

Student Services and Programs

STUDENT AFFAIRS

Student Affairs supports the academic mission of the University by providing a climate conducive to living and learning in a diverse community. The organization encompasses a broad range of programs and services for undergraduate and graduate students in the areas of health services, student life, residential education, advising and tutoring, career services, housing and food services, financial services, and registration. It serves the wider community through the Haas Public Service Center and is responsible for the information systems and institutional reporting on students, courses, and classrooms.

The Vice Provost for Student Affairs provides policy direction, administrative support for budget, personnel, facilities, and development, and has oversight of the efficiency and effectiveness of each of the organization's units. The Vice Provost interacts with the President, the Provost, the University Cabinet, schools, department representatives, and students, and is an ex officio member of the Senate of the Academic Council.

DEAN OF STUDENTS

The Office of the Dean of Students seeks to ensure that the University is sensitive and responsive to the needs of students. The office is responsible for several administrative offices and community centers including the Asian American Activities Center; Bechtel International Center; Black Community Services Center; Disability Resource Center; El Centro Chicano; Judicial Affairs; Lesbian, Gay, Bisexual, and Transgender Community Resource Center; Native American Cultural Center/American Indian Program Office; New Student Orientation; Office of Multicultural Education; Tresidder Memorial Union; the Office of Student Activities, including Greek Affairs; and the Women's Community Center. The office also provides consultation and coordination with approximately 450 student organizations, student media, activities, publications, and the Associated Students of Stanford University. The office is located in Tresidder Memorial Union, telephone (650) 723-2733. Students are welcome to visit the Dean of Students to discuss ideas, personal issues, or general concerns about student life.

DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center is the central administrative office that coordinates a variety of services and resources for undergraduate and graduate students with documented disabilities. The students who use the DRC's services have a variety of disabilities, including mobility impairments, learning disabilities, chronic illness, psychological disabilities, and sensory disabilities. The mission of the DRC is to provide disabled students with access to all facets of University life: education, housing, recreation, and extracurricular activities. To initiate services, a student contacts the DRC directly and meets with a program coordinator to determine what services and accommodations are available to support the student's disability related needs. Students who are eligible for services are asked to submit professional documentation of their disabilities to the DRC. Services may include, but are not limited to, books on tape, braille, a distraction free room for taking examinations, extended time on examinations, notetaking, oral or sign language interpretation, and stenocaptioning. The DRC also has available adaptive computer equipment in a work station in Meyer Library. During the academic year, the DRC runs a golf cart service called DisGo Cart for use by students with temporary and permanent mobility impairments. The DRC is located at 123 Meyer Library; office hours are 9 a.m. to 12 noon and 1 to 5 p.m., Monday through Friday. For more information call the DRC at (650) 723-1066 (voice) or 723-1067 (TDD).

INTERNATIONAL CENTER

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

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

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

The Overseas Resources Center, within the I-Center, provides the following travel services: passport photos, international student ID cards, and youth hostel membership cards.

TRESIDDER MEMORIAL UNION

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

TMU is also the home of the Associated Students of Stanford University (ASSU), and the Office of the Vice-Provost for Student Affairs and the Office of Student Activities/Dean of Students office.

To learn more about activities in Tresidder Union, as well as events on and off campus and employment opportunities, stop by the Information Center on the first floor, or telephone (650) 723-3384.

VOLUNTARY STUDENT ORGANIZATIONS

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

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

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

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

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

Voluntary student organizations are those organizations: (1) in which membership is not mandatory and nondiscriminatory, (2) in which membership is both open and limited to current Stanford students registered in a degree-granting program, (3) in which students make all organizational decisions and (4) whose purposes and procedures are inconsistent with the goals and standards of the University. In order to use University facilities the Stanford name or receive ASSU funding all voluntary stu-

dent organizations must register with the University through the Office of Student Activities on the second floor of Tresidder Memorial Union.

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

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

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

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

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

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

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

Religious Activities—Religious and ethical concerns are shared by a significant number of Stanford undergraduate and graduate students, many of whom are actively involved in a variety of campus religious organizations.

The University's commitment to the process by which convictions and values are defined and sharpened is manifest in its chaplaincy staff, and its support of the diverse religious groups on campus. Central in Stanford's history, from its founding, is multifaith exploration and dialogue—a vital part of both ethos and education in this institution. For further information about religious life at Stanford, call Memorial Church (650) 723-1762.

JUDICIAL AFFAIRS AND STUDENT CONDUCT

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

When a violation of the Fundamental Standard, Honor Code, or other policy or rule governing student conduct is alleged, or whenever a member of the University community believes such a violation has occurred, he or she should contact the Judicial Affairs Office, Tresidder Memorial Union, 2nd floor, (650) 725-2485.

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

THE FUNDAMENTAL STANDARD

Students are expected to observe the Fundamental Standard of student conduct, which was stated by Stanford's first President, David Starr Jordan, as follows:

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

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

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

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

THE HONOR CODE

The Honor Code at Stanford is essentially the application of the Fundamental Standard to academic matters. Provisions of the code date from 1921, when the honor system was established by the Academic Council of the University Faculty at the request of the student body and with the approval of the President.

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

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

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

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

Examples of conduct which 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
 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 have involved Honor Code violations; of those, 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 is a one quarter suspension

from the University and 40 hours of community service. In addition, many faculty members issue a “No Pass” for the course in which the violation occurred. The standard penalty for a multiple violation (for example, cheating more than once in the same course) is a three quarter suspension and 60 hours of community service

CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is committed to educating the Stanford community about the world of work and helping individuals understand their relationship to it. The CDC encourages both undergraduate and graduate students to consider how their academic course work and other experiences may affect their career decisions. Through a variety of programs and services, the Career Development Center staff helps students and alumni clarify their interests, skills, and values; explore possible career fields; and prepare for the job search in a variety of fields. These programs and services include:

Cardinal Recruiting Program

Career counseling

Career interest, skills, and personality inventories

Career Resource Center, which includes books, periodicals, and handouts
Fall Career Fair

Full-time, part-time, internship, and summer job listings available via the world wide web

Job Connection Day

Liberal Arts Career Week including the Career and Internship Fairs

Reference file service

Workshops on resume writing, interviewing, and the summer and full-time job search process

Check the CDC web page at www.stanford.edu/dept/CDC/ for up-to-date information on programs and events.

The Career Development Center, located at 355 Galvez (the Bakewell Building) is open Monday through Friday from 8:15 a.m. to 4:30 p.m.; telephone (650) 723-3963.

COWELL STUDENT HEALTH SERVICE

Medical Services—(650) 724-CARE, 724-2273. Cowell offers comprehensive health care to Stanford students, including diagnosis and treatment of acute illness, injury and chronic conditions, and prevention. Medical appointments are available in general medicine, women’s health, gynecology, orthopedics, and sports medicine. Same-Day Care is open for acute illness or injury on a walk-in basis. If consultation with a specialist is needed, students are referred to the appropriate clinic at the Stanford Medical Center.

A nurse is available during office hours to answer routine medical questions by phone. Advice for urgent conditions is provided 24 hours a day by Cowell’s on-call physician. Additional services include pharmacy; physical therapy; Allergy, Injection, and Immunization Clinic; Travel Clinic; physical exams for employment or scholarships; HIV testing; laboratory; and x-ray.

Counseling and Psychological Services (CAPS)—(650) 723-3785. CAPS provides individual, couples, and group psychological counseling for students who experience a wide variety of personal, academic, and relationship concerns.

CAPS offers evaluations and brief counseling for registered students without charge. Students requesting or requiring longer, ongoing therapy incur fees. A CAPS on-call clinician may be contacted for urgent situations at any time.

CAPS strictly protects the confidentiality of information shared in counseling.

A team of specially-trained staff is available at (650) 725-9955 to meet the needs of student survivors of sexual assault. CAPS offers workshops and groups that focus on the students’ social, personal, and academic effectiveness. Consultation and outreach services are provided for Stanford’s faculty, staff, and student organizations.

Health Promotion Services—(650) 723-0821. Cowell assists students in their pursuit of optimal health, focusing on the positive lifestyle choices

that can enhance their lives and contribute to their academic success. Health education workshops and seminars, community events, health advising, academic courses, student projects and internships, and a Health Library address the following issues: alcohol and other drug abuse prevention, nutrition counseling and education, sexual assault and harassment prevention, sexual health education, health enhancement, and self-care.

Student Health Insurance—(650) 723-2135. All registered students are required to have health insurance. Cowell offers a comprehensive and affordable University-sponsored insurance plan, Cardinal Care, which is administered and insured by Health Net. Health insurance policies for spouses, domestic partners, children of students, and visiting scholars are available. Voluntary dental insurance is also offered.

HAAS CENTER FOR PUBLIC SERVICE

The Haas Center for Public Service serves as a focal point for students, faculty, and staff interested in public and community service. The Haas Center maintains and coordinates volunteer, internship, and community research opportunities for undergraduate and graduate students in the San Francisco Bay Area, nationally and internationally. Through public service education initiatives, the staff assists students and faculty seeking to integrate service-based learning with academic study and administers a Public Service Scholars honors research program.

The Haas Center is the campus base for Stanford in Washington, an academic program that combines seminars, tutorials, and internships in the nation’s capital. The Center also serves as the university partner for the One East Palo Alto Neighborhood Improvement Initiative, a resident-driven community revitalization project (1999-2006). The Center houses various student organizations including Stanford in Government, the East Palo Alto Stanford Academy (EPASA), and Students for Environmental Action at Stanford. It administers numerous fellowship programs that provide financial support to students undertaking public and community service work during the summer and post-graduation. Through the Center’s K-12 school programs, Stanford students serve as tutors, mentors, teaching assistants, and after school recreation leaders in the surrounding communities.

Students interested in public and community service internships, integration of academics and service, community research, volunteer work, and fellowships should visit the Haas Center, see <http://haas.stanford.edu>, or call (650) 723-0992.

BOOKSTORE

Organized in 1897, Stanford Bookstore, (650) 329-1217, located at 519 Lasuen Mall, provides a diverse and necessary selection of books, course materials, and supplies to the students, faculty, staff, and community in and surrounding Stanford. The newly remodeled bookstore carries over 130,000 titles, including a wide selection of books written by Stanford authors, as well as Stanford logo apparel, gifts and souvenirs, periodicals, Photo Express, and a café, making it one of the largest bookstores in the nation. The Computer Store, in the main branch, sells computer hardware and software. Other services include shipping of purchases, gift certificates, book buyback, fax service, postage stamp sales, an ATM machine, and Enterprise Rent-A-Car hotline. There are five branches in addition to the Stanford Bookstore that also serve the community. They are the Stanford Medical/Technical Bookstore Palo Alto, (650) 614-0280, which carries medical and technical books, supplies, stationery, medical instruments, bestsellers, and clothing, The Track House Sports Shop, (650) 327-8870, at the corner of Campus Drive and Galvez Street, Tresidder Express convenience store in Tresidder Union, the Stanford Shop, (650) 614-0295, at the Stanford Shopping Center, and the Bookshop, (650) 725-2775, at the Cantor Center for the Arts. Visit our web site at <http://www.stanfordbookstore.com>.

CONFERENCE SERVICES

A “conference” is any student or adult group that is not a part of a regular or summer academic session for registered students, whether convening for only part of a day (including a luncheon), overnight, or for several days.

Arrangements for conferences are the responsibility of the Director of Conferences. Summer Conference Services, (650) 723-3126, coordinates conferences from June 23 through September 15. Non-academic Facilities Scheduling in the Registrar’s Office, (650) 723-6755, coordinates conferences September 16 through June 22. Policies concerning conferences are the responsibility of the President’s and Provost’s Offices.

Outside organizations wishing to meet at Stanford must have the sponsorship of a University department. Conferences initiated by organizations within or outside the University must be closely related to the academic program of the University. The sponsoring department submits its proposal to the Director of Conferences for review in terms of available facilities and for approval of the President’s Office.

Arrangements for campus housing and/or meeting room facilities are made with the Director of Conferences.

Housing and dining service accommodations in campus residences usually are available on the Sunday following Commencement until August 31. Assistance with arrangements for tables, chairs, audiovisual aids, signs, and other equipment may be made with Summer Conference Services. For more information, see <http://www.Stanford.edu/dept/hds/scs/>.

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 Ombudsperson has wide powers of inquiry. The Ombudsperson will refer matters to the proper person or office expeditiously and, where appropriate, assist in negotiations or provide access to mediation through the Stanford Mediation Center. (For the role of the office of the Ombuds in cases of sexual harassment, see the “Non-Academic Regulations” section of this bulletin.) The Stanford University Ombuds is Ellen Waxman. She can be reached at (650) 723-3682, or ombudsman@stanford.edu. The office is located in Building 310, Room 101, Main Quad. The web site for the office is <http://www.stanford.edu/dept/ocr/ombudsperson>. The Ombuds for the Medical School is Martha McKee, she can be reached at martha.mckee@stanford.edu.

POLICE SERVICES

The Stanford Department of Public Safety, (650) 723-9633, is located at the corner of Campus Drive and Serra Street. It is composed of several divisions:

Deputized Patrol Officers: uniformed officers patrol the campus and respond to calls. They are fully empowered by Santa Clara County and have authority to stop vehicles, make arrests, and enforce all laws. Plainclothes detectives follow up on cases as necessary.

Community Service Officers: CSOs enforce parking regulations. The <http://police.stanford.edu/> citations they issue for parking violations are payable to Santa Clara County and go to warrant if not paid. The night CSOs check on dorm security and provide a uniformed presence. *The Special Services Unit:* SSU is a campus resource center providing crime prevention and safety awareness programs to the Stanford community. Its free services include pamphlets, videos, and presentations about bicycle safety, earthquake preparedness (earthquake information, 723-0569), personal safety, and property protection. Call 723-0806 to reach the SSU.

For police, fire, or ambulance response at any time, dial 9-1-1, a free call from all pay phones. From University phones (723-, 725-, 497-, or 498- prefix), dial 9-911. Blue Emergency Phone Towers are now in place across campus for emergency assistance.

For additional safety information, see the *Stanford Safety and Security Almanac*, which is available from the Special Services Unit of the Stanford Department of Public Safety (723-0806). See the Public Safety’s web site (<http://police.stanford.edu/>) for important crime statistics and security information.

STANFORD EVENTS

Stanford Events is responsible for the production of all official University ceremonies, including New Student Orientation Convocation, Founders’ Day, Commencement, and other ceremonies or events as designated by the President’s Office. Stanford Events also communicates University policies that govern events to campus organizations that request to host an event on or off campus. In addition, the Visitor Information Services, Stanford Ticket Office, and the Lively Arts at Stanford function within Stanford Events.

Organizations that may request use of University facilities for public events include academic departments, administrative offices, official organizations of the Association Students of Stanford University (ASSU), and voluntary student organizations registered with the Office of Student Activities (OSA). Voluntary student organizations sponsoring programs must have the approval of the ASSU student financial manager and the OSA before their requests are presented to the Registrar’s Office for scheduling.

Copies of the *Public Events Policy Manual*, which sets forth University policies and procedures for events, are available from Stanford Events, 537 Lomita Mall, Stanford, CA 94305-2250, or at <http://stanfordevents.stanford.edu>.

Stanford Ticket Office—The Stanford Ticket Office provides ticketing services including printing, sales, and box office staffing to Stanford University events, except athletics. The Ticket Office handles sales for Stanford Lively Arts, the Department of Music, and various campus organizations. BASS sales are also available through the Ticket Office for events in the greater Bay Area. The Ticket Office is centrally located in the Tresidder Student Union and may be reached by phone at (650) 725-ARTS.

Stanford Lively Arts—Stanford Lively Arts presents a full season of professional, world-class music, dance, and theater performances from around the globe. Venues include Memorial Auditorium, Dinkelspiel Auditorium, Memorial Church, and Frost Amphitheater. For more information about Stanford Lively Arts and coming performances, telephone (650) 725-ARTS, or visit the Lively Arts web site at <http://livelyarts.stanford.edu>.

Stanford Visitor Information Services—Visitor Information Services provides information about the University and the surrounding area. Services include campus tours, prearranged tours for special areas of interest, and escorted visits to the Hoover Tower Observations Platform. Other services include answering visitor questions, providing directions to various campus locations, and providing parking permits and campus maps. Visitor Information Services operates from three locations on campus: Memorial Auditorium, Hoover Tower, and Tresidder Union.

AWARDS AND HONORS

FACULTY AND STAFF

KENNETH M. CUTHBERTSON AWARD

The Kenneth M. Cuthbertson Award was established in 1981 for recognition of 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 has 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 professional 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 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 firm 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. There have been 11 honorees.

STUDENT

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 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 at Stanford University in each of the following three major domains of knowledge: Humanities; Science, Engineering, and Math; and Social Sciences, by the time elections are held early in the Spring Quarter. To be considered for election, 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.

Examples of courses that will satisfy the Phi Beta Kappa breadth criterion include those listed in the *Stanford Bulletin* Appendix for the undergraduate General Education Requirements (GER) in Areas 2 to 4. Courses taken for GER Area 1 are not considered as satisfying 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 all 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, Old Union, Stanford, CA 94305-3005.

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.

EXCHANGE PROGRAMS

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 Transfer Credit Evaluator in the Academic Standing Office 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 Center.

GRADUATE

The Exchange Scholar Program is open to doctoral students in the fields of humanities, social sciences, and sciences who have completed one full year of study at one of the participating institutions. These students may apply to study at Stanford for a maximum of one academic year 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, University of Pennsylvania, and Yale University. Further information on the program may be obtained from the Degree Progress Office, Old Union, or from 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 and the University of California, San Francisco. Further information may be obtained at the Registrar's Office.

CROSS-ENROLLMENT AGREEMENTS FOR ROTC

Stanford has cross-enrollment agreements for the Reserve Officers' Training Corps (ROTC) with the Navy and the Marine Corps ROTC program at the University of California at Berkeley, the Army ROTC program at Santa Clara University, and the Air Force ROTC program at San Jose State University. The purpose of these agreements is to allow Stanford students to engage in military training while working on their degrees from Stanford. Courses taken in ROTC programs are offered by and through UC Berkeley, Santa Clara, and San Jose State. The courses do not qualify to be used towards the 12 unit requirement for full-time registration status or satisfactory academic progress requirements for Stanford undergraduates. Certain ROTC courses may be eligible to be used as transfer credit if they qualify under Stanford's transfer credit practices.

Normally, students who participate in ROTC training complete a four-year course of instruction at the respective institution that consists of two years of basic courses during the freshmen and sophomore years, and an advanced course of instruction during the junior and senior years. Students who accept ROTC scholarships are generally subject to a service obligation, depending on the regulation of the particular service.

Stanford students who are enrolled in ROTC programs under the cross-enrollment agreements are eligible to compete for scholarships to include full tuition and a monthly stipend (Navy and Air Force), or other varying amounts (Army). Students normally compete for national scholarships as high school seniors, although current Stanford students may be eligible to enroll in ROTC on a non-scholarship basis. Non-scholarship ROTC students are eligible to compete for scholarships, and individual services may offer additional scholarship programs to current qualifying undergraduate and graduate students. Interested students should contact the appropriate military professor at the host institution to obtain information on these programs and to initiate application procedures (see below).

Students who satisfactorily complete an ROTC program and are awarded a Stanford degree qualify for a commission as a Second Lieutenant in the U.S. Army, an Ensign in the U.S. Navy, a Second Lieutenant in the U.S. Marines, or a Second Lieutenant in the U.S. Air Force.

For questions concerning the ROTC programs, Stanford students should consult one of the following: Naval ROTC, 152 Hearst Gym, University of California, Berkeley, CA 94720-3640, telephone (800) 430-3014; Army ROTC, Department of Military Science, Santa Clara University, Santa Clara, CA 95053, telephone (800) 227-7682; Air Force ROTC, San Jose State University, San Jose, CA 95192-0051, telephone (408) 924-2960.

COURSES

AIR FORCE ROTC

The following are offered by San Jose State University:

The Foundations of the United States Air Force—Freshman year.

The Evolution of the United States Air Force Air and Space Power—Sophomore year.

Field Training—Sophomore year.

Air Force Leadership Studies—Junior year.

National Security Affairs/Preparation for Active Duty—Senior year.

Leadership Laboratory—Mandatory and complements the list above. During freshman and sophomore years, includes the study of Air Force customs and courtesies, drill and ceremonies, and military commands. During junior and senior year, it consists of advanced leadership experiences involving the planning and controlling of military activities of the cadet corps, the preparation and presentation of briefings, and other oral and written communications.

ARMY ROTC

The following are offered by Santa Clara University:

Fundamentals of Leadership and Management—Basic course. First and second year are designed for beginning students who want to qualify for entry into the Advanced Course in a normal progression. Introduces key terms needed to address the leadership challenges and problem solving methods used in the Advanced Course. Communication skills are taught, practiced, and mastered, ensuring that students entering the Advanced Course are prepared to take charge of groups and organize the activities of the group in problem solving exercises and labs. Associated extracurricular activities are: the leadership reaction course; a physically challenging confidence course, rappelling, marksmanship, and competitive orienteering.

The following are offered for the Army ROTC Basic Course:

Basic Leadership Development and Communicative Skills—Freshman year.

History of the U.S. Army Military Profession—Freshman year.

Applied Leadership Development—Freshman year.

Organizational Leadership Theory—Sophomore year.

Team Development—Sophomore year.

Troop Leading Procedures/U.S. Army—Sophomore year.

Advanced Leadership and Management—Advanced sophomores. This sequence is open to students who have completed the Basic Course or earned placement credit for it. Placement credit can be achieved through prior military training or completion of the six-week summer course known as Camp Challenge at Fort Knox, Kentucky. Students who want to qualify for the Advanced Course, via Camp Challenge, should plan to attend the camp as early as the summer before their junior year at Stanford. Students must complete the Advanced Course in the sequence prescribed by the Department of Military Science at Santa Clara University.

The following are offered for the Army ROTC Advanced Course:

Leading Small Organizations I—Junior year.

Leading Small Organizations II—Junior year.

Advanced Tactics—Junior year.

ROTC Advanced Camp—Junior year. Six-week summer camp. Open only to contracted students who have completed junior year courses and who are seeking a commission in the U.S. Army.

Leadership Challenges and Goal Setting—Senior year.

Transition to Lieutenant—Senior year.

Precommissioning Seminar—Senior year.

NAVAL ROTC

The Department of Naval Science at UC Berkeley offers programs of instruction for men and women leading to active duty reserve commissions in the U.S. Navy or U.S. Marine Corps. Navy option students enrolled in one of the four-year programs normally complete the following courses during the first two years.

NS1. Introduction to Naval Science—Freshman year.

NS2. Sea Power and Maritime Affairs—Freshman year.

NS3. Leadership and Management—Sophomore year.

NA10. Ship Systems—Sophomore year.

Navy option students enrolled in either the four- or two-year program normally complete the following courses during their junior and senior years.

NS12A. Navigation and Naval Operations I—Junior year.

NS12B. Navigation and Naval Operations II—Junior year.

NS401. Naval Ship Systems—Senior year.

NS412. Leadership and Ethics—Senior year.

In addition to the above courses, Navy option ROTC students are required to participate in weekly professional development laboratories (drill) at UC Berkeley and complete a number of other courses at Stanford including one year of calculus, physics, and English, and one quarter of computer science, leadership and management, and military history or national security policy.

In lieu of NS401, NA10, and NS12B, Marine option students may participate in Marine Seminars and complete MA154, History of Littoral Warfare and MA20, Evolution of American Warfare (or a designated equivalent course). Marine option students also participate in the weekly professional development laboratories.

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