

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. 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.

REGISTRATION REQUIREMENTS

Graduate students must register 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 register for a term during the academic year without taking a leave of absence results in denial of further registration 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.

In addition to the above requirement for continuous registration during the academic year, 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, such as on-campus housing, libraries, Cowell Health Service, and so on.
5. For international students, in any term of the academic year for which they have non-immigrant status (for example, a J1 or F1 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 Registrar's Office.

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 visa, by the Bechtel International Center. The granting of a leave of absence is at the discretion of the department.

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.

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 not yet admitted to candidacy, 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 usual one-year time limit for resolving incompletes.

REINSTATEMENT

Students who fail to be either registered 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 by the first day of the term for which reenrollment is requested if the student is registering for courses.

RESIDENCY

At Stanford, as at other research universities, each advanced degree program has a residency requirement of a minimum number of full-tuition quarters of registration or the equivalent in partial-tuition quarters. Where more than one advanced degree is pursued, the residency requirement may be unique to that particular combination of degrees.

The residency requirements for most degrees and degree combinations are listed in the chart below. Residency measures tuition assessments; the number of course units attempted or completed has no bearing on residency. It should also be noted that the residency requirement represents the minimum tuition requirement for a degree; an individual student, depending on his or her program, preparation, and choices, may need to accrue more residency than the requirement states to earn the degree.

The fundamental reason for this requirement is educational: the minimum residency fixed for each program is the shortest period that students generally need to attain the level of expertise that a particular Stanford advanced degree signifies, by completing specified course work and other degree requirements, and by immersing themselves in the intellectual life of the University.

The residency requirement also ensures that a reasonable proportion of the University's expenses for providing the requisites of a high quality education are met from tuition income, particularly the expense of small classes and the need for state-of-the-art laboratory facilities and comprehensive library collections. These expenses remain constant even if, as sometimes happens, a student satisfies his or her other degree requirements before completing the residency requirement.

In such cases, the student can receive the degree early but must pay tuition for the full residency period. A tuition deficiency (a percent of residency less than the required number of quarters) for a degree may be paid to obtain the degree or to qualify for Terminal Graduate Registration (TGR) status.

Residency is stated in terms of full-tuition quarters. Registration at the full-tuition rate (11 or more units during the academic year and 15 units during Summer Quarter) earns one quarter of residency. Residency for partial tuition quarters during the academic year accrues as follows: 3 units = .24, 4 units = .31, 5 units = .37, 6 units = .43, 7 units = .50, 8 units = .56, 9 units = .62, 10 units = .68.

Residency is most commonly accrued through registration at Stanford as a matriculated graduate student. Within applicable policy, it may also be earned through graduate work done elsewhere (see below), registration as a non-matriculated student at Stanford, or payment of a tuition deficiency.

Further information about the residency requirement is available from the Degree Progress Office in the Old Union.

RESIDENCY AND UNIT REQUIREMENTS IN COTERMINAL PROGRAMS

Unit Requirement—The University minimum requirements for coterminal bachelor’s/master’s program are 180 units for the bachelor’s degree plus 36 (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 180 units for the first bachelor’s degree, 45 units for the second bachelor’s degree, 36 to 45 units for the master’s degree. Of the 36-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 36-unit University minimum requirement for the master’s degree.

Residency Requirement—All Stanford master’s degree students are required to complete a residency requirement.

The residency requirement for a student pursuing an A.B., B.S. or B.A.S., and a coterminal master’s degree can be fulfilled by completing three full-tuition quarters (or the equivalent in partial-tuition quarters), *after* reaching 180 units (90 units completed at Stanford). For example, the student who has 180 units at the end of a Autumn Quarter, will begin to accrue graduate residency during the Winter Quarter. If the student has 179 units at the end of Autumn Quarter, graduate residency will not accrue during the Winter Quarter as the 180 unit minimum had not been reached during Autumn Quarter. Advanced Placement and undergraduate transfer units on the student’s transcript assist the student in reaching the 180-units milestone sooner, but cannot be counted towards the three required quarters thereafter.

The residency requirement for a student pursuing *dual degrees* (an A.B. and a B.S.) and a coterminal master’s degree can be fulfilled by completing three full-tuition quarters (or the equivalent in partial-tuition quarters) *after* reaching 225 units (135 units completed at Stanford). This higher requirement follows the same rules as described in the above paragraph, except the student will begin to accrue graduate residency the quarter after reaching the 225-units milestone.

A full-tuition quarter is registration at the full-tuition rate (11 or more units during the regular academic year and 15 or more units during the Summer Quarter). A *partial tuition* quarter is registration below the full-tuition rate. For example, students who register for 9 units during an academic quarter accrue 62 percent (0.62) of one full-tuition quarter (see residency for partial tuition quarters as those described above).

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 need to earn three quarters for graduate residency, as do other master’s degree students. They begin to pay the higher graduate Engineering tuition rate in the quarter after they have reached 180 units and after they have been enrolled for twelve quarters as undergraduates, at the 11 or more unit rate during the regular academic year (or the 15 or more unit rate during the summer quarters). In effect, undergraduate students are allotted twelve quarters of undergraduate tuition. For example, a student in a coterminal program in the School of Engineering who earned 180 units by the end of the eleventh quarter of enrollment, would begin to accrue graduate residency during the twelfth quarter, but would only start to pay the graduate Engineering tuition rate during the thirteenth quarter of enrollment.

Coterminal students in the School of Engineering, with two undergraduate degrees, are assessed the graduate Engineering tuition rate in the quarter *after* they have reached 225 units *and after* they have been enrolled for fifteen quarters as undergraduates, at the 11 or more unit rate during the regular academic year (or the 15 or more unit rate during the summer 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.

RESIDENCY 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 residency 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. The chart below shows the maximum number of transfer quarters that will be accepted towards Stanford’s residency requirement for each degree or degree combination. Regardless of whether transfer residency credit is approved, transfer courses may be used to fulfill department course requirements at the department’s discretion, but cannot be applied to Stanford’s minimum unit requirement for the degree.

Students enrolled at Stanford who are going to study elsewhere during their degree program should obtain prior approval of any transfer residency sought before their departure.

The following criteria are used by the department in determining whether, in its discretion, it will award transfer residency 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 residency credit.
2. The student must have been registered in a student category which yields graduate credit. The maximum amount of credit given for extension and non-matriculated (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 a grade point average (GPA) of ‘B’ (3.0) 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 Residency Credit for Graduate Work Done Elsewhere is reviewed by the department and the Degree Progress Office.

RESIDENCY AND MINIMUM UNITS REQUIREMENTS

Degree	Min. # of Units	Min. # of Full-Tuition Qtrs. (Residency) (in qtrs.)	Max. Allowable Transfer Residency Credit
A.M.	36-45	3	0
M.S./ M.A.T.	(see note 1)		
A.M./M.S. in Coterminal Program	36-45 (see note 1)	see note 2	0
A.M./M.S. plus A.M./M.S.	36-45 unduplicated units beyond first A.M./M.S.	6	0

M.F.A.	48-54	3	0
Engineer	36-45 unduplicated units beyond A.M./M.S.	6	3 (0 if A.M./M.S. completed at Stanford)
Ed.S.	45 unduplicated units beyond A.M./M.S.	6	3 (0 if A.M./M.S. completed at Stanford)
plus Ph.D.	45 unduplicated units beyond A.M./M.S. plus 36 unduplicated units for Ph.D.	9	3 (0 if A.M./M.S. completed at Stanford)
Ph.D./ D.M.A./ Ed.D.	3 years of resident course work and research beyond A.B./B.S., including 72 units of course work and research done at Stanford	9	3
plus	72 units (36 unduplicated for each degree)	9	3
plus two	108 units (36 unduplicated for each degree)	9	0
plus Engineer	Engineer requirements plus 36 unduplicated units for the doctoral degree	9	3 (0 if A.M./M.S. completed at Stanford)
plus M.D.	Ph.D. requirement plus requirement	Min. 3 Ph.D. qtrs. plus 13 M.D. qtrs.	0
Ph.D. plus M.B.A.	Ph.D. requirement plus 100 GSB units	9 min., including 6 GSB qtrs.	0
two Ph.D.s	36 unduplicated units beyond the first Ph.D.	12	3
two Ph.D.s plus one A.M./M.S.	36 unduplicated units for each degree beyond the first Ph.D.	12	3
M.D.	221 units	13 Med. School qtrs.	If transfer students, 3 qtrs. and 65 units (first qtr. and 130 units) (second year)
M.D. plus one A.M./M.S.	M.D. requirement plus 36 units	13 Med. School qtrs.	0
M.D. plus two A.M./M.S.	M.D. requirement plus 36 units unduplicated with first A.M./M.S.	13 Med. School qtrs. plus 3 qtrs.	0
M.D. plus Ph.D.	M.D. requirement plus 36 units	13 Med. School plus min. 3 for Ph.D.	0
M.D. plus M.B.A.	M.D. requirement plus GSB requirement	13 Med. School plus 6 GSB qtrs.	0
M.D. plus J.D.	M.D. requirement plus J.D. requirement	13 Med. School qtrs. plus 6 Law School semesters	0
M.L.S.	30 semester units	2 Law School semesters	0
J.S.M.	26 semester units	2-4 Law School semesters, depending on program	0
J.S.D.	J.D. requirement plus 26 units	2 Law School semesters	0
J.D.	68 additional law units beyond first semester	6 Law School semesters	2 semesters
J.D. plus one A.M./M.S.	J.D. requirement plus 36 unduplicated units for A.M./M.S.	6 Law School semesters	0
J.D. plus two A.M./M.S.	J.D. requirement plus 36 unduplicated with first A.M./M.S.	6 Law School semesters plus 3 qtrs. for second A.M./M.S.	0
J.D. plus M.B.A.	57 J.D. units plus M.B.A. requirement	6 Law School and 6 GSB qtrs.	0
J.D. plus M.D.	J.D. requirement plus M.D. requirement	6 Law School semesters plus 13 Med. School qtrs.	0
J.D. plus Ph.D.	J.D. requirement plus 36 unduplicated units	6 Law School semesters plus 3 qtrs.	0
M.B.A.	100 units (84 in GSB)	6 GSB qtrs.	0
M.B.A. plus one A.M./M.S.	M.B.A. requirement for unduplicated units if degrees pursued concurrently. If pursued sequentially, M.B.A. requirement plus 36 unduplicated units	If pursued concurrently, 6 GSB qtrs. plus any additional residency required by A.M./M.S. department. If pursued sequentially, 6 GSB qtrs. plus 3 qtrs.	0
M.B.A. plus Ph.D.	100 units plus 36 unduplicated units	6 GSB qtrs. plus 3 qtrs.	0
M.B.A. plus J.D.	100 units (84 in GSB) plus J.D. requirement	6 GSB qtrs. plus 6 Law School semesters	0
M.B.A. plus M.D.	100 units (84 in GSB) plus M.D. requirement	6 GSB qtrs. plus 13 Med. School qtrs.	0

Notes—

1. The specific unit requirement for each master's degree program is determined by the department. The University minimum requirement is 36 unduplicated units; department requirements may be higher.
2. The specific University residency and units requirements for a bachelor's/master's program are described above under Residency and Unit Requirements in Coterminal Programs.

UNIVERSITY MINIMUM UNITS REQUIREMENT

Each Stanford graduate degree or combination of degrees is subject to a requirement specifying the minimum number of units that must be earned at Stanford. The minimum units requirement for most degrees and degree combinations is listed in the chart above.

The minimum units requirement measures the units completed by the student, without regard for whether the units were earned in courses required for the degree and/or in courses that are not part of the department's course requirements. Study at another institution never counts towards the minimum units requirement, unless the courses were taken through Stanford's Exchange Scholar Program or formal exchange program with U.C. Berkeley or U.C. San Francisco.

When multiple degrees are being pursued, units must be "unduplicated." This means that units counted towards one degree may not be counted again towards another.

For all graduate degrees, the University's expectation is that the units counted towards the minimum unit requirement are primarily in graduate courses. The University has set specific requirements for units applied

to the minimum unit requirement for the A.M., M.S., M.A.T., and M.F.A. degrees: 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.

SATISFACTORY PROGRESS REQUIREMENTS

The academic requirements for graduate students include timely completion of department and program requirements, such as admission to candidacy, successful completion of qualifying exams, and so on. The standards for students in professional degree programs are described in the bulletins for the schools of Business, Law, and Medicine. Students in other degree programs must also meet the following standards of satisfactory progress as indicated by registration and reporting of grades.

Graduate students registered at full tuition must enroll for at least 11 units and must pass, over the course of three quarters, a total of 24 units, and at least 8 units per term. Those registered at the 9-unit rate must pass, over the course of three quarters, a total of 18 units, and at least 6 units per term. Students with permission to register for 8 units or fewer must complete a proportionate number of units, unless other requirements are specified.

Department requirements for satisfactory progress that set higher standards (as to units to be completed or grades to be maintained) take precedence over the University policy.

Students identified as not meeting the requirements for satisfactory 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 satisfactory progress in subsequent quarters. Dismissal of graduate students is addressed below.

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 cause the student to be denied 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 policy provides guidelines for 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 or Business or the M.D. program in the School of Medicine. Business, Law, and M.D. programs follow guidelines issued by the respective school.

The principal conditions for continued registration are a timely completion of the University, department, and program requirements for that program, and satisfactory progress (as discussed in the preceding section). The guidelines that follow specify procedures for dismissal of graduate students who are *not* meeting these conditions. In such cases, the department (through the chair, the Director of Graduate Studies, or the student's faculty adviser) will:

1. Where possible and as early as possible, warn students, in writing, of the situation and deficiency. A detailed explanation of the reason for the warning should be provided.
2. Consider extenuating circumstances.

3. Place a summary of department discussions, votes, and decisions about this matter in the students' files.
4. Provide students the opportunity to examine their department files, if requested.
5. Provide students with information on their rights to appeal under the statement on Student Academic Grievance Procedures. (This is included in this bulletin.)

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

ADDITIONAL SPECIFICS FOR DEGREES WITH CANDIDACY

Before Candidacy—A department committee may vote to dismiss a student who is clearly not making satisfactory progress 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.

In a review for admission to candidacy, if the department votes not to recommend the student for admission to candidacy, the vote will result in the dismissal of the student from the program. The 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 refuse to reconsider its decision.

During Candidacy—When a student admitted to candidacy is not making satisfactory progress or not completing University, department, or program requirements, the student's adviser, the Director of Graduate Studies, 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, and the period of time that is allowed for their correction (normally a minimum of one academic quarter). At the end of the warning period, the department's Graduate Studies Committee should review the student's progress and notify the student of its proposed actions. If the student has made satisfactory progress, he or she should be notified in writing that the warning has been lifted.

If, at the end of the warning period, the student has not in the view of the Graduate Studies 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 department 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 department committee meeting, the committee, without the student present, reviews the case and votes on the issue of dismissal. A minimum of three faculty members must be present, and a decision is by majority vote. The student is 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 department committee may refuse to reconsider its decision. The committee's response to the request for reconsideration shall be made in writing.

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 before the deadline of each term. The application should be filed preferably in the second week, but no later than the last day of classes of the conferral quarter, as listed on the University calendar. A separate application must be filed for each degree program and for each conferral term. Applications are filed through Axess, the on-

line service which allows students to update their administrative/academic records.

Requests for conferral are reviewed by the Degree Progress Office, and the student's department, to verify completion of degree requirements. Registration 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 the Bursar's Office.

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

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 (A.M.) 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 A.M., 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 granted 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 Degree Progress Office in the 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 Degree Progress Office before the quarterly deadline listed on the University calendar. A fee is charged for binding copies of the thesis.

Registration 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.

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.

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 MEDICINE

Candidates for the degree of Doctor of Medicine (M.D.) must satisfactorily complete the required curriculum in medicine. All requirements for the M.D. degree are detailed in the Stanford University *School of Medicine Catalog*.

DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (Ph.D.) is conferred on candidates who have demonstrated 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 complete successfully 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 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 obliged to grant an extension. The maximum extension granted is one additional year. 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 on the Foreign Language Report form.

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 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 meets 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 Degree Progress Office in the Old Union. The signed dissertation copies and accompanying documents must be submitted to the Degrees Progress Office 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.

Registration is required for the term, or the immediately preceding term, in which the dissertation 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 dissertation during this period would meet the registration requirement but would be eligible for degree conferral only in the subsequent term. 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.

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 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 and Social Science History, 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 72 units of graduate course work done at Stanford, but cannot be counted as part of the 36 unduplicated units for the Ph.D.

itself. 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.

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 effort must be made to ensure that the student is paired 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, a new adviser must be appointed, 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 acts as agent for the California Commission on Teacher Credentialing in recommending students for credentials for service in California public schools upon completion of a Stanford approved program. The University offers complete training programs for the Single Subject Teaching Credential and the Preliminary Administrative Services Credential.

The student expecting to complete the fifth-year requirement for a teaching credential must submit a proposed course of study to the Credential Office in the School of Education at the beginning of the first quarter of study.

