

Stanford Summer



Stanford Summer Session
Program Handbook

• 2016 •

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Stanford Summer Session Contact Information

CONTACT DETAILS:

Stanford University
Summer Session Office
365 Lasuen Street
Littlefield Center, Garden Level
Stanford, CA 94305

Email: summersession@stanford.edu

Tel: 650-723-3109

Fax: 650-725-6080

Web: summer.stanford.edu

JOIN THE CONVERSATION:

Facebook: facebook.com/stanfordsummersession

LinkedIn: linkd.in/sumsessionLI

Twitter: twitter.com/stanfordss

YouTube: youtube.com/user/stanfordsumsession

Welcome to Stanford Summer Session

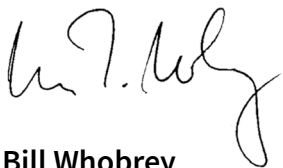
Congratulations on your admission to Stanford University Summer Session! Each year our program welcomes intellectually curious and talented students from across the United States and around the world to Stanford's campus, where they take courses, participate in co-educational programming, interact with peers, and discover first-hand what it means to be part of the Stanford community. I'm confident that you will find your experience this summer to be both transformative and fulfilling.

Our program is primarily an academic one, which is to say that you are here to learn. But learning takes place both inside as well as outside the classroom. We hope that you will take advantage of our diverse course offerings, perhaps taking a course that is different than what you have experienced before. Stretch yourself academically, try something new, take a risk, and grow. We also want you to take advantage of all the learning opportunities outside of your classes, whether in your residence, at an event, on a field trip, or just being around other students during a meal. Get to know other students and share your own thoughts and experiences, as you can learn from their ideas and cultures. Your experience here will be as rich and rewarding as you choose to make it, so be active in making your time here meaningful in different ways.

Please take the time to read this handbook carefully and to review our website, especially the [FAQs](#) section, which explains many of the steps you'll need to complete as you prepare to spend your summer at Stanford. You'll find most of your questions answered here and on our website, so use these resources fully. If you need any assistance, please do not hesitate to contact our office.

I look forward to welcoming you to Stanford this June.

Sincerely,



Bill Whobrey
Director, Stanford Summer Session
Associate Dean, Stanford University

Academic Calendar

April 6	Begin applying for housing via Axess. Application is available on Axess for residential students who have been issued a Stanford ID number. Housing is guaranteed if the application is completed by the first-round deadline, and the student selects all housing options for which they are eligible.
April 10	Axess opens for course enrollment.
April 15	First-round deadline to submit Medical/Disability Housing Accommodation Request .
May 2	Deadline for single undergraduates to apply for the first-round Summer Lottery.
May 5	Deadline for single graduate students, couples, and families to apply for the first-round Summer Lottery.
May 10	Deadline to withdraw Summer Quarter housing applications without a fee.
May 15	Last day for international students to submit a Health Insurance Coverage Certification Form to request a waiver of University Health Insurance.
Mid May	First-round lottery for Summer housing results announced via Axess.
Late May	Second-round lottery for Summer housing results announced via Axess. Students are no longer guaranteed housing, but receive a high priority for assignment.
Early June	Continuous Assignments round for Summer housing. Students are no longer guaranteed housing. Assignments will continue to be made after the first day of instruction.
June 15	Last day for U.S. based students with medical insurance coverage to waive University Health Insurance – online, via Axess.
June 18	Move-in day for residential students.
June 19	Mandatory Orientation(s) for ALL students (residential and commuting).
June 20	<ul style="list-style-type: none"> • First day of classes. • Preliminary Study List deadline: 5 p.m. (failure to meet this deadline will result in a \$200 late fee). • Deadline to submit an Annulment of Summer Registration form for a full tuition refund.
July 1	<p>Final Study List deadline: 5 p.m.</p> <ul style="list-style-type: none"> • Deadline to add courses. • Deadline to drop courses with no record of “W” on transcript. • Deadline to adjust units on a variable-unit course. • Deadline for tuition reassessment for dropped courses or units.
July 4	Independence Day (holiday, no classes).
July 22	Term withdrawal deadline; last day to submit Annulment of Summer Registration to withdraw from the University with a partial tuition refund .
July 29	<ul style="list-style-type: none"> • Change of Grading Basis deadline: 5 p.m. • Course Withdrawal deadline: 5 p.m. (grade of “W” appears on transcript).
August 11	<ul style="list-style-type: none"> • Last day of class for eight-week courses. • Last opportunity to arrange an Incomplete in a course, at last class.
August 12-13	End-Quarter examinations for eight-week courses. See the Summer Quarter Exams schedule for details.
August 14	Move-out date for eight-week residential students: 8 a.m.
August 19	End-Quarter examinations for nine-week courses (on last day of class).
August 20	Move-out date for nine-week residential students: 8 a.m.

University Contact Information

General Emergency Number (If calling from on-campus phone)	911 9-911
Summer Session Office http://summer.stanford.edu	650-723-3109
Stanford Operator	650-723-2300
Student Services Center (SSC) https://studentservicescenter.stanford.edu	650-723-7772
Office of the University Registrar http://studentaffairs.stanford.edu/registrar (Information about Registration and Academic Records)	650-723-7772
Student Financial Services http://studentaffairs.stanford.edu/sfs (Information about Student Bills and Making Payments)	650-723-7772
Bechtel International Center http://www.stanford.edu/dept/icenter (Information about Visas and International Student Concerns)	650-723-1831
Visitor Information Services http://www.stanford.edu/dept/visitorinfo	650-723-2560
Student Bookstore http://www.stanfordbookstore.com	650-329-1217
Vaden Health Center http://vaden.stanford.edu	650-498-2336
Health Insurance Office at Vaden Health Center http://vaden.stanford.edu/insurance	650-723-2135
Office of Accessible Education http://studentaffairs.stanford.edu/oae	650-723-1066 TTY: 650-723-1067
Diversity and Access Office http://www.stanford.edu/dept/diversityaccess/access/tty.html	650-725-0326
Department of Public Safety http://www.stanford.edu/group/SUDPS 8:00 am – 5:00 pm, M-F, non-emergency After hours, non-emergency	650-723-9633 650-329-2413

Move-In and Orientation Details

Move-in will be on Saturday, June 18, 2016.

Students will receive more information about where and when to check in from the Summer Session Office in the Spring.

All visiting undergraduate and graduate students, residential and commuting, should plan to attend the MANDATORY Summer Session orientation on Sunday, June 19, 2016, time and location TBA. In addition, all international students should plan to attend the MANDATORY orientation also scheduled on Sunday, June 19, 2016, time and location TBA. Information on the schedule and location of these orientation sessions will be sent via email in the Spring.

After students have reviewed this handbook, they should continue to monitor their email and online application account for updates from the Summer Session Office. Summer Session uses these forums regularly to post updated information and time-sensitive instructions that are important for all students to review. Students should also carefully read the Summer Session website, especially the [FAQs](#) section, for specific information about curriculum, campus life, registration and enrollment, university billing and methods of payment, and arrival, departure, and what to do in the event of a change of plans.

Summer Quarter at Stanford: The Basics

A world-renowned research and teaching university, Stanford is dedicated to advancing humanity through the pursuit of exceptional scholarly inquiry. Such inquiry is reflected in the work of an outstanding and dedicated faculty; in a student body with an amazing level of diversity and breadth of interests, talents, accomplishments, and backgrounds; and in an unsurpassed environment of top-notch academic and athletic facilities. Stanford takes pride in its ability to provide students with a challenging and inspiring environment for study during the summer.

Stanford Summer Session offers visiting students from around the world the opportunity to take courses and earn credit at a top-tier research university. In addition to learning in the classroom, students have the opportunity to attend speaking engagements with faculty, live and learn in residence, and take trips around the Bay Area.

Students who have been offered admission by Summer Session will need to complete an online acceptance process before their spot in the program can be confirmed. The Summer Session Office will send regular email messages to applicants with details regarding the acceptance process, and with important updates and timely information as the summer approaches. Please watch for these emails and be sure to read them when they arrive. Your part in this process is critical, and we expect you to read and respond to communications in a timely manner.

After completing the online acceptance process and reading through this handbook, it's important

for students to become familiar with the [FAQs](#) section of the Summer Session website. The FAQs provide information regarding:

- Academic Calendar
- Important University contact information
- Further details for residential students
- Further details for international students
- Detailed information on registering and enrolling in courses
- Information on how to get a Stanford ID and email
- Further information about Axess
- Detailed information on the University's billing process and instructions on how to pay the university bill
- Information about arrival to, and departure from, Summer Session
- What to do if plans unexpectedly change

By listing this information online, students and their family members are able to get answers to important questions quickly and easily. The Summer Session website also includes information about Stanford, descriptions of on campus resources, information for international students, and details about our academic programs.

STUDENT SAFETY AND PERSONAL RESPONSIBILITY

Students are expected to exercise good judgment and respect for themselves and toward other members of the Stanford community. Because not every situation or circumstance can be covered in this handbook, or outlined within a set of policies, it's important to stress that each student is personally responsible for meeting expectations of solid judgment and for making mature choices. Students who fail to exercise good judgment may incur sanctions, up to and including termination of enrollment and expulsion from the program. These expectations are in place to ensure the health and well-being of the entire academic community.

AXESS

<https://axess.stanford.edu>

Axess is Stanford's web-based student information system that allows students to take care of many administrative responsibilities associated with their education, such as checking their university bill, enrolling in courses, updating personal and emergency contact information, making adjustments to enrollment, evaluating courses at the end of each quarter, and indicating what information in the student record may be made public. It is critical that students ensure that their contact information is accurate in Axess and that updates are made as needed.

A SUNet ID and password are required to log in to Axess. Students create their SUNet ID when instructed to do so by the Summer Session Office. It is vitally important that everyone within the Stanford community protect the University's information database by controlling access via their login credentials. Students should never share their password with anyone else or authorize others

to use Axxess on their behalf. Students should be aware of phishing attempts that ask for confidential login information to be shared via email. Students may lose privileges or be subject to disciplinary action if they use another student's SUNet ID and password, or if they deliberately provide false information in Axxess.

PRIVACY OF STUDENT RECORDS

Federal regulations prohibit Stanford University from releasing student information (records) to third parties (including parents, guardians, spouses, or relatives) without written consent from the student. Details concerning the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) are available online.

SUMMER QUARTER: DURATION, DEFINITION OF A UNIT, AND ENROLLMENT REQUIREMENTS

Stanford operates on the quarter system. The majority of courses are offered during the standard Summer Quarter, which is eight weeks in duration — two weeks shorter than the Autumn, Winter, and Spring Quarters that comprise the rest of the academic year. There are a handful of non-standard courses that are offered for periods of time shorter or longer than the standard eight-week term. Detailed information describing [summer courses](#) is available online at the Summer Session website. All summer courses are compressed to fit an abbreviated term, so students should expect their program of study to be fast-paced and academically challenging, while still meeting for the same number of hours as other academic terms.

At Stanford, each course is assigned a unit count based on the amount of work a student should expect to complete on a weekly basis. For a standard lecture-based course, one unit of credit is equal to three hours a week of work — which is further defined as one hour of class time, and two hours of homework/preparation outside of class.

In general, visiting students are required to enroll in a minimum of three units and a maximum of 20 units, with the following exceptions:

1. Students who need to verify “full-time” status must maintain enrollment in a minimum of 12 units.
2. Students who require a Stanford-sponsored I-20 (Certificate of Eligibility for Nonimmigrant F-1 Student Status) must maintain enrollment in a minimum of 8 units.
3. Students who are attending as part of the International Honors Program must maintain enrollment in a minimum of 8 units.
4. Students who accept a Summer Session Tuition Grant must maintain enrollment in a minimum of 8 or more units, depending on the requirements of their program of study.

Please visit the Summer Session [Courses](#) page for a complete list of course offerings including unit loads and weekly schedules. In some cases, schedules may not be available until after registration begins on April 10, 2016. All course details may be subject to change.

VISITOR INFORMATION

<http://stanford.edu/dept/visitorinfo>

The University's Visitor Information website has an abundance of travel-related information as well as a searchable campus map. Information on driving directions, nearby airports, public transportation, and lodging are also available at this website. Specific information for Summer Session move-in will be sent via email as the summer draws closer.

Academic Life

After completing and submitting all required forms to secure a spot in the program, the next step for a student is to begin thinking about crafting a meaningful academic program of study. Stanford aims to promote wide-ranging freedom of mind in its students and, in so doing, to shape useful citizens of the world. This section of the Program Handbook addresses the initial considerations that students should take into account as they build their program of summer study. It also provides detail about academic opportunities at Stanford and describes resources that are available to all students. Finally, this section highlights the advisors who can be of assistance before, during, and after a student's time on Stanford's campus.

Students should come to Stanford ready to ask questions and seek guidance. Keep in mind that while advice will abound, students make their own choices. Rarely will advisors tell students what to do, but they will help students to reach the decisions that are right for them.

ACADEMIC SUPPORT RESOURCES

There are many academic support resources on campus that are available during the summer. Students are encouraged to meet with their professors and Teaching Assistants (TA)s, take advantage of the Stanford Libraries and subject librarians, consult with the summer academic advisors and tutors, and participate in co-curricular programming available throughout the Summer Quarter. All students should utilize these resources and use their time at Stanford to create new academic partnerships and connections that will strengthen their future academic work.

Professors and TAs

A student's first resource in matters concerning his or her academic course of study is always the teaching staff. Professors and TAs know their subjects best and are the most knowledgeable resources for matters related to the specifics of the course and the field of study. Professors and TAs hold regular office hours during the Summer Quarter. It is important to take full advantage of these valuable resources by bringing specific questions about the course material to class discussions and office hours.

Stanford Libraries and Subject Librarians

<http://library.stanford.edu>

650-725-1064

The Stanford Libraries are an integral part of the academic life of Stanford, providing an extraordinary array of resources and services to the community. Stanford students have access to world-class print and digital collections at nearly 20 libraries. Subject librarians are available to provide research consultation to students across all disciplines. Through the libraries, students will have access to over 1,000 licensed databases to browse journal articles and other scholarly resources and may use [SearchWorks](#) to discover books, films, and maps. The libraries also provide a variety of individual and group study spaces, basic and specialized computer clusters, and wireless Internet access.

Academic Advisors

Summer Session students have access to academic advisors. In addition to offering instructions and advice regarding course selection, enrollment, drop/add periods, and grading options, academic advisors are specially trained to work with students to identify their best academic options. Students should take advantage of drop-in advising, especially during the first week of the quarter. Advising is available every weekday throughout the summer.

Tutors

Summer Session students have access to free tutoring in some subject areas. Although not every subject area will have a dedicated tutor, the summer tutoring staff can provide training on skills essential to academic success, including: time management techniques, how to better comprehend and retain reading material, how to take effective notes, how to develop an effective study plan, how to research a paper (also a great topic for a subject librarian), and how to cite sources properly, among other important topics.

Co-Curricular Activities

Summer Session arranges co-curricular programming, including sessions on applying to graduate school in the United States. Regular speaker events invite professors and industry experts to speak to Summer Session students about their career paths.

STANFORD SUMMER INTENSIVE STUDIES

Summer Session offers a number of [Summer Intensive Studies](#) programs that provide students the chance to delve deeply into a subject area and earn a certificate by completing a specified program of study. The Summer Intensive Studies topics include: Human Rights, Global Management, Foreign Languages, Computer Science, Technology and Innovation, Chemistry, and Environmental and Water Studies.

OFFICE OF ACCESSIBLE EDUCATION

<http://stanford.edu/group/OAE>

650-723-1066, TTY: 650-723-1067

The Office of Accessible Education (OAE) is the centralized office designated to provide academic and other accommodations for students with documented disabilities at both the undergraduate and graduate levels. The OAE provides a wide array of support services, accommodations, and programs to remove barriers to full participation in the life of the University.

In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, the OAE offers an array of accommodations and auxiliary aids and services to students with documented disabilities. Direct support services include, but are not limited to: note taking, conversion of documents to Braille or electronic text, oral or sign language interpretation, CART, examination accommodations, and special housing arrangements.

In reaching its determinations about appropriate accommodations, the OAE considers factors such as documentation from professionals specializing in the area of the student's diagnosed disability, the student's functional limitations, and the student's input and accommodation history in regard to particular needs and limitations. The OAE then works with the student and relevant faculty and staff through an interactive process designed to achieve an accommodation that meets the needs of all parties.

Students who may need an academic or other accommodation due to the impact of a disability should contact the OAE as soon as possible since timely notice is needed to coordinate accommodations. It is the student's responsibility to initiate contact with OAE and to work with this office directly.

Campus Life

Students attending Stanford University as part of Summer Session may enroll as commuters — coming to campus each day to attend classes, or residential students — living on campus in one of the designated summer residence halls. Both options provide a true Stanford experience, complete with planned activities and access to campus services and facilities. There are also a limited number of courses offered completely online, and these can be taken remotely, i.e. without residence on or near Stanford's campus.

ACTIVITIES FOR COMMUTING AND RESIDENTIAL STUDENTS

A number of activities are organized during the Summer Quarter for commuting and residential students. These include social, cultural, and educational opportunities such as dances, speaker series, outings to local area attractions, and more. A certain number of activities are organized specifically for the students living within each residence hall — providing additional opportunity to build community. Visit the [Campus Life](#) section of the Summer Session website for more information.

Students who choose the residential option of Summer Session enjoy a fully integrated Stanford experience. Students live across campus in residence with Stanford students and visiting students from around the world. This environment enhances the ability to develop a close-knit learning/living community, while simultaneously experiencing the broader Stanford perspective through academic pursuits in the classroom.

RESIDENCE STAFF

Staff within the residences develop programs and support students. This staff is comprised of both Summer Resident Assistants (SRAs) and House Directors (HDs). Summer Resident Assistants are Stanford undergraduates who are particularly interested in residential programming. They are a great resource for information about activities at Stanford during the summer and for details about life at the University year round.

House Directors are graduate students in residential life from universities across the United States. In addition to supervising the SRAs and responding to emergencies, House Directors develop specialized co-curricular programming within the residences and ensure that all students know about opportunities to become involved within the campus community.

Each residence will have a Residential Computing Consultant (RCC) in addition to the SRAs and HDs. RCCs provide technical support for both personal computers and computer clusters within the residences. They are the go-to resource to answer questions about technology at the University.

HOUSING ASSIGNMENTS

University residences differ in their physical characteristics, including age, style of architecture, and layout of student rooms and common areas. They also vary in size, accommodating between 30 and 300 students. Some are traditional residence halls and others are connected houses made up of smaller residences that share common facilities for eating and recreation. In most cases, rooms are shared by two students; a few houses have one-room triples. In some residences, four students share between one and three rooms. All residences are coed; women living on coed floors will share rooms with other women, but will have men as neighbors, and vice versa. All residences are staffed by current Stanford undergraduates and graduate students in Student Affairs. Visit the Housing website for additional information about [summer housing](#).

Students who are interested in living in an on-campus residence must start by accepting their offer of admission from the Summer Session Office and completing the steps necessary to receive a Stanford ID number. The housing application is available within Axess, and detailed instructions on how to apply for housing will be provided to our students via email. Housing applications typically open in early May. Students are only guaranteed on-campus housing if they apply for housing by the first-round deadline AND list all residences for which they are eligible. If a student only lists one residence, s/he is not guaranteed on-campus housing even if s/he applies by the first round deadline. Students who do not meet the first-round deadline, or do not list all residences for which they are eligible, will be able to apply later in May during the second-round application period. Second-round applicants are generally able to obtain on-campus housing, but may not be assigned to their first- or second-choice options.

Students participating in the International Honors Program (IHP) are guaranteed housing and will be housed together in an on-campus residence hall; however, they still must apply by the first-round deadline.

Students who require special housing accommodations must submit a [Disability/Medical Accommodation Request](#) through the Housing Office. Students may be required to provide documentation through the Office of Accessible Education.

Students with Gender Identity Considerations

Summer Session students who have concerns about their roommate match and/or housing assignment in relation to their gender identity can request assistance. Please contact Housing Assignments directly by submitting a [Housing Help Ticket](#).

The Residence Agreement

The Residence Agreement outlines obligations and expectations for students living in housing and students visiting the residences, including commuting students. All Summer Session students are responsible for reading and understanding the expectations contained within the [Residence Agreement](#), and all students are held to the behavioral standards as stated in the Agreement. Disciplinary action can result, up to and including expulsion, if students violate the standards and expectations of the Agreement. Students are especially asked to be respectful of others with regard to noise, both during the day and at night. Noise can be disruptive in many ways, and all residents are to be mindful of the needs of others in this regard.

MAIL SERVICES

Summer Session students who wish to receive mail while at Stanford will need to make arrangements to obtain a P.O. Box on campus. There is a U.S. Post Office located on campus in White Plaza, near the Bookstore. Instructions on mail delivery and reserving a P.O. Box will be sent via email prior to the start of Summer Quarter.

The rental contract for a P.O. Box is between the student and the U.S. Postal Service, not the Summer Session Office or Stanford University. All arrangements must be made by the student on an individual basis.

Students should be aware that mail and packages, including packages sent via express courier services such as FedEx and UPS, cannot be delivered directly to undergraduate residences. Neither Stanford University, nor Summer Session, accepts any responsibility for packages sent to, or delivered at, residence halls.

Student Support Services

PHYSICAL EDUCATION, RECREATION, AND WELLNESS

<http://CardinalRec.stanford.edu>

Stanford promotes a healthful balance of academics, physical education, and recreation. The Arrillaga Center for Sports and Recreation and the Arrillaga Outdoor Education and Recreation Center house a variety of recreational facilities and activities, including basketball, fitness and recreation classes, rock climbing, squash, and weight training, all of which are available to Summer Session students. Summer students are also allowed access to a handful of Stanford's world-class facilities including the 6,786-yard Stanford Golf Course and the Avery Aquatic Center. Additional athletic resources include tennis courts, sand volleyball courts, miles of pathways for jogging and biking, and more. Visit the [Stanford Recreation](#) website for more information.

OFFICE FOR RELIGIOUS LIFE

<http://www.stanford.edu/group/religiouslife/cgi-bin/wordpress>

The Office for Religious Life can help students connect with on-campus religious communities and local services for all faiths as requested during the summer. Interested students should contact the office directly.

CLUBS AND ORGANIZATIONS

Stanford University clubs and student organizations are typically on hiatus during the summer months. Summer Session staff can assist students who are interested in activities such as intramural sports, special interest groups, and other areas of social or athletic involvement.

DINING

Summer Session works closely with Residential & Dining Enterprises (R&DE). R&DE implements a wealth of programs intended to promote the well-being of the entire campus community and offers a robust living and learning environment which includes several wellness programs.

Stanford Dining

<http://dining.stanford.edu>

Main Number: 650-725-1508; Meal Plans: 650-723-4751

Stanford Dining offers high-quality, locally-grown, sustainable foods in every dining hall. Fresh soup and salad bars are available along with a daily variety of delicious, nutritious entree options, including vegetarian, vegan, gluten-free, kosher, and halal. In addition, Stanford Dining regularly offers Indian, Mexican, Thai, and Vietnamese menu choices. A meal plan is required for all undergraduate students living in residence. Meal plan options and costs may be viewed at the [Stanford Dining](#) website. Meal plan selections are made on Axess following confirmation of a student's housing assignment.

Commuting students, and students living in grad housing, are also able to purchase meal plans to cover the costs of dining on campus. For questions about Meal Plan services, students should visit the Meal Plan Office at the Arrillaga Family Dining Commons once they arrive on campus. Students may also call the Meal Plan Customer Service line at 650-723-4751, or email their office at diningplans@stanford.edu.

Dining On Campus with a Stanford Meal Plan

For students with a residential or non-residential meal plan, meal plan credit is accessed via the Stanford ID card. Students should carry their ID card at all times, especially when entering the dining hall. Students who cannot provide a Stanford ID card when entering the dining hall will have to pay cash for their meals. Exceptions will not be made.

Dining Options On Campus (Not Included in the Stanford Meal Plans)

A variety of restaurant and “to go” establishments are available on campus in addition to the residence dining halls. Many of these facilities offer specialized or regional menu selections, and more flexible hours of operation. Stanford Meal Plans are not accepted for payment at most of these establishments, so students choosing to dine at these eateries will have to pay out-of-pocket. No refund is given for students who choose to eat in these venues rather than the dining hall associated with their meal plan.

Religious Food Practices

Stanford Dining values the cultural and religious diversity that is intrinsic to the Stanford community, and takes pride in its efforts to honor most requirements and constraints in each of the dining halls.

Stanford Dining has worked in partnership with students, Hillel, and Summer Session to help students who maintain a strict kosher diet, and those who keep a more relaxed form of kosher, find options in the dining halls. If a student has kosher needs, s/he should contact Stanford Dining to discuss available options.

Halal meat is available upon request at the dining hall grills during lunch or dinner. Stanford Dining has invested in cookware at each dining hall designated for exclusive use in preparing halal meats to prevent cross-contamination and to ensure that halal meat preparation standards are met.

Students may request an exemption to the meal plan requirement if they still have concerns about meeting religious dietary requirements. Each exemption request must be accompanied by acceptable written documentation from an independent (non-relative) clergy. Religious exemption applications should be directed to the Summer Session office, which will work with the Office for Religious Life to process the request.

Food Allergies

Students with food allergies should speak with the Stanford Dining Manager in their assigned dining hall upon arrival on campus to make an appropriate plan for their particular situation. To address concerns before arriving on campus, students should contact Stanford Dining's Wellness and Performance Nutritionist at 650-723-4146, or email diningservices@stanford.edu.

HEALTH SERVICES

A student's health is one of the most important elements of their well-being while at Stanford. Students are strongly encouraged to review all necessary health information relevant to their particular circumstances before arrival on campus.

Health Insurance Requirement

All students enrolled in courses at Stanford are required to have major medical insurance. The University will automatically enroll students in Stanford's Cardinal Care health insurance plan and charge \$1,170 for the Summer Quarter. Students are able to waive this fee with proof of acceptable alternative coverage.

Students who are U.S. citizens or permanent residents, and who have health insurance, are able to waive their insurance charge by entering their plan information on Axess. This step must be completed online, by the student, before the waiver deadline of June 15, 2016. Students must verify with their insurance provider that their coverage extends to service in the San Francisco Bay Area.

International students may also have insurance coverage that will enable them to waive Cardinal Care. Students must arrange for their insurance company to complete a [Health Insurance Coverage Certification Form](#) and submit the completed, signed document by May 15, 2016. If approved, the health insurance fee will be waived on Axess on the student's behalf.

For more information about [Cardinal Care](#), visit the Vaden Health Center Insurance website. Health insurance charges are one of the first items to appear on the student bill. Waiving coverage via Axess for U.S. citizens or permanent residents, or by submitting an Insurance Coverage Certification Form for international citizens and having it approved, will remove the \$1,170 fee.

On-Campus Student Health Center

Vaden Health Center

<http://vaden.stanford.edu>

650-498-2336

Campus Health Service Fee

All registered students pay a mandatory health service fee of \$197 for the Summer Quarter. The Campus Health Service fee is assessed to cover the costs of on-campus services available to students through the Vaden Health Center.

Medical Services at Vaden

The Medical Services unit at Vaden offers comprehensive health care to Stanford students. Services include diagnosis, treatment, and prevention of acute illnesses, injuries, and/or chronic conditions. The Vaden medical staff has expertise in general medicine and sports medicine. Some [specialty services](#) are available at Vaden as well. If students require specialty care that is not offered at Vaden, they will be referred to the appropriate clinic at [Stanford Hospital and Clinics](#) or [Menlo Medical Clinic](#).

Visit the [Vaden](#) website for the most up-to-date hours of service for Summer 2016.

Counseling and Psychological Services (CAPS) at Vaden

Counseling and Psychological Services (CAPS) offers evaluation and counseling, including individual, couples, and group therapy. CAPS staff includes psychiatrists, psychologists, marriage and family therapists, and licensed clinical social workers. The cost of an initial evaluation and short-term counseling is covered by the Campus Health Service Fee. Students who request or require ongoing therapy or medication management will incur additional fees.

Covered services include:

- Crisis counseling for urgent situations, 24 hours per day
- Medication evaluation
- Workshops and groups that focus on students' social, personal, and academic effectiveness
- Consultation and outreach to faculty, staff, and student organizations.

CAPS strictly maintains confidentiality.

Student Health Tips

To help students enjoy a healthy summer, we strongly recommend the following BEFORE coming to campus:

- See a doctor to complete any treatments currently in progress
- See a dentist
- Refill prescriptions
- Carry a valid insurance card at all times
- Bring an extra pair of eyeglasses or contact lenses and keep a copy of any prescription(s) on hand

Special Needs

If students have questions about a special health care need, they should call Vaden's administrative office at 650-725-1364.

EMERGENCY PLANNING

Stanford's emergency management program is a campus-wide plan that focuses on an "all-hazards" approach to emergency planning. The University's emergency plan addresses a variety of major emergencies that could threaten the health and safety of the campus or disrupt University programs and operations. In any emergency, the University's first priority is safety, and there is a broad network of departments and staff that play an active role in emergency response. In the event of an emergency, the University's ability to communicate accurately and in a timely manner is crucial. Through Axess students are required to: 1) provide current contact information for themselves, and 2) designate at least one person — usually a parent, guardian, immediate family member, or close friend — who the University can notify in an emergency on behalf of the student.

If an event is considered sufficiently serious, the University uses [AlertSU](#) to distribute a mass notification to students, staff, and faculty. **Once students have received their SUNet ID and can log on to Axess, they should go to the AlertSU web page to ensure that their preferred email and phone number are in the AlertSU system.** AlertSU delivers time-sensitive emergency notifications via phone, email, text-messaging, and outdoor warning sirens. In addition, the University can make information available on the [University's emergency](#) website and through telephone hotlines (650-725-5555 or 844-253-7878, or from abroad 01-602-241-6769). The campus radio station, KZSU (90.1 FM), is able to broadcast emergency reports regularly and will help disseminate important information as needed.

Once students arrive on campus, they will learn more about emergency procedures in residence, most often during house meetings. However, students should give some advance thought to emergency preparedness and become familiar with recommended procedures. The [Office of Environmental Health & Safety](#) has developed informational flyers that students can review to learn basic safety tips. These include: "[Be 'Quake Safe' at Stanford](#)" and "[Emergency Preparedness for Students, Faculty, Staff, & Visitors](#)." Review of these and other materials will provide guidance on how to prepare for an emergency, and what to do if an emergency occurs during a student's time on campus.

BANKING OPTIONS

Students may want to consider opening a local personal checking account before arriving at Stanford. Wells Fargo Bank and the Stanford Federal Credit Union have branches and ATMs on campus at Tresidder Memorial Union. Bank of America has an ATM at Tresidder, and a branch near campus.

STANFORD BOOKSTORE

Course Materials and Supplies
<http://stanfordbookstore.com>
650-329-1217

[Stanfordbookstore.com](#) carries all required and optional course-related materials selected by the faculty for courses at Stanford. A complete selection of used, new, rental, and digital books is offered

to help students manage educational expenses. The Bookstore's Rent-A-Text program provides students with the option of renting a new or used textbook for a quarter rather than purchasing it. At the end of the quarter, students simply bring or ship the textbook back to the bookstore. Renting instead of buying can save cash up front. Reserving textbooks online will help students to save time and avoid lines. All Stanford students receive a 7% discount on required and optional course-related materials purchased in-store or online. At the end of Summer Quarter, the Bookstore will pay cash for textbooks based on the future need of the book on the Stanford Campus.

The Bookstore also carries school and office supplies, Stanford logo clothing, greeting cards, and general interest books. The Stanford Bookstore Café serves coffees, teas, bottled beverages, pastries, snacks, and light lunches. The Bookstore is equipped with wireless Internet, which makes it a great place to study.

STUDENT SERVICES CENTER

<http://studentservicescenter.stanford.edu>

866-993-7772 or 650-723-7772

The Student Services Center (SSC) is committed to providing a single point of friendly, professional service for answers to questions concerning administrative and financial issues. The SSC can assist students with university billing, replacement Stanford ID cards, forms pickup/drop-off, and more. The SSC is located on the second floor of Tresidder Memorial Union (above the Stanford Bike Shop) and is usually open Monday through Friday, from 9 am to 5 pm.

COMPUTING SPACES

In addition to residence-based computing spaces, Stanford also has public computing spaces. More information about the locations and policies of these spaces is available at <https://vptl.stanford.edu/learning-spaces>. Students can use these facilities for coursework, email, academic research, and other related purposes. Students cannot use them for commercial or political use; see the [Computer and Network Usage Policy](#) for more information.

PARKING AND TRANSPORTATION SERVICES

<http://transportation.stanford.edu>

Bicycling at Stanford

Biking and walking are the most popular ways to get around campus, and Stanford is designated a Platinum-Level Bicycle Friendly University by the League of American Bicyclists. The heart of the central campus is a bike and pedestrian-only zone. Similarly, the Bay Area has a vibrant bicycle culture and widespread bicycle access. For more information on bicycling at Stanford, including tips on bicycle safety and bicycle registration, see http://transportation.stanford.edu/alt_transportation/BikingAtStanford.shtml.

Campus Bike Shop

<http://campusbikeshop.com>

While there are many bike retailers in the Stanford area, the Campus Bike Shop has a summer rental program that is a popular choice among students. Rental includes a high quality bike, helmet, U-lock, and free flat-tire repair. For more information on the bicycle summer rental program, contact the [Campus Bike Shop](#) directly.

Some Bicycling Tips:

- Bike registration is required under the campus parking & traffic code, costs \$3.50, is valid for up to three years, and is the only chance of recovery if a bike is stolen.
- Bicyclists should always wear a helmet when riding a bike. The Campus Bike Shop sells high-quality helmets for \$25.
- Bicyclists must obey all traffic laws, including stopping at stop signs, using a front bike light after dark, riding on the right side of the road, and yielding to pedestrians. For Stanford bicycle tips, including how to ride a bike in a traffic circle, students should read <http://transportation.stanford.edu/pdf/bicycle-safety.pdf>.
- For students who bring their own bicycle, a “clunker” bike is recommended for campus riding, rather than an expensive bike.
- The only recommended lock is a U-type lock, which can deter theft. Although cables, padlocks, and chains may be less expensive, they can be cut in seconds and are nearly useless in protecting a bicycle. Despite our best efforts, bike theft continues to be a problem on campus. Students should not leave bikes unlocked at any time.
- Students should always use designated bicycle racks and spaces for bike parking and always lock the frame and a wheel to a bike rack. To allow sight- and mobility-impaired access, bikes should not be locked to hand railings, sign poles, or light posts, and should not be parked in front of stairs or entrances, on ramps, or near doorways.
- Students can find out more about free bike-route maps, bike safety classes, and other bike information at bike-information@stanford.edu or by visiting <http://transportation.stanford.edu/bike>.

Marguerite Shuttle Service

<http://marguerite.stanford.edu>

Stanford’s free Marguerite shuttles will take students to many places that they need to go, whether to a class at the far end of campus, or to stores and restaurants in the nearby community. All Marguerite buses are equipped with a bike rack and are wheelchair accessible. For the Summer 2016 Marguerite Shuttle Service schedule and routes, visit: <http://marguerite.stanford.edu>. Real-time bus information, routes, and schedules are available online.

Cars on Campus

Cars on campus must be properly registered and students must adhere to all posted parking restrictions. Stanford’s Office of Parking & Transportation Services (<http://transportation.stanford.edu>) provides

information on parking and parking permits for registered students. Tickets and other fines are the responsibility of the student. To get around campus and the Bay Area, Stanford encourages all students to take advantage of the many alternative forms of transportation available both on campus and in the region. For further assistance, visit the following webpages for information:

- Thriving at Stanford (without a car): <http://transportation.stanford.edu/thriving>
- Transit: <http://transportation.stanford.edu/transit>

Stanford Policies and General Information

BUILDING SAFETY

There is an expectation that students understand the importance of personal safety and realize the value of respecting and maintaining public property. Students should not enter or exit buildings through windows except when instructed to do so in case of emergency. There is never a circumstance that warrants a student climbing on buildings or other structures on campus. Students found in violation of these policies face disciplinary consequences.

WEAPONS

Dangerous weapons (including but not limited to firearms and non-culinary knives) and ammunition are prohibited on campus. The Stanford Police will confiscate a weapon and investigate the student who possesses it. Any student who uses, possesses, distributes, or assists in the acquisition of such a weapon will be subject to immediate expulsion from the program.

SMOKING

It is the policy of Stanford University that the smoking of tobacco products in enclosed buildings and facilities and during indoor or outdoor events (and the selling of tobacco products) on the campus is strictly prohibited. Specifically, smoking is prohibited in classrooms and offices, all enclosed buildings and facilities, in covered walkways, in University vehicles, during indoor and outdoor athletic events, and during other University sponsored or designated indoor or outdoor events. Smoking is prohibited inside any residence hall, including student rooms and all common areas, at all times. Smoking is permitted in outdoor areas, except during organized events. Outdoor smoking areas should be located far enough away from doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities. To accommodate faculty, staff, and students who smoke, certain areas of existing courtyards and patios and other outdoor spaces have been designated as smoking areas, and permanent ashtrays have been provided.

RESIDENCE AGREEMENT

All students admitted for Summer Session are responsible for reading and understanding the expectations contained within the [Residence Agreement](#). The Residence Agreement outlines obligations and expectations both for students living in housing as well as students visiting the residences, including commuting students.

UNIVERSITY ID CARDS

All students taking courses on campus will receive a Stanford University ID Card. Access to certain of Stanford's facilities, resources, benefits, and services (together referred to as "Privileges") are available only to Stanford's faculty, staff and students with valid ID Cards. Student ID Cards are valid only while the cardholder is enrolled in courses at Stanford. No expiration date will be placed on the Student ID Card. Student ID Cards are the property of Stanford University and are intended for University purposes only. Students must give up ID Cards upon request to any properly identified official of the University, including all residential staff. No student may allow another person to use his or her ID Card at any time. Students are responsible for keeping their ID Cards safe. Lost or stolen ID Cards must be reported immediately to the Student Services Center.

HEALTH INSURANCE CARDS

Summer Session students should always have their health insurance card on their person at all times, along with their Stanford University ID Card. For students who opt to use Stanford's Cardinal Care insurance plan, an ID card will be mailed to the permanent address on record prior to the start of the Summer Quarter. For students who do not receive their ID card in a timely manner, the Health Insurance Office will provide information on how to access benefits.

GUEST POLICIES

Undergraduate and graduate students may not be in the residences of the High School Summer College students, nor may they attend events sponsored by High School Summer College. Undergraduate and graduate students may not host high school students in the undergraduate or graduate residences or at undergraduate or graduate events. Failure to abide by this policy may lead to expulsion from the program. Additional guest policies are described in detail within the [Residence Agreement](#).

ALCOHOL AND ILLICIT DRUGS

Stanford University is committed to student safety and well being, and we maintain an educational approach to dealing with alcohol and drug issues on campus. Many students choose to abstain from substance use, and the University strongly supports this choice. The majority of students will make sound choices about alcohol and drug use and will behave responsibly. That is the norm.

In California it is illegal to: drink alcohol if under 21 years of age, buy alcohol for minors, serve alcohol to minors, or possess a fake ID. The Stanford Department of Public Safety enforces the drinking-age limit. **No alcohol is allowed in common spaces, indoors or out.** Kegs of beer are not permitted within the residences. It is also illegal to purchase or use illicit drugs, including marijuana. Stanford takes a strong position in regard to illicit drug use (including the abuse of prescription drugs) and does not tolerate misuse. Students risk judicial proceedings and serious consequences for drug violations.

Students who engage in high-risk and/or disruptive drinking or drug-use behaviors may expect the University to take swift steps to intervene. Violations of these Stanford policies and California state laws may lead to expulsion from Stanford Summer Session. For students who are required to leave the program, there will be no refund given at the time of termination.

USE OF STANFORD NAME AND MARKS

The use of the names and marks of Stanford University and Stanford Summer Session is only permissible as governed by [Stanford University's Office of Business Affairs](#). Use by third parties, including those suggestive of a relationship with Stanford University and/or Stanford Summer Session, is prohibited except as permissible under the policies set out by the Office of Business Affairs and the Dean of Summer Session.

RECORDING LECTURES

Except with permission from the Office of Accessible Education, or the instructor in question, students may not audio- or video-record lectures. Even with permission, students may only use such recordings for personal use; no posting or further distribution or use is permitted.

HAZING

Hazing is illegal under the California Penal Code and is not permitted at Stanford University. No individual, recognized student organization, club, team, or other Stanford-affiliated student group is permitted to plan, engage in, or condone hazing, on or off the Stanford campus.

Definition of Hazing at Stanford University

Hazing includes any activity done in connection with a student organization, regardless of whether the organization is officially recognized at Stanford, that causes or is reasonably likely to cause another student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation or humiliation in fact results. Hazing might occur during initiation or pre-initiation into a student organization, but is not limited to these time frames. Any individual who plans or intentionally assists in hazing activity has engaged in hazing, regardless of whether that individual is present when the hazing activity occurs.

Stanford University expects its students to conduct themselves in socially responsible and respectful ways. Participation in hazing, either as an individual or as part of any student group, may result in serious individual and organizational consequences including, but not limited to: disciplinary action up to and including expulsion, and, if an organization is involved, permanent loss of organizational recognition. Consent, implied or expressed, is not a defense to any complaint or charge alleging a hazing violation.

Academic and Behavioral Integrity

As a member of the campus community, all students are expected to live by a code of ethical behavior, and be accountable for their actions and the consequences of those actions, both in and out of the classroom. Integrity and civility toward others in all areas of academic and community life are expected of all students, faculty, and staff.

The following standards and policies are central to Stanford University's mission of qualifying its students for personal success while promoting public welfare. The **Fundamental Standard** and the

Honor Code provide standards of honesty and integrity in all aspects of University life. The **Acts of Intolerance Protocol** reflects Stanford's commitment to providing a safe living and learning environment in which everyone is valued and respected, inclusion is assured, and free expression and debate are encouraged. The **Policy on Sexual Harassment** and **Policy on Prohibited Sexual Conduct** express the University's stance that sexual misconduct and sexual assault are unacceptable and will not be tolerated. The **Policy on Campus Disruptions** explains that all members of Stanford University share a concurrent obligation to maintain an atmosphere conducive to scholarly pursuits, and the **Computer and Network Usage Policy** covers the appropriate use of information resources on campus. Students are expected to read these policies and reflect on their importance in creating an academic community where all students feel respected, supported, and safe as both scholars and individuals.

By accepting an offer of admission to Stanford Summer Session, students acknowledge that they have read and will abide by all policies described within the **Program Handbook**, that they are subject to these policies, that they will adhere to the expectations, rights, and responsibilities laid out in the **Residence Agreement**, and that they will follow all additional applicable Stanford University and Stanford Summer Session policies.

THE FUNDAMENTAL STANDARD

The [Fundamental Standard](#) has set the standard of conduct for students at Stanford since 1896. It states:

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

Over the years, the Fundamental Standard has been applied to a great variety of situations. Actions that have been found to be in violation of it include:

- Violation of University policy
- Violation of a specific University directive
- Violation of an applicable law
- Physical Assault
- Property damage; attempts to damage University property
- Theft, including theft of University property such as street signs, furniture and library books
- Forgery, such as signing an instructor's signature to a grade change card
- Sexual misconduct, sexual assault, sexual harassment, stalking
- Charging computer time or long distance telephone calls to unauthorized accounts
- Misrepresentation in seeking financial aid, University housing, discount computer purchases, or other University benefits
- Misuse of University computer equipment or email
- Alcohol- and drug-related violations, including driving while under the influence of alcohol or drugs

- Sending threatening and obscene messages to another student via email, phone or voice mail
- Knowingly or recklessly exposing others to significant danger

There is no standard penalty that applies to violations of the Fundamental Standard. Infractions have led to penalties ranging from formal warnings and community service to expulsion. In each case, the nature and seriousness of the offense, the motivation underlying the offense, and precedent in similar cases are considered.

THE HONOR CODE

The [Honor Code](#) is the University's statement on academic integrity written by students in 1921. It articulates University expectations of students and faculty in establishing and maintaining the highest standards in academic work.

The Honor Code is an undertaking of the students, individually and collectively. It states, in part:

1. that [students] 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 [students] 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.

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.

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 regarded as being 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
- Giving or receiving unpermitted aid on a take-home examination
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

In recent years, most student disciplinary cases among Stanford's matriculated undergraduates have involved Honor Code violations; of these, the most frequent arise when a student submits another's work as his or her own, or gives or receives unpermitted aid. The standard penalty for a first offense includes a one-quarter suspension from the University and 40 hours of community service. In addition, most faculty members issue a "No Pass" or "No Credit" for the course in which the violation occurred. The standard penalty for multiple violations (e.g., cheating more than once in the same course) is a three-quarter suspension and 40 or more hours of community service.

Some of the most frequent violations of the Honor Code by visiting Summer Session students have included:

- Engaging in "Unpermitted Aid." Students are responsible for finding out what constitutes "permitted aid" in class work. Some websites, discussions with classmates, parents/guardians, mentors, tutors, or editors can sometimes be considered unpermitted aid. It is essential that students seek clarity from their professors about the permitted forms of aid in particular courses.
- Improper Citation/Plagiarism. Academic integrity is a central tenet of education. It is essential that students ALWAYS cite when using someone else's ideas or words, even when paraphrasing. Slight changes in meaning or wording alone are often adequate to constitute a violation of the Honor Code. It is imperative that students always present their own work and ideas, and clearly distinguish them from the work and ideas of sources. In addition to these general reminders, students should ask the course's teaching staff for any additional expectations.

It is important to note that while it has become easier to engage in various forms of plagiarism (e.g., using the web), it is also becoming incredibly easy for faculty to find instances of plagiarism. Since violations of academic integrity strike at the heart of the University's mission, they are dealt with harshly.

Although discipline for Summer Session students that results from violations of the Honor Code is handled by Summer Session rather than Stanford's Office of Community Standards, the OCS maintains informative materials helpful in understanding the full intent of the code. For more information, students should read through the [Interpretations of the Honor Code](#) material available at the Office of Community Standards website.

ACTS OF INTOLERANCE PROTOCOL

Stanford is committed to providing a safe living and learning environment in which everyone is valued and respected, inclusion is assured, and free expression and debate are encouraged. The [Acts of Intolerance Protocol](#) establishes a mechanism for addressing situations involving a real or perceived act of intolerance. In such an instance we wish to proceed thoughtfully, providing support to all of those affected, while also affirming that we value differences, free expression, and debate as sources of strength for our community.

An act of intolerance is defined as conduct that adversely and unfairly targets an individual or group on the basis of one or more of the following actual or perceived characteristics: gender or gender identity, race or ethnicity, disability, religion, sexual orientation, nationality, or age. The protocol outlines procedures to be followed when acts of intolerance (or perceived acts of intolerance) occur and to promote a climate of respect; it is not intended to be used as a means of censorship or to limit in any way dialogue and the free expression of opinions and ideas.

A student who witnesses or views the evidence of an act of intolerance is encouraged to report the incident to police or, if it occurs in a residence hall, to a Summer Resident Assistant (SRA), House Director (HD), the Summer Session Office, or the Assistant Director of Summer Session. The Assistant Director, once notified, will contact the Residence Dean (RD), the Director of Residential Education, and the Associate Dean of Educational Resources/Director of Diversity and First Gen Programs.

Acts of intolerance (or perceived acts of intolerance) will be addressed by the University on a case-by-case basis with immediate attention focused on the well-being of the targeted individual or group and the community members impacted by the incident. The Associate Vice Provost of Student Affairs/Dean of Educational Resources has ultimate responsibility to ensure that the Acts of Intolerance Protocol is being followed and will ensure that appropriate educational tools for students, faculty, and staff are developed.

Additional information about Stanford's [Acts of Intolerance Protocol](#) is available online at the Student Affairs website.

POLICY ON SEXUAL HARASSMENT

Stanford is committed to providing a place of work and study that is free of sexual harassment and all forms of intimidation or exploitation. In a society of differing generations, cultures, and backgrounds, what is acceptable behavior to one person may be unacceptable to another. Furthermore, it may be illegal.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature that occurs within an environment in which it is implicitly or explicitly suggested that submission or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a University activity, or when the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic, work, or student living environment.

Where sexual harassment has occurred, the University will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible. This policy applies to all students, faculty, staff, and others who participate in Stanford programs and activities. Retaliation and/or reprisals against an individual who in good faith reports or provides information about behavior that may violate this policy are against the law and will not be tolerated.

Students who wish to learn more about Stanford's policy on [sexual harassment](#) may do so online.

POLICY ON PROHIBITED SEXUAL CONDUCT: SEXUAL MISCONDUCT, SEXUAL ASSAULT, STALKING, AND RELATIONSHIP VIOLENCE

Prohibited Sexual Conduct is the umbrella term that Stanford uses to collectively define different types of misconduct relating to assault, violence or exploitation of a sexual nature, or connected to an intimate relationship. Prohibited Sexual Conduct includes Sexual Misconduct, Sexual Assault, Stalking, and Relationship Violence. Under federal law, Prohibited Sexual Conduct is a severe form of sexual harassment, and all students, faculty, staff, affiliates, and others participating in university programs and activities are subject to the protections of this policy and the penalties of violation. Students are responsible for understanding how each term is defined, and should refer to the full description of the [Prohibited Sexual Conduct](#) policy provided online.

Sexual Misconduct is the commission of a sexual act, whether by a stranger or non-stranger, and regardless of the gender of any party, which occurs without indication of consent. Sexual Assault is an act of Sexual Misconduct that is accomplished through the use of force, violence, menace, or duress; or through inducement of incapacitation or knowingly taking advantage of an incapacitated person. Stalking is the repeated following, watching, or harassing of a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Relationship Violence is physical violence relating to a current or former romantic or intimate relationship regardless of the length of the relationship or the gender/gender identity of the individuals in the relationship. These definitions are not inclusive, and students should refer to the [Prohibited Sexual Conduct](#) information provided online for a full description of what each term entails.

The [Office of Sexual Assault & Relationship Abuse Education & Response \(SARA\)](#) promotes healthy, empowered, and consensual relationships at Stanford. SARA staff are professionally trained and experienced in addressing all matters related to Prohibited Sexual Conduct. The SARA Office provides education and training, consultations about options and resources, and outreach to engage students and facilitate the coordinated, comprehensive, and consistent response to those issues on campus. The SARA Office aims to honor diversity, inclusion, and intersectionality in all aspects of providing programming and services to the Stanford community.

If a student has experienced [Prohibited Sexual Conduct](#), there are a variety of resources available that provide assistance. Students should give thoughtful consideration to the options that will best suit their needs — both immediate, and in the long run. The staff at the SARA Office can help students understand their options and make decisions that are best for them.

SARA staff are available Monday - Friday, from 9 am until 5 pm, and may be reached via phone at 650-725-1056 or 650-721-4211, or by scheduling an appointment at saraoffice@stanford.edu. Students may also reach out to the following groups on campus: the Stanford University [Department of Public Safety \(SUDPS\)](#) — 911 (9-911 from on campus phones), Vaden Health Center — 650-498-2336, and the Stanford Confidential Support Team, a 24-hour anonymous and confidential hotline devoted to the Stanford community — 650-725-9955. For more resources, please visit the SARA website directly: <https://sara.stanford.edu/get-help>.

The following individual has been designated to handle non-discrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance, including the provision of accommodations and institutional grievance procedures for sexual harassment, misconduct, or assault: Cathy Glaze, Title IX Coordinator, Title IX Office. Visit the [Title IX Office](#) website for more information, or contact Cathy at 650-497-4955 or titleix@stanford.edu.

POLICY ON CAMPUS DISRUPTIONS

All members of Stanford University share a concurrent obligation to maintain on the campus an atmosphere conducive to scholarly pursuits, and to respect the rights of all individuals. It is a violation of University policy for a member of the faculty, staff, or student body to prevent or disrupt the effective carrying out of a University function or approved activity, such as lectures, meetings, interviews, ceremonies, the conduct of University business in a University office, and public events, or to obstruct the legitimate movement of any person about the campus or in any University building or facility.

Visit the [Campus Disruptions](#) website for the complete text of this policy.

COMPUTER AND NETWORK USAGE POLICY

This policy covers the appropriate use of all information resources including computers, networks, and the information contained therein. According to policy, use of Stanford's network and computer resources should support the basic missions of the University in teaching, learning, and research. Users of Stanford's network and computer resources are responsible to properly use and protect information resources and to respect the rights of others. To help understand this policy, the following definitions apply:

“Information resources” are all computer and communication devices and other technologies which access, store, or transmit University or student information. “Information” includes both University and student information.

Users of Stanford's information resources are responsible for protecting their online identity from use by another individual. They are also expected to maintain the integrity of computer-based information resources, and the privacy of electronic information. All individuals with access to Stanford's network must refrain from seeking to gain unauthorized access, honor all copyrights and licenses, and respect the rights of other information resources.

Stanford takes information and network security extremely seriously. A significant portion of the University's Computer and Network Usage Policy concerns access, security, and legality. This starts with a student's personal account within Axxess. Students should never share their personal system login credentials with another individual. Doing so is a direct violation of University policy. In addition, users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords, or other digital materials belonging to other users, without the specific permission of the other user. Users of University information resources must not access computers, computer software, computer data or information, or networks without proper

authorization, or intentionally enable others to do so. Abuse of the networks to which the University belongs or the computers at other sites connected to those networks will be treated as an abuse of University computing privileges.

The University is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. Use of the University's information resources must comply with University policies and legal obligations (including licenses and contracts), and all federal and state laws. Users must not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or materials that are a violation of applicable law or University policy. Users must also refrain from violating copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy. Users must respect the purpose of, and abide by the terms of use of, online media forums including social networking websites, mailing lists, chat rooms, and blogs. Finally, it is expressly against policy to use University information resources for political, personal, or commercial use.

System administrators may temporarily suspend access to information resources if they believe it is necessary or appropriate to maintain the integrity of the information resources under their oversight. Under some circumstances, as a result of investigations, subpoenas, or lawsuits, the University may be required by law to provide electronic or other records, or information related to those records, to third parties. It's important to note that users of University information resources do not have a reasonable expectation of privacy when using the University's information resources.

A user found to have violated the [Computer and Network Usage Policy](#) may also have violated the University Code of Conduct, the Fundamental Standard, The Honor Code, and/or other University policies, and will be subject to appropriate disciplinary action up to and including discharge, dismissal, expulsion, and/or legal actions. Students are encouraged to read the entire text of the Computer and Network Usage Policy, available online.

Summer Session Disciplinary and Community Standards Overview

GENERAL INFORMATION

Living and working in a University community dedicated to high standards of academic honesty and personal integrity can be an extraordinary educational experience, but one that requires an individual to exercise care and judgment in their day-to-day life as a student on campus. The policies described in this handbook are ones that all Stanford University students, faculty, and staff are expected to understand and adhere to, and this expectation includes students admitted by Summer Session to attend courses offered during Summer Quarter. By accepting an offer of admission to Stanford Summer Session, a student agrees to adhere to the guidelines and policies set forth in this handbook and elsewhere. If it is alleged that a Summer Session student falls short of these expectations, s/he will be subject to the appropriate disciplinary process as dictated

by the guidelines described herein. Depending upon the nature of the violation, discipline will fall somewhere on the spectrum from a simple discussion regarding personal choices, through mandatory expulsion from the program.

The Summer Session discipline and community standards processes are similar to the University processes that apply to Stanford matriculated students. Most differences stem from the fact that summer students are only on campus for a single eight- or nine-week academic term. By attending Stanford University as part of Summer Session, students consent to be subject to the Summer Session disciplinary and community standards processes alone, and agree to cooperate in any investigation that arises from a violation of the guidelines and policies described and referenced within this handbook. All Summer Session students should familiarize themselves with the guidelines and policies set forth in this handbook as well as the disciplinary and community standards processes that will govern their time on campus.

The next few sections of the handbook describe the processes that will be employed if it is alleged that a Summer Session student has violated the Residence Agreement, the Fundamental Standard, the Honor Code, or additional policies as defined by Stanford University or described within the Summer Session Program Handbook. The Summer Session disciplinary and community standards processes have three fundamental objectives:

1. To affirm the importance of the Honor Code, the Fundamental Standard, and all other University policies and directives as critical parts of campus life at Stanford.
2. To guarantee that any student who faces disciplinary action will understand the process and be able to participate in a meaningful and appropriate manner.
3. To protect the rights of all individuals involved in a disciplinary review, while upholding the highest possible standards of honesty and mutual respect.

The Summer Session expectation is that all students within the community of scholars admitted for the Summer Quarter will adhere to the same set of behavioral expectations, whether engaged in on-campus or off-campus programs and activities. Because of the nature of the Fundamental Standard and Honor Code, not every type of student misconduct, behavioral expectation, or possible sanction is spelled out in this Handbook. The designated Summer Session staff, in their roles as the University's disciplinary authorities for Summer Session, must consider each disciplinary matter before them on an individual basis, and are the final authority in the University on matters pertaining to Summer Session students.

OVERVIEW OF THE SUMMER SESSION DISCIPLINARY PROCESS

In the event that a Summer Session student has conducted him or herself in a manner inconsistent with or in violation of University practices and policies, the student who has been charged with misconduct will be sent notification by a member of the Summer Session staff, via email, of the charge(s) against him or her. The student will be required to respond to this notification within 24 hours by submitting a formal written statement (email or letter) explaining his or her position in relation to the charge. A member of the Summer Session staff will then complete an investigation of the matter, which may include interviewing students, staff, or faculty who have substantive input

to share. In addition to these individuals, the investigating staff member may elect to consult with colleagues in the University, including, but not limited to, Stanford's Title IX Coordinator, the Office of Sexual Assault & Relationship Abuse Education & Response (SARA), Residence Deans, the Associate Vice Provost and Dean of Student Life, faculty members and/or department chairs, or General Counsel in order to compile a comprehensive report regarding the matter at hand. Once this staff member has collected all necessary information and followed up as needed, s/he will file a written report – consisting of a cover page, a copy of the student's written statement, and any supporting documentation that has been collected – with the relevant judicial body. Within Summer Session, there are two judicial bodies: the Summer Session Residential Committee, and the Summer Session Community Standards Review Board.

FUNDAMENTAL STUDENT RIGHTS

It's important to note that students enrolled at Stanford for the summer have fundamental rights in relation to the Summer Session disciplinary and community standards processes; however, due to the abbreviated time frame of their attendance at Stanford, Summer Session students are not assigned advocates or representatives to assist them through the judicial review process. Additional information regarding student rights and expectations is included in the sections that follow.

THE SUMMER SESSION RESIDENTIAL COMMITTEE REVIEW PROCESS

The Residential Committee consists of three (3) Summer Session House Directors, who are part of the live-in adult staff, and is moderated by the Assistant Director of Summer Session, who is a non-voting member of the Committee. The Committee members are assigned by the Assistant Director to specific cases, and any House Director with a potential conflict of interest, such as direct involvement in the complaint, will not serve on the Committee for that case. The Residential Committee is primarily charged with enforcement of the Residence Agreement and hears cases involving violations of the Residence Agreement, typically residential or lower-level student conduct matters within Summer Session. This committee may choose to approve general disciplinary guidelines regarding such student conduct matters as quiet hour violations, smoking in restricted areas, and inappropriate behavior concerning guests in the residence, which can then be administered by the House Directors at the residence level without being subject to a full Committee review. If a student violates a matter which is not set out under these general guidelines or has repeatedly violated behavioral expectations, then the Residential Committee will review the case history of the student and offer a recommendation for sanctions or other appropriate response.

Possible Sanctions. The Residential Committee has the authority to issue written warnings, revoke guest privileges, ban commuting students or other guests from the residences, impose residential probation and other similar penalties on a student, or to take no action at all.

The Residential Committee does not have the authority to remove a residential student from housing, but does have the authority to recommend to the Summer Session Community Standards Review Board (CSRB) that a particular case be reviewed, at which point the CSRB, which does have the authority to remove a student from housing and from the program in its entirety, will consider the case, with or without a recommendation from the Residential Committee.

It's important to note that violations of Stanford's Policy on Prohibited Sexual Conduct will be referred directly to Stanford's Title IX Office, and will be handled in accordance with their established procedures.

Student's Rights and Expectations. A student whose behavior is before the Residential Committee will have already been asked to provide a written statement for review by the Committee, and will have the right to have the details of the content being reviewed by the Committee explained to him or her by the reporting officer, upon written (usually email) request. When this right is exercised, the student will acknowledge in writing that the officer has done so. Students do not have the right to appear in person at Residential Committee meetings, hearings, or its deliberations, but in certain rare cases may be asked to do so.

Students whose behavior is before the Residential Committee have the solemn responsibility to be honest and forthcoming in their oral and written statements throughout the investigation, and face further sanction, including referral to the Community Standards Review Board for possible expulsion from the program, if they are demonstrated to have been willfully dishonest with an investigating official.

Should a student choose not to provide an oral or written statement to the investigating official, the judicial process will proceed and the student may be sanctioned according to the evidence available for review. In such a case, the student forfeits the right to appeal on grounds that their subsequent willingness to offer a statement does not constitute new evidence. An appeal on new evidence in this case can only be precipitated by new evidence from a third party. (More on appeals, below.) Thus, it is strongly advised that students not refrain from providing honest and complete accounts throughout the judicial process.

Standard of evidence. The standard of evidence applied to cases before the Residential Committee is a preponderance of evidence (rather than beyond a reasonable doubt), as demonstrated by a two-thirds agreement of the Residential Committee members.

Notification. Notifications of outcomes of the Residential Committee hearings are made in writing (email or letter) within 24 hours of the decision.

Decisions and sanctions of the Residential Committee are considered "sub-disciplinary," meaning they are not reflected on a student's permanent record.

SUMMER SESSION RESIDENTIAL COMMITTEE APPEALS

Appeals of Residential Committee decisions must be made in writing (email) within 24 hours of written notification of the outcome of the hearing. Appeals are made directly to the Assistant Director of Summer Session and heard by the Director of Summer Session. Grounds for appeal exist only if new factual information is available that was not previously known to the decision-making panel or party (note: if a student forgoes the right to provide a written statement within the allotted timeline, subsequent submission of a written statement does not constitute grounds for appeal, since this cannot be considered new information).

Process. Appeals require an additional written statement from the student seeking the appeal. The Director may request an in-person appearance by the student(s) involved when considering an appeal, but there is no right to an appearance.

Outcomes. Appeal outcomes may include accepting the Committee's decision, reduction in outcome, or returning the case to the Committee for review. New evidence included in an appeal may be used to initiate additional review of the behavior of involved student(s) and may lead to further investigation and judicial hearings as necessary.

THE SUMMER SESSION COMMUNITY STANDARDS REVIEW PROCESS

The Summer Session Community Standards Review Board (CSRB) is comprised of three (3) Summer Session staff: the Summer Session Community Standards Officer, the Assistant Director of Summer Session, and a third officer chosen on an ad hoc basis. The members of the CSRB are charged with considering disciplinary matters involving visiting students enrolled in Summer Session that are brought before them, including violations of the Honor Code, the Fundamental Standard, and serious charges of misconduct that are grounds for removal from the program (such as instances of physical violence, repeated offenses of a lesser nature -- despite warnings, criminal activity, etc.).

Possible Sanctions. In the event that the Summer Session Community Standards Review process results in a negative decision on a student's behalf, there are a variety of penalties and sanctions which may ensue. These penalties and sanctions may include, but are not limited to: a warning, probation, or, in cases of severe or repeated behavioral problems, removal from housing or expulsion from Stanford Summer Session.

Removal from Housing/Expulsion from the Program. The Summer Session Office reserves the right to remove a visiting student from housing, or expel him or her from the program, if the student has been found in violation of charges presented as part of a community standards review. In the event the Committee recommends expulsion from the program, notification will be made by the Assistant Director of Summer Session, via email. The process by which a student may appeal a decision of expulsion is described under the header "Expulsion from the Program."

If a student is removed from housing, but allowed to remain enrolled in courses, Stanford's Housing Office will terminate the Housing Agreement in accordance with the policies established by their office. If a student is expelled from Summer Session for any reason, tuition, fees, room and board charges, and other program-related expenses will not be refunded in whole or in part.

For students enrolled in the International Honors Program, financial obligations arising from dismissal from the program are the responsibility of the student and/or home university.

If Summer Session believes that behavior at Stanford University may constitute a threat to individuals at the student's home institution, Summer Session may also report the behavior to the student's home institution.

Student's Rights and Expectations. A student who has been charged with a violation of the Honor Code, Fundamental Standard, or other serious behavioral infraction will have been asked to provide a written statement to be reviewed by the CSRB, and will have the right to have the details of the content being reviewed by the CSRB explained to him or her by the reporting officer, upon written (usually email) request. When this right is exercised, the student will acknowledge in writing that the officer has done so. Students do not have the right to appear in person at Community Standards Review Board meetings, hearings, or deliberations, but in rare cases may be asked to do so.

Students whose behavior is before the Community Standards Review Board have the solemn responsibility to be honest and forthcoming in their oral and written statements throughout the investigation, and face further sanction if they are demonstrated to have been willfully dishonest with an investigating official.

Should a student choose not to provide an oral or written statement to the investigating official, the judicial process will proceed and the student may be sanctioned according to the evidence available for review. In such a case, the student forfeits the right to appeal on grounds that their subsequent willingness to offer a statement does not constitute new evidence. An appeal on new evidence in this case can only be precipitated by new evidence from a third party. (More on appeals, below.) Thus, it is strongly advised that students never refrain from providing honest and complete accounts throughout the judicial process.

Standard of evidence. The standard of evidence applied to cases before the Community Standards Review Board is a preponderance of evidence (rather than beyond a reasonable doubt), as demonstrated by a two-thirds agreement of the CSRB members.

Notification. Notifications of outcomes of the CSRB hearings are made in writing (email or letter) within 24 hours of the decision being made.

SUMMER SESSION COMMUNITY STANDARDS REVIEW BOARD APPEALS

Appeals of Community Standards Review Board decisions must be made in writing (email) within 24 hours of written notification of the outcome of the hearing. Appeals are made directly to the Assistant Director of Summer Session and heard by the Director of Summer Session. Grounds for appeal only exist if new factual information is available that was not previously known to the decision-making panel or party (note: if a student forgoes the right to provide a written statement within the allotted timeline, subsequent submission of a written statement does not constitute grounds for appeal).

Process. Appeals require an additional written statement from the student seeking the appeal. The Director may request an in-person appearance by the student(s) involved when considering an appeal, but there is no right to an appearance.

Outcomes. Appeal outcomes may include accepting the Committee's decision, reduction in outcome, or returning the case to the Committee for review. New evidence included in an appeal may be used to initiate additional review of the behavior of involved student(s) and may lead to further investigation and judicial hearings as necessary.

EXPULSION FROM THE PROGRAM

In the event that the Summer Session Community Standards Review Board determines that a Summer Session student be expelled from the program, the student will be sent notification of this decision by the Assistant Director of Summer Session, via email. The student will be required to respond to this notification within 24 hours by submitting a formal written statement (email or letter) explaining his or her position in relation to the charge. Upon receipt of this statement, the Assistant Director and Summer Session Community Standards Officer will set up a time to meet with the student. Following this meeting, the Assistant Director will notify the student within 24 hours, via email, of his or her decision regarding expulsion from the program. The student will have 24 hours to appeal this decision, in writing, to the Director of Summer Session. The Associate Dean and Director of Summer Session will make a decision regarding the appeal, and will notify the student via email. The decision of the Director of Summer Session is final and cannot be appealed.

For the safety of the community, the Summer Session Director reserves the right to remove a student from the campus community while a review is ongoing.

MENTAL HEALTH AND WELLNESS

The Summer Session Office reserves the right to remove a visiting student from the program if he or she meets one or more of the following criteria: 1) the student presents a substantial risk of harm to self or others; 2) the student is not properly caring for himself or herself; 3) the student is causing a significant disruption in the program to the detriment of the living and/or learning environment; 4) the student is not participating meaningfully in the program. In the event that a student is hospitalized on an involuntary mental health hold (e.g., a 5150 hold) he or she may be withdrawn from the program after being medically cleared.

Students who are removed from Summer Session due to an issue concerning mental health and wellness will be entitled to any refunds at the time of withdrawal according to the University's published refund schedule. Transportation costs are the responsibility of the student and will be billed to the student if s/he cannot pay for the cost upfront.

MORATORIUM ON VOLUNTARY WITHDRAWAL

No student will be permitted to voluntarily withdraw from Summer Session while being investigated for disciplinary matters. Should the student attempt to voluntarily withdraw while subject to an ongoing Summer Session investigation or review, the student will be prevented from officially withdrawing from the program until the outcome of the judicial process is complete, even if s/he leaves campus. Should the outcome of the judicial review result in removal from housing or expulsion from the program, these outcomes will supersede the intent to voluntarily withdraw, and the student will incur the penalty, which may include forfeiture of funds already paid toward the university bill. Should the outcome of the judicial review be less than dismissal from housing or the program, then the voluntary withdrawal will be accepted. In this latter case, the date of withdrawal will be the date on which notification of the Community Standards Panel decision, or the final appeals decision, is made.

COMMUNITY STANDARDS AND LAW ENFORCEMENT

A timely and reasonable judicial process is necessary for community safety and standards. It is important to note that the Summer Session judicial process is not a legal proceeding and is distinct from any federal, state, or local legal or police undertakings. There are certain matters (e.g., cases involving sexual assault, weapons, or physical violence, among others) that the two processes will investigate concurrently. When this happens, the Summer Session and legal procedures differ and proceed in parallel to each other, with interview priority going to law enforcement. It is important to note that there are different standards of behavior, evidence, and culpability in the two systems.

Neither failure of law enforcement or legal agents to bring legal charges against a student, nor successful defense by the student in the legal realm, is exculpatory evidence for the Summer Session process, and such legal outcomes will not automatically exonerate a student from a prior outcome handed down by Stanford Summer Session, nor will it necessarily influence a future decision.

As noted above, should a student choose not to provide an oral or written statement to the investigating Summer Session official, even if they do so for legal reasons, the University review can proceed and the student may be sanctioned according to the evidence available for review. In such a case, the student forfeits the right to appeal on grounds that his/her subsequent willingness to offer a statement constitutes new evidence. An appeal on new evidence in this case can only be precipitated by new evidence from a third party.

It is also important to note that neither the University nor its staff can be understood to be providing protection or sanctuary from existing federal, state, or local laws. Similarly, educational records, including any statements retained by Summer Session, are subject to the laws governing privacy of student records.

RELATED MISCONDUCT

A student cannot be charged a second time for the same misconduct if they have been found not guilty by a Summer Session Community Standards review process; however, a case may be reopened at any time if new evidence is presented that warrants additional consideration, or if evidence of new misconduct becomes known.

Handbook Revisions

While every effort is made to ensure that the information in this Handbook is up-to-date and as accurate as possible, the need to update or revise its contents does arise from time to time. The Summer Session Program Handbook and the policies contained within are subject to change at any time and without prior notice, with changes taking immediate effect. The most current version of the Program Handbook is available online and from the Summer Session Office.