appendix on the last page of this bulletin.

## **LANGUAGE COURSES**

All courses in language instruction, except classes in Latin and classical Greek, are now listed in the “Language Center” section of this bulletin. Foreign language literature and general interest courses are listed in the sections of the relevant department.