

# OTHER SERVICES AND PROGRAMS

## Bookstore

Web Site: <http://stanfordbookstore.com>

Organized in 1897, Stanford Bookstore, (650) 329-1217, located at 519 Lasuen Mall (White Plaza), provides a diverse selection of books, course materials, and supplies to the students, faculty, staff, and community in and surrounding Stanford. The bookstore carries over 130,000 titles, including a wide selection of medical books and books written by Stanford authors, making it one of the largest bookstores in the nation. The bookstore also carries medical instruments, Stanford logo apparel, gifts and souvenirs, periodicals, and features a café that provides an enhanced shopping experience. The Computer Store, in the main branch, sells academically priced computer hardware and software. Other services include shipping of purchases, gift cards, book buyback, fax service, postage stamp sales, an ATM, and Enterprise Rent-A-Car hotline. There are four branches in addition to the Stanford Bookstore that also serve the community: the Stanford Athletics Shop (formerly the Track House Sports Shop), (650) 327-8870, underneath the Cobb Track and Angell Field bleachers, is the headquarters for Stanford Athletic Gear; Tresidder Express convenience store, (650) 723-9224 in Tresidder Union; the Stanford Shop, (650) 614-0295, at the Stanford Shopping Center, provides Stanford apparel; and the Bookshop, (650) 725-2775, at the Cantor Center for the Arts, carries books on the arts, fine gifts, apparel, and jewelry.

## Stanford Conference Services

Phone: (650) 723-3126

Email: [conferenceinquiries@stanford.edu](mailto:conferenceinquiries@stanford.edu)

Web Site: <http://conference.stanford.edu>

A conference is defined as any student, youth, or adult group that convenes for part of a day (including a luncheon), overnight, or for several days, outside the regular or summer academic sessions for registered students. Policies concerning conferences are the responsibility of the offices of the President and the Provost.

To make arrangements for hosting a new, academically sponsored residential summer conference during the mid-June through late-August time frame, contact Stanford Conference Services by phone or email as listed above. Stanford Conference Services also offers meeting planning services on a year-round basis for academically sponsored conference groups seeking assistance with planning and managing residential and non-residential conferences. In addition, conference organizers seeking to conduct conferences outside of the late August to early June time frame can also contact the non-academic facilities scheduling in the Office of the University Registrar, (650) 723-6755 or [reg-events@stanford.edu](mailto:reg-events@stanford.edu), or contact Stanford Events, (650) 723-2551 or [stanfordevents@stanford.edu](mailto:stanfordevents@stanford.edu).

Academic sponsorship by a Stanford dean or department head is required for first time conferences hosted by University departments or by conferences hosted by external organizations interested in meeting at Stanford. Conferences initiated by University departments or external organizations must demonstrate consistency with the University's academic mission. For summer conferences, the sponsoring department submits its proposal to the Director of Stanford Conference Services for review in terms of available facilities and for the approval of the President's Office. At least half of the participants in any summer conference at Stanford hosted by an external organization must be housed in Stanford's campus residences and participate in daily meal plans provided by Stanford Dining. On-campus residential housing

and dining services are normally available from the Sunday following Commencement through late August.

Summer conference groups should contact Stanford Conference Services concerning arrangements for tables, chairs, audio-visual aids, signage, janitorial services, trash pick-up and removal, sprinkler shutoffs, and other conference-related products/services. During the academic year, housing arrangements for University-sponsored visitors can be made through the Stanford Guest House (<http://guesthouse.stanford.edu>) web site or call (650) 926-2800.

## Ombuds

Stanford University Ombuds: David Rasch

Ombuds Office: Mariposa House, 585 Capistrano Way, Room 210

Phone: (650) 723-3682

Fax: (650) 725-7288

Mail Code: 94305-8200

Email: [rasch@stanford.edu](mailto:rasch@stanford.edu)

Web Site: <http://stanford.edu/dept/ombuds>

School of Medicine Ombuds: James Laffin

Office: Medical School Office Building, 1265 Welch Road, Suite X301, MC: 5404

Phone: (650) 498-5744

Fax: (650) 498-5865

Mail Code: 94305-5404

Email: [jlaffin@stanford.edu](mailto:jlaffin@stanford.edu)

Web Site: <http://med.stanford.edu/ombuds>

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

Any troublesome matter in the University community may be discussed in confidence with the University Ombuds. Services of the office are available to students, staff, and faculty. Although possessing no decision making authority, the Ombuds has wide powers of inquiry. The Ombuds refers matters to the proper person or office expeditiously and also provides conflict resolution services. For the role of the office of the Ombuds in cases of sexual harassment, see the "Non-Academic Regulations (<http://exploreddegrees.stanford.edu/nonacademicregulations>)" section of this bulletin.

## Police Services

Department Office: Corner of Campus Drive and Serra Street

Phone: (650) 723-9633

Web Site: <http://police.stanford.edu>

The Stanford Department of Public Safety is a full service police department that operates 24 hours a day, 7 days a week. For police, fire, or ambulance response, dial 9-1-1, or 9-9-1-1 from a University phone. Emergency assistance can also be obtained by using one of the nearly 100 Blue Emergency Phone Towers strategically placed around campus.

The department is composed of the following divisions:

The Field Services Division consists of sworn and non-sworn officers who patrol the campus and respond to calls for service. Sworn officers receive their police powers through the Santa Clara County Sheriff's Office. Sworn officers have the legal authority to stop vehicles, make arrests, and enforce all laws. Non-sworn officers assist the sworn officers

with security patrols, evidence collection, crime prevention presentations, and other assigned tasks.

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

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

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

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

## Office for Religious Life

Office: Memorial Church  
Phone: (650) 723-1762  
Web Site: <http://religiouslife.stanford.edu>

The mission of the Office for Religious Life (ORL) is to guide and enhance spiritual, religious, and ethical life within the Stanford University community. Multifaith exploration and dialogue, central in Stanford's history from its founding, is a vital part of both its ethos and education.

The ORL is committed to welcoming students of all genders and sexual identities, all religious and non-religious traditions, and all cultural backgrounds, striving to ensure that students, faculty, and staff have access to supportive contexts in which to pursue their spiritual journeys on the Stanford campus.

The ORL oversees and provides support for Stanford Associated Religions (SAR), more than thirty religious organizations that offer their spiritual services to the campus, as well as the Center for Inter-Religious Community, Learning, and Experiences (the CIRCLE). Located on the third floor of the remodeled Old Union, the CIRCLE offers an interfaith sanctuary, a seminar room, a common room, a student lounge, a non-lending library, and offices housing many SAR member groups.

## Stanford Alumni Association

Web Site: <http://stanfordalumni.org>  
Phone: (800) 786-2586 or (650) 723-2021

The Stanford Alumni Association (SAA) seeks to serve all Stanford alumni and students by offering programs and services such as reunions, regional events, Stanford Magazine, online services, volunteer and learning opportunities, and the alumni directory.

The Stanford Alumni Association's alumni and student class outreach department (ASCO) provides undergraduates and graduate students with networking opportunities, celebratory and social events, and programs that enhance their Stanford experience and help connect them to the 200,000 alumni worldwide who make up the Stanford alumni community. ASCO programs bring students and alumni together through Reunion Homecoming Weekend each autumn and Commencement weekend in the spring, along with alumni networking events throughout the year.

For students, SAA sponsors events such as student tailgates, alumni panels, Senior Send-off, Senior Dinner on the Quad, and Class Day. The Alumni Association gives out the J.E. Wallace Sterling Award and the Stanford Award of Excellence annually to honor graduating seniors for exemplary service to the University. For more information on student programs at the Stanford Alumni Association (<http://police.stanford.edu>) web site.

## Office of Special Events & Protocol and the Stanford Ticket Office

The Office of Special Events & Protocol (OSEP) (<https://osep.stanford.edu>) and Stanford Ticket Office (STO) (<http://tickets.stanford.edu>) are divisions of the Office of Public Affairs (<http://publicaffairs.stanford.edu>). OSEP manages the University's public ceremonies such as Commencement, Baccalaureate, New Student Orientation Convocation, and the Founders' Celebration. The organization also designs and produces other high-profile university events hosted by the President and Provost, such as the Roundtable at Stanford, international symposia and visits to campus by foreign delegations and heads of state.

OSEP also serves in an advisory capacity and/or can provide direct planning expertise to campus schools, departments, and student groups. The department has final approval authority of Stanford facility and open space use for non-academic events on campus. For information or event planning assistance, information about policies, procedures, and University facilities, see the OSEP (<https://osep.stanford.edu>) web site, or call (650) 724-1387.

The STO is the University's official full-service box office that provides online, in-person and by phone ticketing services, as well as day-of-event staffing support to hundreds of events throughout the year. Important arts organizations and venues it serves include Stanford Live, Stanford Jazz and Music Departments, the Bing Concert Hall, Frost Amphitheater, and Memorial Auditorium. The Stanford Ticket Office also provides professional ticketing and registration services to all academic departments, institutes, and student groups for lectures, festivals, concerts, and various high profile public events. For more information, see the Stanford Ticket Office (<http://tickets.stanford.edu>) web site, or call (650) 725-ARTS (2787).

## Diversity and Access Office

*Director of the Diversity and Access Office:* Rosa Gonzalez  
*Office:* Mariposa House, 585 Capistrano Way  
*Mail Code:* 94305-8230  
*Phone:* (650) 723-0755; *TTY:* (650) 723-1216  
*Email:* [equal.opportunity@stanford.edu](mailto:equal.opportunity@stanford.edu), [disability.access@stanford.edu](mailto:disability.access@stanford.edu)  
*Web Site:* <https://diversityandaccess.stanford.edu/>

The Diversity and Access Office ensures compliance with Titles VI and VII of the Civil Rights Act, the Equal Pay Act, the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act, the Age Discrimination in Employment Act, and Executive Order 11246, the California Fair Employment and Housing Act (FEHA), and the Unruh Civil Rights Act, among other laws.

The Diversity and Access Office was created to advance Stanford University's equal opportunity and affirmative action goals and commitment to diversity. The office also ensures University compliance with federal, state and local regulations concerning nondiscrimination and disability access. The Director of the Diversity and Access Office is responsible for administering the ADA/Section 504 Grievance Procedure (Student) and the Student Non-Academic Grievance Procedure. Finally, the office also provides an array of services and resources designed to ensure equal opportunity and address bias and discrimination prohibited by law or official University policy, as well as assists individuals with

disabilities who have requests for accommodations in the workplace and access to Stanford facilities, programs, and activities.

## Nondiscrimination Policy

Stanford University admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Consistent with its obligations under the law, Stanford prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by applicable law in the administration of the University's programs and activities; Stanford also prohibits unlawful harassment including sexual harassment and sexual violence. The following person has been designated to handle inquiries regarding this nondiscrimination policy: Director of the Diversity and Access Office, Mariposa House, 585 Capistrano Way, Stanford University, Stanford, CA 94305-8230; (650) 723-0755 (voice), (650) 723-1791 (fax), equal.opportunity@stanford.edu (email). Stanford's Title IX Coordinator, Cathy Glaze, has been designated to handle inquiries regarding sexual harassment and sexual violence: Mariposa House (2nd floor), 585 Capistrano Way, Stanford, CA 94305, (650) 497-4955 (voice), (650) 497-9257 (fax), titleix@stanford.edu (email).

## Awards and Honors

### Faculty and Staff Awards

#### Kenneth M. Cuthbertson Award

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

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

#### Lloyd W. Dinkelspiel Awards

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

#### Walter J. Gores Awards

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

senior faculty member (associate or full professor) or senior lecturer; a junior faculty member or member of the teaching staff; and a teaching assistant (graduate or undergraduate student). The awards are made annually at the University Commencement Ceremony.

#### Allan Cox Medal For Faculty Excellence Fostering Undergraduate Research

The Allan Cox Medal for Faculty Excellence Fostering Undergraduate Research is awarded annually to a faculty member who has established a record of excellence directing undergraduate research over a number of years. It may also go to a faculty member who has done an especially outstanding job with just one or two undergraduates who have demonstrated superior work. The medal was established in memory of the former professor of Geophysics and Dean of the School of Earth Sciences, a strong supporter of faculty-student research collaboration.

#### Herbert Hoover Medal For Distinguished Service

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

## Student Awards

#### Boothe Prize for Excellence in Writing

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

#### President's Award for Academic Excellence in the Freshman Year

The President's Award honors students in the top 3% of the class who have exceptionally distinguished academic records that exemplify a strong program of study in the freshman year. Students eligible for the award normally have completed Writing and Rhetoric and Introduction to the Humanities requirements during their first year at Stanford.

#### Deans' Award for Academic Achievement

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

#### Firestone Medal for Excellence in Research

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

### **Robert M. Golden Medal for Excellence in the Humanities and Creative Arts**

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

### **Hoefer Prize for Excellence in Undergraduate Writing**

The Hoefer Prize recognizes students and faculty for their work in courses that meet the University Writing Requirement for writing in the major. Prizes are awarded in each of the five areas of the undergraduate curriculum: humanities, social sciences, natural sciences, engineering, and earth sciences.

### **Frederick Emmons Terman Engineering Scholastic Award**

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

### **Phi Beta Kappa**

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

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

The chapter's election guidelines define breadth of study as excellence beyond the major field. To be considered for election, a student must have taken at least three courses of 3 units or more at Stanford by the time elections are held early in the Spring Quarter with a letter grade of 'B-' or better in each of the following three major domains of knowledge: humanities; science, engineering, and math; and social sciences. Students who transfer in their junior year must have taken at least two courses at Stanford in two of the major domains and at least one course in the third domain, and must have completed a minimum of 75 units of academic work at Stanford by the end of Winter Quarter. Students who transfer in their sophomore year must have taken at least two courses at Stanford in each of the major domains.

There is no direct correlation between Stanford University General Education Requirements (GERs) and Phi Beta Kappa breadth requirements. The elections committee analyzes the content of individual courses to determine which major domain requirement they may satisfy. IHUM, PWR, and first-year language courses do not satisfy the PBK breadth criterion.

A grade of '+' or 'CR' is not considered a sign of distinction. Minimally satisfying the breadth criterion is not considered a sign of distinction.

The academic records of eligible students are automatically reviewed, so no special action is required for students wishing to be considered for membership. Anonymity in the election process is ensured by removal of the students' names from their academic records before consideration. Students who desire that their records not be made available for consideration by the Stanford chapter of Phi Beta Kappa should inform the Registrar, 630 Serra Street, Suite 120, Stanford, CA 94305-6032.

## **Exchange Programs and Cross-enrollment Agreements**

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

## **Undergraduate**

Stanford has exchange programs with four colleges and universities that allow students to exchange schools for a quarter/semester or for a year, depending on the school. These programs are best suited to students in their junior year, when the major area of study has been determined. Stanford students register for zero units at Stanford during the quarter(s) in which they are attending another college or university and pay the regular Stanford tuition. Courses taken at the other institution are treated as transfer credit back to Stanford. Students should contact the External Credit Evaluation section of the Office of the University Registrar to determine whether the courses taken through an exchange program may qualify for credit toward a Stanford degree. Only the number of units accepted in transfer, not the course titles or the grades received, are recorded on the Stanford transcript.

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

## **Graduate**

The Exchange Scholar Program is open to doctoral students in programs other than the Graduate School of Business or Stanford Law School who have completed one full year of study at one of the participating institutions. These students may apply to study at Stanford, and Stanford students may apply to one of these other institutions, for a maximum of one academic year (Autumn, Winter, and Spring quarters) to take advantage of particular educational opportunities not available on the home campus. The participating institutions are Brown University, University of Chicago, Columbia University, Cornell University, Harvard University, Massachusetts Institute of Technology, Princeton University, Stanford University, University of Pennsylvania, and Yale University. Further information on the program may be obtained from the Office of the University Registrar, or the graduate dean's office at participating institutions. Some institutions may place restrictions on specific departments.

Stanford also has separate exchange programs with the University of California, Berkeley, the University of California, San Francisco, and the University of California, Santa Cruz for students in marine sciences. Further information may be obtained at the Office of the University Registrar.

## **Cross-Enrollment**

See the "ROTC section (<http://exploreddegrees.stanford.edu/rotc>)" of this bulletin for information on ROTC cross-enrollment programs.