

# STUDENT AFFAIRS

*Interim Dean of Student Affairs:* Greg Boardman

*Web Site:* <http://www.stanford.edu/dept/dosa/>

Student Affairs supports the academic mission of the University by fostering a climate conducive to living and learning in a diverse community. The division encompasses programs and services for undergraduates and graduate students which include the Office of Residential Education, the University Registrar, the Vaden Health Center, the Career Development Center, the Office of Accessible Education, the Graduate Life Office, Judicial Affairs, Bechtel International Center, Asian American Activities Center, Black Community Services Center, El Centro Chicano, LGBT Community Resource Center, Native American Cultural Center, Women's Community Center, and the Office of Student Activities. The Dean of Student Affairs reports directly to the Provost and is responsible for providing leadership, policy direction, administrative support for budget, personnel, facilities, and development, as well as oversight of the efficiency and effectiveness of each of the division's units. The Dean interacts with the President, the Provost, the University Cabinet, faculty, schools, department representatives, students, and parents. The Dean also serves as an ex officio member of the Senate of the Academic Council.

## OFFICE OF ACCESSIBLE EDUCATION (OAE)

*Offices:* 563 Salvatierra Walk

*Phone:* (650) 723-1066; TDD (650) 723-1067

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

The Office of Accessible Education provides services and resources to students with disabilities through its four primary centers.

### STUDENT DISABILITY RESOURCE CENTER (SDRC)

The SDRC coordinates academic and other accommodations for undergraduates and graduate students who with disabilities including mobility impairments, chronic illness, sensory disabilities, learning disabilities, and psychological disabilities. The center's goal is to enable students with disabilities to participate fully in the educational experience at Stanford while meeting the academic standards maintained by the university.

In accordance with the provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the SDRC offers an array of accommodations and auxiliary aids and services to students with documented disabilities. Direct support services include, but are not limited to notetaking, Braille, oral or sign language interpretation, stenocaptioning, books on tape or electronic text, examination accommodations, and special housing arrangements. During the academic year, the SDRC runs a golf cart service called DisGo Cart for use by students who have temporary and permanent mobility impairments or who use a wheelchair. To arrange for an on-campus ride call 725-2484 (5-CHUG).

### ASSISTIVE LEARNING TECHNOLOGY CENTER (ALTEC)

ALTEC is the technology arm of the OAE. It provides resources to make information technology and education more accessible for those with disabilities, such as accessible PC and Mac computer workstations, speech recognition and screen reading software, alternative input devices, and numerous non-computer accommodations.

## SCHWAB LEARNING CENTER

The Schwab Learning Center offers enhanced services specifically for students with learning differences (LD) and attention deficit hyperactivity disorder (ADHD). Among these services are screening assessments for learning differences, individual learning strategy sessions, and tutoring in various academic disciplines.

## CENTER FOR UNIVERSAL DESIGN IN EDUCATION

Application of the principles of universal design for instruction (UDI) represents a new approach to teaching that promotes proactive design and use of inclusive instructional practices that benefit all students. The center seeks to advance the development of instructional methods, tools, and strategies that are flexible, customizable, and accessible to students from different backgrounds, learning styles, abilities, and disabilities in a variety of learning contexts.

## CAREER DEVELOPMENT CENTER

*Center Office:* 563 Salvatierra Walk

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

*Counseling Services*—Monday, Tuesday, Wednesday, and Friday, 9 a.m. to 12 noon, 1 p.m. to 5 p.m., Thursday, 9 a.m. to 12 noon, 1 p.m. to 6 p.m.; (650) 725-1789.

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

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

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

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

The following suggestions may assist in approaching and using the CDC to best benefit:

- Visit early in a Stanford career.
- Gather general career information through the career resource library, jobs/internship database, handouts, and alumni network.
- Inquire about individual counseling for all stages of career planning and development.
- Participate in workshops and other programs to clarify career goals.
- Use the Cardinal Recruiting Program as a convenient way to interview with employers; or use the Reference File Service to ease the management of applications for graduate school or employment.

## COMMUNITY CENTERS

There are six ethnic and community centers that support students who seek services associated with a particular group or community. Each center has its own site and professional staff who advise and counsel students. In addition, the centers sponsor programs throughout the year that foster intellectual, personal, and cultural growth. Detailed information is available on the following web sites:

- Asian American Activities Center: <http://www.stanford.edu/group/a3c/>
- Black Community Services Center: <http://www.stanford.edu/dept/BCSC/>
- El Centro Chicano: <http://www.stanford.edu/dept/elcentro/>
- LGBT Community Resources Center: <http://www.stanford.edu/QR/>
- Native American Cultural Program: <http://www.stanford.edu/dept/nacc/>
- Women's Center: <http://www.stanford.edu/group/womenscntr/>

## GRADUATE LIFE OFFICE

*Graduate Life Office:* Escondido Village Office, 859 Escondido Road  
*Graduate Community Center:* 750 Escondido Road  
*Web Site:* <http://glo.stanford.edu>

The Graduate Life Office (GLO) works with students on and off campus and with student groups, including Community Associates (student residence staff), the Graduate Student Programming Board, and the Graduate Student Council, to create an inclusive environment through programs in the residences and campus-wide. The recently constructed Graduate Community Center (GCC) serves as a centrally-located focal point for meetings and activities in the graduate community.

The GLO staff also works with individual students who need information and support or who may be experiencing personal difficulties. Staff members are knowledgeable about and have access to support and resources available throughout the University.

## HAAS CENTER FOR PUBLIC SERVICE

The Haas Center for Public Service connects academic study with community and public service to strengthen communities and develop effective public leaders. The Center aspires to develop aware, engaged, and thoughtful citizens who contribute to the realization of a more just and humane world.

To accomplish these objectives, the center collaborates with associated units at Stanford to implement programs in five areas of work. Through the center's fellowship programs, undergraduates perform summer internships in nonprofit organizations, foundations and government agencies locally, nationally, and internationally. Postgraduate fellowships allow graduating seniors to work with a mentor in a nonprofit or public agency for a year. With support from the center, Stanford faculty members have created service-learning courses that involve Stanford students in providing direct service and community-based research efforts in collaboration with local schools and other partner agencies. The center's Public Service Scholars Program supports seniors writing honors theses that combine academic research with public service. Faculty from Stanford's School of Education collaborate with center staff to provide curriculum guidance and training for tutors and mentors at nearby schools, and courses and a lecture series on public leadership. A leadership development program brings students together with community and public leaders to enhance students' skills. Another program trains Stanford students to bring results of scientific research to neighboring schools. The federally-supported Community Service Work-Study program, administered in conjunction with the University's Financial Aid Office, allows students to satisfy work-study obligations year-round by working in community organizations and public agencies. Center staff provide leadership development through training, advising, and resources to Stanford in Government, Alternative Spring Break, and other student groups engaged in service.

The Haas Center also houses associated programs, including: Stanford in Washington (a unit of the School of Humanities and Sciences); the Institute for Diversity in the Arts (a program of the Committee on Black Performing Arts and the Drama department); and Volunteers in Asia (VIA), a nonprofit cultural and educational exchange program.

Students interested in public service fellowships, service-learning courses, community-based research, public and community service internships for youth and education, or service organization leadership development should visit the Haas Center, see <http://haas.stanford.edu>, or call (650) 723-0992.

## BECHTEL INTERNATIONAL CENTER

*Web Site:* <http://www.stanford.edu/dept/icenter/>

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

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

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

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

## JUDICIAL AFFAIRS AND STUDENT CONDUCT

In March 1996, President Gerhard Casper convened the Committee of 15 and requested a review of the student judicial system at the University under the then-existing Legislative and Judicial Charter of 1968. During the following year, the Committee of 15 conducted an extensive review of the existing charter and process and drafted a new charter to take its place. The Student Judicial Charter of 1997 was approved by the Associated Students of Stanford University, the Senate of the Academic Council, and the President of the University during Spring Quarter 1996-97 and Autumn Quarter 1997-98, replacing the earlier charter and becoming effective in January 1998. Cases of alleged violations of the University's Honor Code, Fundamental Standard, and other student conduct policies now proceed through an established student judicial process based upon the Student Judicial Charter of 1997, which can be found in its entirety at the University's Office of Judicial Affairs web site at <http://judicialaffairs.stanford.edu>. The web site also contains the policies, rules, and interpretations, as well as the University's Student Conduct Penalty Code, applicable to those students found responsible for violating the Honor Code, the Fundamental Standard, or other University policy or rule.

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

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

## THE FUNDAMENTAL STANDARD

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

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

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

- Physical Assault
- Property Damage
- Forgery
- Theft
- Sexual harassment or other sexual misconduct
- Misrepresentation in seeking financial aid, University housing, University meals, or other University benefits
- Driving on campus while under the influence of alcohol
- Misuse of computer equipment or email
- Sending threatening or obscene messages

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

## THE HONOR CODE

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

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

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

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

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

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

- Copying from another's examination paper or allowing another to copy from one's own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for regrading without the instructor's knowledge and consent
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances

in which a reasonable person should have known that such aid was not permitted

For more information please see the Interpretations and Applications of the Honor Code at: <http://www.Stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.int.htm>. The standard penalty for a first offense is a one quarter suspension from the University and 40 hours of community service. In addition, many faculty members issue a "No Pass" for the course in which the violation occurred.

## OFFICE OF RESIDENTIAL EDUCATION

*Web Site:* <http://www.stanford.edu/dept/resed/>

The Office of Residential Education is responsible for developing the policies, programs, and staffing which support the intellectual, educational, and community-building activities in student residences. The Residential Education program provides Stanford undergraduates with a small community experience within a large research university. Programs extend the classroom into the residences and complement the academic curriculum with activities and experiences essential to students' preparation for life in a global society. An extensive network of staff, including many that live in the residence halls, supports students during their undergraduate careers.

## OFFICE OF STUDENT ACTIVITIES

*Web site:* <http://www.stanford.edu/dept/OSA/>

The Office of Student Activities supports student activities, nearly 600 student organizations, the ASSU, and sororities and fraternities through such as publications, workshops, one-on-one consultation, and major event planning support. The OSA also provides fundraising expertise for student groups and leadership opportunities for students.

## VOLUNTARY STUDENT ORGANIZATIONS

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

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

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

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

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

Voluntary student organizations are those organizations: (1) in which membership is not mandatory and is nondiscriminatory, (2) in which membership is both open and limited to current Stanford students registered in a degree-granting program, (3) in which students make all organizational decisions, and (4) whose purposes and procedures are consistent with the

goals and standards of the University. In order to use University facilities, the Stanford name, or to receive ASSU funding, all voluntary student organizations must register with the University through the Office of Student Activities on the second floor of Tresidder Memorial Union.

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

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

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

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

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

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

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

## TRESIDDER MEMORIAL UNION

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

TMU is also the home of the Associated Students of Stanford University (ASSU), the Dean of Students Affairs Office, Judicial Affairs, and the Office of Student Activities.

## VADEN HEALTH CENTER

Center Office: 866 Campus Drive  
Web Site: <http://vaden.stanford.edu>

The Allene G. Vaden Health Center strictly protects the confidentiality of information obtained in medical care and counseling.

### MEDICAL SERVICES

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

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

### COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

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

- Evaluation and brief counseling, including personal, couples and group therapy. Students requesting or requiring longer, ongoing therapy incur fees.
- Workshops and groups that focus on students' social, personal, and academic effectiveness.
- Crisis counseling for urgent situations 24 hours a day.
- Consultation and outreach to faculty, staff, and student organizations.

### YWCA SEXUAL ASSAULT CENTER AT STANFORD

The YWCA Sexual Assault Center at Stanford assists students, staff, faculty, and other Stanford campus affiliates who are victims of sexual assault. Located on the first floor of Vaden Health Center, it is open by appointment or drop-in office hours, Monday and Wednesday, 2:00-4:00 PM, and Tuesday and Thursday, 3:00-5:00 PM. The center also can be reached at its 24-hour telephone line (650) 725-9955.

### HEALTH PROMOTION SERVICES

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

- Individual preventive counseling and resource referral concerning nutrition, weight management, eating and body image, alcohol, tobacco and other drug use, sexual assault and harassment, relationships, intimacy and gender issues, and sexual health.
- Health education speakers, programs, events, and workshops at student residences, community centers, student organizations, and for new students (such as Real World: Stanford).
- Academic courses and internships.
- Student groups and volunteer opportunities including Peer Health Educators and anonymous HIV testing and counseling.

### HEALTH INSURANCE

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