

**GES
GRADUATE STUDENT
HANDBOOK
2014-2015**



450 Serra Mall
Braun Hall, Building 320
Room 118
Stanford, CA 93205-2115

(p) 650.723.0847
(f) 650.725.0979
<http://ges.stanford.edu>

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Stanford Academic Calendar 2014-15

AUTUMN QUARTER

- AUGUST 1 (Fri)** Access open for course enrollment
25 (Mon) 1st-year M.D. instruction begins
28 (Thu) 2nd-year M.D. instruction begins
- SEPTEMBER 2 (Tue)** Law School instruction begins for 1st-year J.D. students
12 (Fri, 5:00 p.m.) At-status enrollment deadline in order to receive stipend or financial aid refund by first day of term
15 (Mon) MBA first-year instruction begins
16 (Tue) New undergraduates arrive; Convocation
18 (Thu) Undergraduate housing opens for returning students
22 (Mon) First day of quarter; instruction begins
22 (Mon) Law School instruction begins for 2nd- & 3rd-year J.D. & advanced degree students
22 (Mon, 5:00 p.m.) Preliminary Study List deadline. Students must be “at status”; i.e., students must have a study list with sufficient units to meet requirements for their status, whether full-time, 8-9-10 units (graduate students only), or approved Special Registration Status
22 (Mon, 5:00 p.m.) Deadline to submit Leave of Absence for full refund
25 (Thu) Conferral of degrees, Summer Quarter
26 (Fri) GSB course add/drop deadline (GSB courses only)
- OCTOBER 10 (Fri, 5:00 p.m.)** Final Study List deadline, except GSB. Last day to add or drop a class; last day to adjust units on a variable-unit course. Last day for tuition reassessment for dropped courses or units. Students may withdraw from a course until the Course Withdrawal deadline and a ‘W’ notation will appear on the transcript
- NOVEMBER 4 (Tue, 5:00 p.m.)** Term withdrawal deadline; last day to submit Leave of Absence to withdraw from the University with a partial refund
14 (Fri, 5:00 p.m.) Change of grading basis deadline, except GSB
14 (Fri, 5:00 p.m.) Course withdrawal deadline, except GSB, Law, and M.D.
14 (Fri, 5:00 p.m.) Application deadline for Autumn Quarter degree conferral
24-28 (Mon-Fri) Thanksgiving Recess (no classes)
- DECEMBER 1-7 (Mon-Sun)** End-Quarter Period
5 (Fri) Last day of classes (unless class meets on Sat.)
5 (Fri) Last opportunity to arrange Incomplete in a course, at last class
5 (Fri, noon) University thesis, D.M.A. final project, or Ph.D. dissertation, last day to submit
5 (Fri, 5:00 p.m.) Late application deadline for Autumn Quarter degree conferral (\$50 fee)
5-12 (Fri-Fri) Law School examinations
8-12 (Mon-Fri) End-Quarter examinations
13 (Sat, noon) Undergraduate housing closes for Winter Break
16 (Tue, 11:59 p.m.) Grades due

JANUARY 8 (Thu) Conferral of degrees, Autumn Quarter

WINTER QUARTER

- OCTOBER 26 (Sun)** Access open for course enrollment
- DECEMBER 26 (Fri)** At-status enrollment deadline in order to receive stipend or financial aid refund by first day of term
- JANUARY 3 (Sat, 8:00 a.m.)** Undergraduate housing opens for Winter Quarter
5 (Mon) First day of quarter; instruction begins for all students
5 (Mon, 5:00 p.m.) Preliminary Study List deadline. Students must be “at status”; i.e., students must have a study list with sufficient units to meet requirements for their status, whether full-time, 8-9-10 units (graduate students only), or approved Special Registration Status
5 (Mon, 5:00 p.m.) Deadline to submit Leave of Absence for full refund
9 (Fri) GSB course add/drop deadline (GSB courses only)
19 (Mon) Martin Luther King, Jr., Day (holiday, no classes)
23 (Fri, 5:00 p.m.) Final Study List deadline. Last day to add or drop a class; last day to adjust units on a variable-unit course. Last day for tuition reassessment for dropped courses or units. Students may withdraw from a course until the Course Withdrawal deadline and a ‘W’ notation will appear on the transcript
- FEBRUARY 16 (Mon)** Presidents’ Day (holiday, no classes; Law School does hold classes)
18 (Wed, 5:00 p.m.) Term withdrawal deadline; last day to submit Leave of Absence to withdraw from the University with a partial refund
27 (Fri, 5:00 p.m.) Change of grading basis deadline, except GSB
27 (Fri, 5:00 p.m.) Course withdrawal deadline, except GSB, Law, and M.D.
27 (Fri, 5:00 p.m.) Application deadline for Winter Quarter degree conferral
- MARCH 9 (Mon)** Last day of Law classes.
9-15 (Mon-Sun) End-Quarter Period
13 (Fri) Last day of classes (unless class meets on Sat.)
13 (Fri) Last opportunity to arrange Incomplete in a course, at last class
13 (Fri, noon) University thesis, D.M.A. final project, Ph.D. dissertation, last day to submit
13 (Fri, 5:00 p.m.) Late application deadline for Winter Quarter degree conferral (\$50 fee)
13-20 (Fri-Fri) Law School examinations
16-20 (Mon-Fri) End-Quarter examinations
21 (Sat) Undergrad housing move-out (if departing Winter Quarter)
24 (Tue, 11:59 p.m.) Grades due
- APRIL 2 (Thu)** Conferral of degrees, Winter Quarter

SPRING QUARTER

- FEBRUARY 8 (Sun)** Access open for course enrollment
- MARCH 20 (Fri)** At-status enrollment deadline in order to receive stipend or financial aid refund by first day of term
28 (Sat) Undergraduate housing move-in date for Spring Quarter
30 (Mon) First day of quarter; instruction begins
30 (Mon, 5:00 p.m.) Preliminary Study List deadline. Students must be “at status”; i.e., students must have a study list with sufficient units to meet requirements for their status, whether full-time, 8-9-10 units (graduate students only), or approved Special Registration Status
30 (Mon, 5:00 p.m.) Deadline to submit Leave of Absence for full refund
- APRIL 2 (Thu)** GSB instruction begins (MBA and MSx courses only)
7 (Tue) GSB course add/drop deadline (GSB courses only)
10 (Fri, 5:00 p.m.) Application deadline for Spring Quarter degree conferral
17 (Fri, 5:00 p.m.) Final Study List deadline. Last day to add or drop a class; last day to adjust units on a variable-unit course. Last day for tuition reassessment for dropped courses or units. Students may withdraw from a course until the Course Withdrawal deadline and a ‘W’ notation will appear on the transcript
- MAY 11 (Mon, 5:00 p.m.)** Term withdrawal deadline; last day to submit Leave of Absence to withdraw from the University with a partial refund.
22 (Fri, 5:00 p.m.) Change of grading basis deadline, except GSB
22 (Fri, 5:00 p.m.) Course withdrawal deadline, except GSB, Law, and M.D.
25 (Mon) Memorial Day (holiday, no classes)
29 (Fri) Last day of Law classes
29-June 4 (Fri-Thu) End-Quarter Period
- JUNE 1-5 (Mon-Fri)** Law School examinations
3 (Wed) Last day of classes.
3 (Wed) Last opportunity to arrange Incomplete in a course, at last class
3 (Wed, noon) University thesis, D.M.A. final project, or Ph.D. dissertation, last day to submit
3 (Wed, 5:00 p.m.) Late application deadline for Spring Quarter degree conferral (\$50 fee)
4 (Thu) Day before finals, no classes
5-10 (Fri-Wed) End-Quarter examinations.
10 (Wed, noon) Grades for GSB graduating students due
11 (Thu, noon) Grades for graduating students due.
12 (Fri) Undergraduate housing move-out date (for all students not involved in Commencement)
13 (Sat) Senior Class Day
13 (Sat) Baccalaureate Saturday
13 (Sat) Law School Diploma Ceremony

- 14 (Sun)** Commencement. Conferral of degrees, Spring Quarter
15 (Mon) Undergraduate Housing move-out date (for graduates and others involved in Commencement with permission)
16 (Tue, 11:59 p.m.) Grades for non-graduating students due

SUMMER QUARTER

- APRIL 12 (Sun)** Access open for course enrollment
- JUNE 12 (Fri)** At-status enrollment deadline in order to receive stipend or financial aid refund by first day of term
22 (Mon) First day of quarter; instruction begins
22 (Mon, 5:00 p.m.) Preliminary Study List deadline
22 (Mon) Deadline to submit Leave of Absence for full refund
- JULY 3 (Fri)** Independence Day (celebrated; holiday, no classes)
6 (Mon, 5:00 p.m.) Final Study List deadline. Last day to add or drop a class; last day to adjust units on a variable-unit course. Last day for tuition reassessment for dropped courses or units. Students may withdraw from a course until the Course Withdrawal deadline and a ‘W’ notation will appear on the transcript
24 (Fri, 5:00 p.m.) Term withdrawal deadline; last day to submit Leave of Absence to withdraw from the University with a partial refund.
31 (Fri, 5:00 p.m.) Change of grading basis deadline
31 (Fri, 5:00 p.m.) Course withdrawal deadline
31 (Fri, 5:00 p.m.) Application deadline for Summer Quarter degree conferral
- AUGUST 8-13 (Sat-Thu)** End-Quarter Period
13 (Thu) Last day of classes
13 (Thu) Last opportunity to arrange Incomplete in a course, at last class
14-15 (Fri-Sat) End-Quarter examinations
18 (Tue, 11:59 p.m.) Grades due
28 (Fri, noon) University thesis, D.M.A. final project, or Ph.D. dissertation, last day to submit
28 (Fri, 5:00 p.m.) Late application deadline for Summer Quarter degree conferral (\$50 fee)
- SEPTEMBER 24 (Thu)** Conferral of degrees, Summer Quarter

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Academic Calendar 2015-16

- First day of classes and last day of finals
Autumn 2015-16: September 21 & December 11
Winter 2015-16: January 4 & March 18
Spring 2015-16: March 28 & June 8
(Commencement June 12)
Summer 2015-16: June 20 and August 13

INTRODUCTION

This handbook is designed *as a supplement* to the Stanford Bulletin (<http://exploreddegrees.stanford.edu>) and other University publications and contains department-specific policies, procedures, and degree requirements. All GES graduate students are urged to take the time to read the general material in the Bulletin concerning policies associated with study at Stanford, as well as the GES Department's specific section. Further information and resources are available from the Student Services Manager and can be found on our website at <http://pangea.stanford.edu/GES>.

It is the responsibility of each student to familiarize himself/herself with this information and to seek clarification as needed. Graduate school is professional training and, as such, is an active partnership between the student and the department. When most effective, both the department and the student share responsibility for the academic career. The department is expected to share information about degree requirements, policies and procedures, and helpful resources. The student also has responsibilities, such as knowing relevant policies and procedures, and engaging in professional conduct and communication.

Students are responsible for:

- knowing University policies and degree requirements
- understanding University expectations for standards of conduct and academic integrity
- knowing department policies and degree requirements
- accepting ownership of their academic career and taking charge of their education
- checking their transcript to ensure accuracy in grading, following-up with instructors when a grade is not submitted, and making arrangements to submit work for clearing an incomplete
- knowing the sources and duration of their graduate funding
- communicating professionally and effectively with faculty, administrators and fellow students
- knowing where to find resources and help
- utilizing their Stanford email address for all academic correspondence

GES GRADUATE PROGRAM OVERVIEW AND LEARNING OUTCOMES

Graduate Studies in the Department of Geological and Environmental Sciences involve academic course work and independent research. Students are prepared for careers as professional scientists in research, education, or the application of the earth sciences to mineral, energy, and water resources.

The purpose of the master's program in Geological and Environmental Sciences is to continue a student's training in one of a broad range of earth science disciplines and to prepare students for either a professional career or doctoral studies.

The Ph.D. is conferred upon candidates who have demonstrated substantial scholarship, high attainment in a particular field of knowledge, and the ability to conduct independent research. To this end, the objectives of the doctoral program are to enable students to develop the skills needed to conduct original investigations in a particular discipline or set of disciplines in the earth sciences, to interpret the results, and to present the data and conclusions in a publishable manner.

STANFORD BULLETIN

<http://bulletin.stanford.edu>

The online Stanford Bulletin is the official statement of Stanford degree requirements and courses. The Bulletin is composed of two parts: Explore Degrees lists University requirements and regulations, degree requirements, and other information pertinent to acquiring a degree at Stanford. Explore Courses is the Bulletin's online course catalog and schedule of classes.

GRADUATE ACADEMIC POLICIES AND PROCEDURES (GAP)

<http://gap.stanford.edu>

The Graduate Academic Policies and Procedures handbook (the GAP handbook) is a compilation of university resources and other information related to the academic progress of Stanford graduate students – from their application and admission, to the conferral of degrees and retention of records. The information contained in the GAP is drawn from several sources, including: the Stanford Bulletin, various forms provided by the Office of the Registrar, and the record of actions taken by the Academic Senate and its Committee on Graduate Studies.

GES CONTACT INFORMATION

- Stanford University online directory: <http://stanfordwho.stanford.edu/>
- The School of Earth Sciences directory of faculty, staff, and students: <http://pangea.stanford.edu/directory/index.html>

GES FACULTY ADMINISTRATION

Chair: Gordon Brown
Associate Chair: Jonathan Payne
Director of Graduate Studies: Dave Pollard

GES STAFF

Geology Corner (Braun Building, Room 118)

Alyssa Ferree, Student Services Manager
(650) 723-4835
afferree@stanford.edu

Javier Illueca, Finance & Sponsored Research
(650) 725-6523
javieri@stanford.edu

Yvonne Lopez, Administrative Associate
(650) 723-0848
ylopez@stanford.edu

Stephanie James, Administrative Associate
(650) 723-1456
smathews@stanford.edu

Lauren Nelson, Department Manager
(650) 723-3715
lmnelson@stanford.edu

Green Building (Room 207)

Arlene Abucay, Administrative Associate
(650) 724-6557
aabucay@stanford.edu

Sarah Saya, Finance & Sponsored Research
(650) 724-5521
ssaya@stanford.edu

REQUIREMENTS FOR M.S. STUDENTS

- University policies and requirements for master's degrees: <http://gap.stanford.edu/4-1.html>

COURSE REQUIREMENTS

All first-year M.S. students must complete a minimum of three letter-graded courses at the graduate level (200 or above) of at least 3 units each from an Academic Council member of the university by the end of their third quarter in residence. At least two of these courses must be from two different GES Faculty members.

It is recognized that some graduate students require courses at the undergraduate level (below 200) in preparation for graduate courses. If such a course is to be used to meet the first-year course requirement, the student must seek approval from the Director of Graduate Studies in a memo that explains why the course was necessary, and what graduate level course will be taken in the future to meet the departmental requirement for graduation. The memo must be signed by the student and his/her advisor, and approved by the Director of Graduate Studies before the end of the Winter Quarter of the first year.

Graduate students are encouraged to broaden and deepen their knowledge by taking formal coursework in earth sciences, chemistry, physics, mathematics, biology, and engineering. Students must consult with their research advisor(s) regarding course selection.

PROGRAM PROPOSAL

The M.S. Program Proposal must be filed by the end of the first quarter (<http://registrar.stanford.edu/pdf/propropma.pdf>). If plans for meeting degree requirements change, the research advisor must approve and the amended proposal must be submitted to the Student Services Manager.

SELECTION OF RESEARCH TOPIC

The research topic is selected during the second or third quarter in residence in consultation with the research advisor(s).

READERS FOR THE M.S. THESIS

Two readers (usually members of the Academic Council) are required for the M.S. thesis. The first reader is the research advisor and must be a member of the Academic Council. The second reader must be appointed by the end of the quarter preceding expected completion of the thesis. The second reader does not need to be a member of the Academic Council if they contribute an area of expertise not readily available from the School faculty. In these cases, the Director of Graduate Studies must approve their appointment as a thesis reader.

PREPARATION AND SUBMISSION OF M.S. THESIS

Thesis formatting is the same as Ph.D. dissertations. Two copies must be submitted by the last day of classes of the degree conferral quarter to the Meyer Library for binding. Submit one copy of the title page and signature page to the Student Services Manager. Failure to do so will postpone conferral of your degree. Final copies must be submitted to Branner Library.

ANNUAL REVIEW OF M.S. GRADUATE STUDENTS

During the Spring Quarter the department evaluates students to assess progress to degree, identify areas of strength, to provide helpful resources, and to note potential issues or areas of concern. This review includes a conversation between the faculty advisor and advisee, focusing on the student's progress to degree and career plans. The student should have no "I" grades in core courses, must maintain at least a 3.0 average, and show evidence of productive research. Possible outcomes of the spring review include: (1) continuation of the student in good standing, or (2) placing the student on probation with specific guidelines for the period of

probation and the necessary steps for reinstatement to good standing. **Spring reviews ARE required for first year students.** Students found to be making unsatisfactory progress will not be eligible for aid the following Autumn quarter.

REQUIREMENTS FOR PH.D. STUDENTS

- University policies and requirements for doctoral degrees: <http://gap.stanford.edu/4-5.html>

COURSE REQUIREMENTS

Graduate students are encouraged to broaden and deepen their knowledge by taking formal coursework in earth sciences, chemistry, physics, mathematics, biology, and engineering. Students must consult with their research advisor(s) regarding course selection.

Some specific programs in GES have additional course and examination requirements that must be fulfilled before advancing to Ph.D. candidacy. Students should consult with their advisor(s) about possible about requirements in addition to the general GES requirements.

During the First Year

All first-year graduate students must complete a minimum of three letter-graded courses at the graduate level (200 or above) of at least 3 units from an Academic Council member of the university by the end of their third quarter in residence. At least two of these courses must be from two different GES Faculty members.

It is recognized that some graduate students require courses at the undergraduate level (below 200) in preparation for graduate courses. If such a course is to be used to meet the first-year course requirement, the student must seek approval from the Director of Graduate Studies in a memo that explains why the course was necessary, and what graduate level course will be taken in the future to meet the departmental requirement for graduation. The memo must be signed by the student and his/her advisor, and approved by the Director of Graduate Studies before the end of the Winter Quarter of the first year.

Graduation Requirements

Ph.D. students must complete at least four letter-graded courses at the graduate level (200 or above) of at least 3 units from an Academic Council member of the university. These courses must be taken with four **different** Stanford faculty members. Completion of three graduate courses and a plan to complete the fourth is a prerequisite to the candidacy exam. Some specific programs in GES have additional course and examination requirements that must be fulfilled before advancing to Ph.D. candidacy. Students should consult with their advisor(s) about possible about requirements in addition to the general GES requirements.

ANNUAL REVIEW OF PH.D. GRADUATE STUDENTS

During the Spring Quarter the department evaluates students to assess progress to degree, identify areas of strength, to provide helpful resources, and to note potential issues or areas of concern. This review includes a conversation between the faculty advisor and advisee, focusing on the student's progress to degree and career plans. The student should have no "I" grades in core courses, must maintain at least a 3.0 average, and show evidence of productive research. Possible outcomes of the spring review include: (1) continuation of the student in good standing, or (2) placing the student on probation with specific guidelines for the period of probation and the necessary steps for reinstatement to good standing. **Spring reviews ARE required for first year students.**

Students found to be making unsatisfactory progress will not be eligible for aid the following Autumn quarter. Problems that are likely to result in an assessment of unsatisfactory progress include, but are not limited to: Ph.D. students in their sixth quarter who have not yet advanced to candidacy or have not yet scheduled their qualifying exam, low grades in courses essential to the student's research program, an excessive number of incomplete grades, an insufficient number of formal lecture courses, and inadequate progress in research.

ADMISSION TO PH.D. CANDIDACY

- University policy on candidacy: <http://gap.stanford.edu/4-6.html> and <http://exploreddegrees.stanford.edu/graduatedegrees/#doctoraltext>
- GES department candidacy forms: <https://pangea.stanford.edu/departments/ges/resources/academic-resources/candidacy-examination-forms>

All forms must be submitted to the Student Services Manager four weeks prior to the exam.

In the GES Department, the faculty's decision on admission to candidacy is grounded in an overall assessment of the student's ability to complete the remaining stages of Ph.D. work at a level of superior quality. Grades in courses constitute only part of the evidence weighed in making this judgment. The decision to advance to candidacy also rests upon other indicators of the student's ability to produce original research. Admission to candidacy is not automatic and is not based solely upon satisfactory completion of prerequisites.

Prior to the Exam

Prior to scheduling the candidacy exam, the Ph.D. pre-candidate must have completed three of the four required graduate courses (as described in "Requirements for Ph.D. Students"). Early in the 5th quarter (excluding summer), the Ph.D. pre-candidate should prepare the candidacy application forms. Students must include a list of the courses taken in preparation for research and how each course provides background knowledge for the research. The examining committee is submitted on the 'Request for Approval of Examining Committee' form. Both forms must be returned to the Student Services Manager after they are completed and signed by the student's advisor.

Examining Committee

The Examining Committee consists of four or five members. At least three must be Academic Council members and at least two must be GES Academic Council members. The Chair of the Examining Committee must be on the Academic Council and cannot be the student's Dissertation Research Advisor. The Examining Committee must be approved by the Director of Graduate Studies and the Chair of the Department (or the Associate Chair of the department if the student's advisor is either the Director of Graduate Studies or Chair).

Research Proposal

The candidacy exam is an oral exam based on the candidate's written research proposal. The exam is a test of the student's ability to recognize, evaluate, and plan a significant research project and his/her mastery of fields essential to the completion of research. The research proposal must provide a concise review of the background literature, and must discuss the proposed problem, its importance, and the methods to be applied to its examination. The methods should be made clear. The proposal shall contain a timetable and, if appropriate, the student shall discuss such matters as funding, field logistics, laboratory scheduling, and availability of equipment. The proposal must be well thought-out, carefully written and edited, and finished with appropriate references and illustrations. It shall not exceed 15 double-spaced pages in length, exclusive of figures and bibliography. The student must present a draft proposal to his/her advisor in a timely fashion, and take account of the advisor's comments and required revisions before preparing a final draft. The student shall submit a copy of the final draft of the research proposal to each member of the Examining Committee at least two weeks before the scheduled exam date.

Candidacy Exam (Research Qualifying Exam)

Timing

University policy requires passing to candidacy by the end of the sixth quarter. Therefore, it is strongly advised that the candidacy exam be taken during the 5th quarter so that the student has time to retake the exam, if necessary.

The Exam

The Candidacy Exam is oral and consists of three parts:

1. A presentation of the proposed research (no more than 30 minutes)
2. An examination of the candidate on the merits of the proposal, touching on but not limited to the aspects listed in the proposal
3. An examination of an subject matter judged by Committee members to be relevant to the student's ability to carry out the proposed research (at least one hour)

It is recognized that, in practice, these three parts may not be entirely separate and distinct. The entire examination shall last no less than two hours and no more than three hours. The examination is not open to the public.

NOTE: The student should, in ample time before the exam, consult the individual members of the Examining Committee to ascertain the subject matter and level of preparedness required for part (3) of the examination.

Results of Exam

The Examining Committee shall discuss and evaluate the student's performance. Results may be "Pass", "Inadequate Performance", or "Fail". Not more than one negative vote will be accepted in a "Pass" decision. "Fail" results from two or more negative votes and disqualifies the student from continuing in the Ph.D. program. "Inadequate Performance" results from the Committee's decision that the student must meet certain criteria deemed necessary by the Committee. These criteria could include retaking the exam, completing specific courses, rewriting the proposal, etc. If the student is required to retake the entire exam it must be with the same Examining Committee. The Examining Committee will record on the Results Form the criteria the student must meet. These criteria must be met prior to the beginning of the student's third year in order to be considered in good standing and continue to be eligible for department support

Dismissal

Per University policy <http://gap.stanford.edu/5-6.html>, students not advanced to candidacy will be dismissed from the degree program. In the GES Department, students who fail the Ph.D. qualifying exam and who would like to be considered for the M.S. program must formally apply to the M.S. program. Two letters of recommendations must be solicited from Academic Council members who are willing to serve on the student's M.S. Reading Committee, should the student be admitted. One of the recommenders must agree, in writing, to serve as the research advisor.

Appeals

If the student fails the exam, the student may appeal (within the same quarter as the exam) to the Chair of the department. The Chair will consult with the Director of Graduate Studies before deciding whether to permit a new exam or reject the appeal. If a second exam is permitted, a new Examining Committee is appointed by the Chair of the Department; the new committee shall have a minimum of two new members.

Delay of Candidacy Exam

Ph.D. students wishing to delay their candidacy exam must seek written approval from their advisor before submitting a request for delay to the Director of Graduate Studies. This request must be submitted **before** the start of the 6th quarter. Under exceptional circumstances, the Director of Graduate Studies will recommend approval of a delay to the Chair of the Department. Per university policy, a clear plan must be presented and a reassessment must be completed within two academic quarters. Students who fail to schedule a candidacy exam during the 6th quarter or fail to petition for a delay of candidacy before the start of the 6th quarter will not be allowed to continue in the Ph.D. program.

Filing for Ph.D. Candidacy

Passing to candidacy occurs on the date the student (1) passes the candidacy exam, or (2) fulfills the criteria set out at the time of an “Inadequate Performance” on the exam. The Ph.D. candidate will receive a salary increase to the post-quals rate beginning the quarter following his or her successful candidacy exam.

Research Advisory Committee

A Dissertation Research Committee is identified on the ‘Examining Committee’ form prior to the Candidacy Exam. The committee consists of three members, one of whom is the Principal Dissertation Advisor. The Research Committee must meet the minimum University guidelines for the reading committee.

PH.D. DISSERTATION

- University policies for University Oral Exams and Committees: <http://gap.stanford.edu/4-7.html>
- University policies for Doctoral Dissertations and Dissertation Reading Committees: <http://gap.stanford.edu/4-8.html>
- GES Department forms for the dissertation defense: <https://pangea.stanford.edu/departments/ges/resources/academic-resources>
- Directions for dissertation preparation and submission: <http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis>

The conferral of the Ph.D. is dependent upon successful completion of an oral exam and dissertation submission, along with completion of all other departmental and university requirements. The oral exam is a public seminar followed by a closed session with the student’s Oral Examination Committee. **At least one month before the oral exam, a substantial final draft of the dissertation must be turned in to the student’s Oral Examination Committee.** At least two weeks before the oral exam, the student should check in with the committee and incorporate any changes by the time of the exam. The exam cannot be formally scheduled or publicly announced until the student submits the ‘Certification of Thesis Draft’ form to the Student Services Manager. The student should, however, start scheduling a date and time with the committee earlier than that, to avoid scheduling conflicts.

Certification of Thesis Draft (form required)

The student must submit a complete draft of the dissertation, including figures, tables, references, and appendices, to the Reading Committee two weeks prior to the proposed filing of the ‘University Oral Examination Schedule’ form. The Reading Committee is charged to read the draft and certify that the draft is adequate to serve as a basis for the University Oral Examination. This form must be submitted to the Student Services Manager before the student can schedule their exam.

Submission of Dissertation

Directions for preparation and electronic submission of the dissertation are available at: <http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis>. Refer to the academic calendar for dissertation submission deadlines.

ADMINISTRATIVE INFORMATION

SATISFACTORY DEGREE PROGRESS

- University requirements for satisfactory degree progress for graduate students: <http://exploreddegrees.stanford.edu/graduatedegrees/#degreeprogresstext>.

In addition, the department requires satisfactory and timely completion of all departmental and program requirements. Students are required to maintain at least a B average and show evidence of productive research. Students not making satisfactory degree progress are subject to departmental academic review and or dismissal.

REGISTRATION/ENROLLMENT

- University enrollment requirements: <http://exploreddegrees.stanford.edu/graduatedegrees/>

Graduate students are required to register for Autumn, Winter, and Spring Quarters from the admission term until conferral of the degree. All GES graduate students must register for exactly 10 units each quarter unless otherwise instructed by the department. Ph.D. students will enroll in TGR units once they reach TGR status (135 units). Registration in the Summer Quarter is not required and does not substitute for registration during the academic year. Students should discuss summer enrollment and funding with their advisor(s) in advance.

Access to Stanford student privileges (financial aid, housing, access to facilities, etc.) is contingent upon timely and accurate completion of course registration and payment of the university bill. Deadlines are set for each of these activities. These deadlines can be found on the login page on Axess and on the Academic Calendar (<http://studentaffairs.stanford.edu/registrar/academic-calendar>). Deadlines include: preliminary study list deadline, dropping/adding courses or units, final study list deadline, withdrawing from a course, changing grading mode, etc. Students who fail to meet the deadlines are responsible for paying any associated late fees.

Individual students may also be subject to the registration requirements of other funding agencies (external funding sources).

GRADUATE TRANSFER CREDIT

- Graduate transfer credit policy: <http://exploreddegrees.stanford.edu/transferwork/#text-gradresitranced>

After one quarter of enrollment, Ph.D. students may apply for credit for graduate work done at another institution. Master's degree students are not eligible for transfer residency credit. Students enrolled at Stanford who are going to study elsewhere during their degree program should, before their departure, obtain prior approval of any transfer residency sought.

CHANGE OF DEGREE PROGRAM

Graduate students are admitted to Stanford for a specific degree program. Students who have attended Stanford for at least one term and who are currently enrolled or on an approved leave of absence may submit a Graduate Program Authorization Petition to change or add degrees programs.

Change to M.S. from Ph.D.

With his/her advisor's consent, the student submits a Graduate Program Authorization Petition via Axess. Students who change to an M.S. from a Ph.D. must complete the M.S. thesis before reapplying to the Ph.D. program.

Change from M.S. to Ph.D. without Completion of M.S. Degree

M.S. students who wish to change their degree goal to the Ph.D. without completing the M.S. degree are encouraged to apply for such a change early in their career. To apply, the student must submit the Graduate Authorization Petition, three letters of recommendation (at least two from Stanford faculty members), and a statement of purpose. If admitted to the Ph.D. program, the student must pass to candidacy by the end of the 6th quarter (summer excluded), at which point they will become eligible for an additional two years of departmental support.

Change to Ph.D. After Completion of M.S. Degree

Students wishing to proceed to a Ph.D. after completing the M.S. degree must apply to the Admissions Committee. Applications can be made only after the two members of the M.S. thesis committee verify, in writing, that an adequate draft of the M.S. thesis has been submitted and an estimated completion date for the thesis. To apply, the student must submit the Graduate Authorization Petition, three letters of recommendation (at least two from Stanford faculty members), and a statement of purpose. The change in degree status becomes official only on completion of the M.S. thesis. If admitted, the student must pass to Ph.D. candidacy within one year of completion of the M.S. degree.

M.S. en route

Ph.D. students can obtain an M.S. degree en route to the Ph.D. by submitting the Graduate Authorization Petition in Axess. Students who choose this option must satisfy all the requirements of the Ph.D. program.

TERMINAL GRADUATE REGISTRATION (TGR)

- TGR policy: <http://exploreddegrees.stanford.edu/transferwork/#text-gradresitranced>

Terminal Graduate Registration (TGR) status is a full-time student status that comes with a lower tuition rate. This status is granted to students who have completed formal course work and will focus on thesis/dissertation research. Course work is no longer necessary during this advanced stage of study; however, there are cases when a student may take 1-3 units during TGR quarters upon consultation with their advisor and the Student Services Manager.

M.S. Students

Master's students who have completed all required courses and 45 units may request TGR status to complete their thesis. Each quarter, TGR master's students must enroll in GES 801 for zero units, in the appropriate section for their advisor.

Ph.D. Students

Doctoral students who have been admitted to candidacy, completed all required courses and degree requirements other than the University oral exam and dissertation, completed 135 units, and submitted a Doctoral Dissertation Reading Committee form, may request TGR status to complete their dissertation.

LEAVE OF ABSENCE (LOA)

- University Leave of Absence policy: <http://exploreddegrees.stanford.edu/graduatedegrees/#leavereinstatementtext>

Students may request a formal leave of absence with the approval of their advisor and the Director of Graduate Studies. International students must also secure approval from the Bechtel International Center to

ensure that visa requirements are met. Leaves may be granted for a period of one year, with the possibility of extension (two years total). An extension of leave is approved only in unusual circumstances. Graduate students on leave do not receive any financial support from the department.

GRADING

- Definition of grades: <http://studentaffairs.stanford.edu/registrar/students/grades-definition>
- Incomplete grades: <http://studentaffairs.stanford.edu/registrar/students/gradesincomplete>

Students are responsible for checking their final grades at the end of each quarter. If incomplete grades (I), GNR, or No Credit (NC) appear on the end quarter grade report, students should immediately check with their instructor. The Student Services Manager can assist students and instructors in clearing missing and incomplete grades by forwarding the appropriate instructions and/or university forms.

HONOR CODE

<http://studentaffairs.stanford.edu/judicialaffairs/policy/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:
 - 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;
 - 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.
- 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 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.

FUNDAMENTAL STANDARD

<http://studentaffairs.stanford.edu/judicialaffairs/policy/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 rights 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:

- 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 harassment or other sexual misconduct
- 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 e-mail
- Driving on campus while under the influence of alcohol or drugs [1.1.1]
- Sending threatening and obscene messages to another student via e-mail, phone or voice-mail

There is no standard penalty that applies to violations of the Fundamental Standard. Infractions have led to penalties ranging from formal warning 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.

STUDENTS WITH DOCUMENTED DISABILITIES

Students who may need an academic accommodation based on the impact of a disability must initiate the request with the Office of Accessible Education (OAE). Professional staff will evaluate the request with required documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for faculty dated in the current quarter in which the request is being made. Students should contact the OAE as soon as possible since timely notice is needed to coordinate accommodations. The OAE is located at 563 Salvatierra Walk (phone: 723-1066, URL: <http://studentaffairs.stanford.edu/oae>).

FINANCES

- University Bill: <http://studentaffairs.stanford.edu/sfs/bill>
- Financial Aid Office: <http://www.stanford.edu/dept/finaid/grad/>
- University Emergency Funding: <http://www.stanford.edu/dept/finaid/grad/funding/emergency>
- Student Financial Services: <http://www.stanford.edu/group/fms/fingate/students/index.html>
- Information about Payroll Deduction: <http://studentaffairs.stanford.edu/sfs/bill/overviews-payroll-deduction>
- VPGE: Funding Graduate Study: <http://vpge.stanford.edu/funding/index.html>

ELIGIBILITY FOR DEPARTMENT SUPPORT

When admitted, GES students receive a commitment of with two (M.S.) or four (Ph.D.) continuous years of eligibility for Departmental support from the date they enter Stanford as graduate students. This is contingent upon remaining in good academic standing and making satisfactory progress toward their degree goal. Students with their own support (e.g. NSF fellowship, job related fellowship, or government scholarship) may be eligible for Departmental support should their own support be less than, or end prior to the support package offered by the Department. Funding for the remainder of the degree program typically comes from outside funding obtained by the student or faculty advisor (e.g. grants, fellowships). Note that the commitment is for *eligibility* and not for the support itself. If a student's support is suspended for unsatisfactory progress or if a student takes a leave of absence, the student may forfeit eligibility for that time.

GETTING PAID

Students on a RA and/or TA appointment will receive paychecks on the 7th and 22nd of each month. Non-tuition charges such as housing can be deducted from payroll checks by signing up for payroll deduction via Axxess. Students with fellowship support (e.g. SGF, NSF, etc) will receive one check at the beginning of the quarter. Contact the Student Services Manager regarding any questions about salary or stipend pay.

2014-15 Support Rates:

	Salary	Tuition Support	Academic Year Total (3 quarters)
Pre-Qual & MS	\$9,145/qtr	\$9,570/qtr	\$56,145
Post-Qual	\$9,566/qtr	\$9,570/qtr	\$57,408
TGR	\$9,566/qtr	\$2,871/qtr	\$37,311

TUITION

During the Autumn, Winter, and Spring Quarters, GES graduate students must register for 10 units unless they are TGR status or have made other arrangements with their advisor AND the Student Services Manager. Examples of other tuition statuses include: Graduate Tuition Adjustment and Graduation Quarter.

- Special Registration Statuses:
<http://exploreddegrees.stanford.edu/graduatedegrees/#specialregistrationstatusetext>

STEWARDSHIP

Graduate fellowships at Stanford are made possible through the gifts of generous alumni and friends. These donors take pride in supporting students and are interested in learning about research progress and success. Stewardship is the process through which Stanford thanks these benefactors and reports back to them on the ways in which their gifts are being used. Stewardship provides students the opportunity to personally express their appreciation to the people who are directly supporting their work through a named fellowship. Throughout your graduate career students may be asked by the Dean's Office to write a thank you letter or even meet with a particular donor. Students are responsible for responding to such requests. For guidance on writing a letter to a donor, see <https://thankyou.stanford.edu>

HEALTH INSURANCE

- Vaden Health Center: <http://vaden.stanford.edu>
- Cardinal Care: <http://vaden.stanford.edu/insurance/index.html>
- Graduate Student Subsidy: <http://vaden.stanford.edu/insurance/subsidy.html>

All students can access Vaden Health Center services during their academic careers at Stanford. All Stanford students are required to have health insurance coverage either with the University-designated policy (Cardinal Care) or with an external carrier. Cardinal Care can be waived via Axess if the student has comparable coverage through an external provider. See the Cardinal Care website for additional information.

Stanford subsidizes the Cardinal Care premium for graduate students who are employed as research or teaching assistantships, and for many of the students receiving fellowships. Details of eligibility to receive the subsidy and the amount of the subsidy can be found on the Vaden website. GES students are responsible for paying the remaining health insurance balance and the Campus Health Services fee.

TAXES

Stanford University and the GES Department cannot give tax advice. We can only direct you to tax resources. You are advised to seek a professional advisor with specific questions. For general tax information see: <http://studentaffairs.stanford.edu/sfs/tax>. The Bechtel International Center offers a number of tax workshops each year for international students. Please refer to the IRS (Internal Revenue Service) for detailed tax information.

OTHER FUNDS

Shell Fund

https://pangea.stanford.edu/departments/ges/sites/default/files/Shell_Fund_App.pdf

The Shell Foundation provides funds for students in the School of Earth Sciences who travel in relation to the academic work they are doing. This can be to deliver a research paper to a professional meeting or to conduct field work related to the research project the student is doing to earn his or her degree. Funds are limited to one time per student per academic year, for up to \$500. Applicants should be submitted to the Student Services Manager. Shell Funds are allocated starting in September until funds are depleted.

McGee Grant and A.I. Levorsen Research Fellowship

<https://pangea.stanford.edu/current-students/graduate-research-grants>

The Call for Proposals is sent out by the Dean's Office in the Spring Quarter. McGee funds are to support student research, ideally used as seed money for pioneering work that may lead to continuing support from other sources or as matching funds. Preference will be given to innovative research directions and to research projects that would not be feasible without McGee funds. The Levorsen fellowship supports the research, field work, or other educational expenses of graduate students with a preference for projects or courses of study in petroleum geology or other energy-related areas.

Travel Funds

- GES travel and reimbursement forms and procedures:
<https://pangea.stanford.edu/departments/ges/resources/financial-resources/travel-reimbursement-procedures>
- University travel and reimbursement information:
http://www.stanford.edu/group/fms/fingate/students/when_travel/index.html

Discuss funding sources for research-related travel with your advisor. Students may use the department Travel Card to charge travel (car rental, airfare, lodging). Contact one of the Administrative Associates if you have any travel-related questions.

Petty Cash Funds

Reimbursement of authorized, *non-travel* purchases up to \$100 should be refunded through petty cash. Receipts with the name of the vendor are required. Please see one of the Administrative Associates for petty cash reimbursements.

TEACHING AND RESEARCH (TA AND RA APPOINTMENTS)

RESEARCH ASSISTANTS (RA)

- Administrative Guide: http://adminguide.stanford.edu/24_2.pdf
- GES TA Handbook: https://www.stanford.edu/dept/geoenvsci/cgi-bin/mediawiki/index.php/Main_Page
- Research Policy Handbook: <http://rph.stanford.edu/>
- SES Health and Safety: <https://pangea.stanford.edu/resources/health-safety>
- Research Misconduct: Policy on Allegations, Investigations and Reporting: <http://rph.stanford.edu/2-5.html>
- On Academic Authorship: <http://rph.stanford.edu/2-8.html>
- Retention of and Access to Research Data: <http://rph.stanford.edu/2-10.html>

RAs may be funded by grant support obtained by a particular faculty member or by the department. When funding comes from a grant, the duties of an RA are determined by the PI. RAs should communicate with the PI regarding expectations, schedules, logistics, and all other aspects of their research work. Similarly, when an RA is funded by the department, it is expected that the student will communicate closely with their advisor.

TEACHING ASSISTANTS (TA)

- Administrative Guide: http://adminguide.stanford.edu/24_2.pdf
- Center for Teaching and Learning: <http://ctl.stanford.edu/help/tas-and-graduate-students.html>
- Sexual Harassment Policy Office: <http://harass.stanford.edu/index.html>
- Policy on Consensual Relationships: http://harass.stanford.edu/cons_rel_about.html
- Office of Judicial Affairs: <http://studentaffairs.stanford.edu/judicialaffairs>
- English for Foreign Scholars (TA Screening Exam): <http://www.stanford.edu/group/efs>

TA Assignments

All GES graduate students are required to TA at least once during their graduate career. Most will TA multiple times. TA assignments are determined quarterly by the Student Services manager and the Graduate Awards Coordinator.

In assigning TAs, preference is given to large undergraduate courses that meet general education requirements (GERs). Second in priority are courses with labs or field trips that are required for GES undergraduate courses. Small graduate courses or graduate seminars will be assigned course assistants only if all other needs have been fully met. Every attempt will be made to balance the workload of the graduate student TAs.

TA Responsibilities

TA positions are a 25% appointment, with 10 hours per week required for the course to which the student is assigned. When a student receives their assignment, they are responsible for contacting the instructor of the course. TAs are expected to be available during the quarter to meet their teaching obligations, consent of the instructor is needed for any anticipated absences.

Teaching is an integral part of the graduate academic experience at Stanford. TAs are critical to the success of the instructional program and these positions should be viewed as both a responsibility and an opportunity. The TA is often the individual that has the most interaction with the students in a course. This is an

opportunity to practice communication and teaching skills, which will be important for future careers in academia or industry.

The Center for Teaching and Learning (CTL) assists TAs to be successful teachers and communicators. Visit the CTL website for an extensive list of resources and services: <http://ctl/teachingta/teaching-assistant-resources.html>.

English Proficiency for TAs

If your first language is not English, you must take an English proficiency test to receive TA certification. <http://www.stanford.edu/group/efs/tascreen.html>

FIELD RESEARCH

- SES Field Equipment: <https://pangea.stanford.edu/academics/field-programs/field-equipment>
- SES Field Vehicles: <https://pangea.stanford.edu/academics/field-programs/field-vehicles>
- International Research Resources: <https://pangea.stanford.edu/resources/international-research-resources>
- International Travel Assistance Program: <http://internationaltravel.stanford.edu/home>

Before leaving for field trips or field research, students must have an updated emergency contact sheet on file with the department. Students must also notify the Student Services Manager about their upcoming trip (dates and location) and make sure they have the Student Services Manager's contact information (including cell phone) for emergency purposes.

Students purchasing food and supplies and/or reserving vehicles for class use must also email the GES Student Services Manager with the dates of the trip, destination, expected number of participants, and number of vehicles reserved.

EQUIPMENT CHECKOUT

GES Department

The department has the following items available for reservation from the GES office. Items are reserved on a first come, first serve basis so plan ahead. The equipment is in high demand during certain parts of the year, especially summer.

- Carts and hand trucks
- LCD Projectors and laser pointers
- Field Gear
 - Satellite phones
 - Brunton compasses
 - Walkie talkies
 - SPOT locator

School of Earth Sciences

The School of Earth Sciences houses and maintains a variety of equipment to support students and faculty in the field. Contact the Field Coordinator for more information or to determine gear availability

- Safety equipment (first aid kits, hard hats, safety glasses, snow chains for tires, high visibility vests, etc.)
- Camping equipment (tents, stoves, lanterns, coolers, field tables, etc.)
- Field mapping equipment (protractors, hammers, field notebooks)

FIELD VEHICLES

The School of Earth Sciences maintains a fleet of five large-capacity vehicles to support students and faculty undertaking field trips, field courses, and field research. Only authorized drivers may drive and reserve SES vehicles. Please see the Field Vehicle website for authorization instructions, vehicle use policies, and reservations. <https://pangea.stanford.edu/academics/field-programs/field-vehicles>

ADVISING

Students are encouraged to communicate clearly and frequently with their advisors. It is important to set clear expectations for advising and to revisit those expectations periodically. An important part of the student-advisor relationship is that the student learns to advocate for oneself. If the advisor relationship is not conducive to academic progress or otherwise problematic, it is the student's responsibility to contact the Director of Graduate Studies and Student Services Manager to have a conversation about the issue. In some cases, this might result in a change of advisor.

APPOINTMENT OF ACADEMIC ADVISORS

The Academic Advisor is an Academic Council member who is approved by the Director of Graduate Studies in consultation with the Admissions Committee. The Academic Advisor serves until the Dissertation Research Advisor is selected by the student or until a new Academic Advisor is assigned upon petition to the Director of Graduate Studies.

APPOINTMENT OF RESEARCH ADVISOR

The Research Advisor for M.S. and Ph.D. students is selected by the student no later than the 3rd quarter in residence. The Research Advisor must be a faculty member or former faculty member on the Academic Council in the Department. If the advisor is a former Stanford Academic Council member or an Academic Council member in another department, the appointment of a co-advisor on the Academic Council, in the GES Department, is required.

CHANGE OF RESEARCH ADVISOR

Occasionally, a student may desire to change research advisors. Potential advising problems should be recognized and discussed with the advisor and Director of Graduate Studies early-on. A change of advisor is not a trivial event. It commonly involves changes in research focus or even specialty, the likelihood of additional course work, delays in research progress, delays in candidacy, and difficulties with financial aid. Within the first year of graduate studies, a shift of advisor can be handled with relative ease. Changes later in the program become more difficult. Students are strongly urged to resolve any difficulties with their advisor in the first year.

ADVISING RESOURCES

VPGE Advising Resources: <http://vpge.stanford.edu/policy/advising.html>

- Guidelines for Good Practices in the Graduate Student-Faculty Advisor Relationship: http://vpge.stanford.edu/docs/Advisor_Guidelines.pdf
- VPGE Doctoral Student Degree- and Career-Progress Meeting Worksheet: <http://vpge.stanford.edu/docs/MentoringForm.doc>

DEPARTMENT/SCHOOL ACTIVITIES

Students are expected to participate in departmental and school affairs (e.g. seminar series, Brown Bag, research groups, workshops, committees, etc). Such participation is valuable for both professional development and breadth of experience.

GRADUATE STUDENT ADVISORY COMMITTEE (GSAC)

Mission Statement: "The Graduate Student Advisory Committee (GSAC) is comprised of students of the School of Earth Sciences committed to making the school a better environment by providing a forum for student concerns, promoting integration of the disciplines within the school, and developing programs that will benefit the greater Earth Sciences community. As a committee, GSAC is a conduit between students of the school and the Dean. It provides a forum to keep the Dean apprised of issues, opportunities and concerns that need to be addressed and to implement solutions to identified problems or concerns. The committee will function as one voice with separate representation from each department and program. At the department level, GSAC is able to act as liaison to faculty, staff and students to discuss current issues and to encourage interaction among all members of the department."

BROWN BAG SEMINAR

GES students present their research on Thursdays at noon. A sign-up list will be available each quarter. Students are encouraged to present at least once a year. This is a great opportunity to practice for the qualifying exam or conference presentation.

DEPARTMENT SEMINAR

The GES Department Seminar (GES 290) occurs Autumn, Winter, and Spring quarters. Students are expected to attend seminar events and related activities. Two graduate students are selected as Graduate Student Representatives to help plan speaker visits and coordinate discussions and lunches/dinners with the speaker.

Other departments within the School of Earth Sciences have similar seminar series. Students are encouraged to check the School calendar for updated speaker information. Other Stanford departments and programs may have similar seminar series that may be of interest.

ADDITIONAL ACTIVITIES

Faculty, GSAC representatives, and the Student Services Manager may send out additional requests for volunteers. Examples include Orientation Coordinators, TA Training presenters, commencement helpers, or workshop panelists. Some duties may come with a small stipend.

GENERAL INFORMATION

Office Hours

8:30 am – 12:00 noon and 1:00 pm – 5:00 pm on weekdays.

Keys

A deposit of \$10.00 will be charged for each building, lab, and office key. Deposit(s) will be refunded when keys are returned.

Supplies

Supplies in the GES Office copy room are for use by faculty and staff. Office/lab supplies for research or support work may be purchased using a PTA provided by your advisor.

Photocopying

Department copy machines are located in Building 320, Room 115 and Green Earth Sciences Building, Room 212. Copy codes are required and may be obtained through your advisor or the Administrative Associates.

Telephones

On-campus telephone calls are made by dialing the last 5 numbers of the phone number (i.e. 3-0848). Local, off-campus calls are made by dialing “9” and then the phone number. ****TO DIAL 911 FROM A CAMPUS PHONE YOU MUST DIAL 9-911.**

Faxes

There are two department fax machines that students can use to send and receive messages. One is located in the GES Main Office in Geocorner (650-725-0979), and the other is located in the GES Office in Green 207 (650-725-2199).

Interdepartmental (ID) Mail

Mail sent from one department to another is referred to as Interdepartmental (ID) mail. The GES ID Mail Code is **2115**.

U.S. and International Mail

Outgoing mail is picked up daily in the department office. If mail should be charged to a specific account, you must provide the PTA. Personal mail should be addressed to your home or P.O. Box.

Incoming mail should be addressed as follows:

Your Name
GES Department
450 Serra Mall, Building 320, Room 118
Stanford, CA 94305-2115

Address Changes

When switching campus offices or your home address, please update the campus directory listing at <https://stanfordyou.stanford.edu/> AND the School of Earth Sciences listing at <https://pangea.stanford.edu/people> (log in, click on your record, then Edit Profile).

ADDITIONAL RESOURCES

Office of Accessible Education (OAE) – <http://oae.stanford.edu>

Provides a wide array of accommodations, support services, auxiliary aids to students with disabilities.

Graduate Life Office (GLO) – <http://glo.stanford.edu>

Provides comprehensive and impartial guidance and information about all aspects of life as a graduate student.

Counseling and Psychological Services (CAPS) – <http://vaden.stanford.edu/caps>

The University's counseling center dedicated to student mental health and wellbeing. Provides individual and couples counseling as well as groups and workshops.

Career Development Center (CDC) – <http://cdc.stanford.edu>

Career development resources that include career counseling, job openings, networking, workshops and assessments.

Vice Provost of Graduate Education (VPGE) – <http://vpge.stanford.edu>

VPGE works collaboratively with Stanford's schools and departments to enhance the quality of graduate education at Stanford. Offers fellowships and workshops for graduate students.

Student Services Center (SSC) - <http://www.stanford.edu/group/studentservicescenter/>

Includes Student ID Card Services, Registrar's Office, Student Financial Services, and Financial Aid

Bechtel International Center – <http://icenter.stanford.edu>

Resource center for international students.

Office of International Affairs – <http://oia.stanford.edu>

Resources for planning and reporting international travel.

Office of the Ombuds – <http://www.stanford.edu/dept/ombuds/>

Provides impartial dispute and conflict resolution for students, faculty, and staff.

Office for Religious Life – <http://www.stanford.edu/group/religiouslife>

Provides leadership, services, and programming in matters of religion and spirituality.

Physical Education, Recreation, and Wellness – <https://www.stanford.edu/dept/pe/cgi-bin/>

Information on gym/athletic facilities, classes, and intramural sports.

Graduate Student Council (GSC) – <http://gsc.stanford.edu>

Provides programming events for students and their families, advocacy at the university level, and funding for student groups

Graduate Student Advisory Committee (GSAC) - <https://pangea.stanford.edu/groups/gsac/>

Comprises student representatives from the four departments and two interdisciplinary programs within the School of Earth Sciences. Hosts programs such as Geosnow, SES Tailgates, and the Annual Research Review.

Branner Library - <http://library.stanford.edu/libraries/branner/about>

Houses resources to support the SES departments. The library also houses the main map library and GIS support services for the entire campus.