

# Undergraduate Degrees and Programs

## DEGREE PROGRAMS

### BACHELOR OF ARTS (B.A.), BACHELOR OF SCIENCE (B.S.)

Stanford University confers the degree of Bachelor of Arts (B.A.) or the degree of Bachelor of Science (B.S.) on those candidates who have been recommended by the Committee on Undergraduate Standards and Policy (C-USP), who have applied in advance for conferral of the degree, and who have fulfilled the following requirements:

1. A minimum of 180 units of allowable University work. (As described below, units above the allowable limits for activity courses and for courses taken on a satisfactory/no credit and credit/no credit basis cannot be counted towards the 180-unit minimum.)
2. The Writing, General Education, and Language Requirements (see below).
3. Curricular requirements of at least one major department or program and the recommendation of the department(s). (Descriptions of curricular and special degree requirements are included in each department's section of this bulletin.)
4. *Students admitted as freshmen Autumn 2001 and thereafter*—A minimum of 135 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 135 units in resident work may petition for a waiver of the last quarter-in-residence requirement.
5. *Students admitted as freshmen prior to Autumn 2001 and students admitted as transfers*—A minimum of 90 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 90 units in resident work may petition for a waiver of the last quarter-in-residence requirement.

Stanford confers the Bachelor of Science degree on candidates who fulfill these requirements in the School of Earth Sciences, in the School of Engineering, or in the departments of Applied Physics, Biological Sciences, Chemistry, Mathematics, or Physics in the School of Humanities and Sciences. The University also awards B.S. degrees to candidates in the Program in Science, Technology, and Society; in the Program in Mathematical and Computational Science; in the Program in Symbolic Systems; and, when appropriate, in the Program for Individually Designed Majors. Candidates who fulfill these requirements in other schools or departments receive the Bachelor of Arts degree.

Students who complete the requirements for two or more majors, which ordinarily would lead to the same degree (B.A. or B.S.), should review "The Major" section of this bulletin to ensure that they have an understanding of the requirements for multiple or secondary majors.

### BACHELOR OF ARTS AND SCIENCE (B.A.S.)

The University confers the degree of Bachelor of Arts and Science (B.A.S.) on candidates who have completed, with no overlapping courses, the curricular requirements of two majors which ordinarily would lead to different bachelor's degrees (that is, a Bachelor of Arts degree and a Bachelor of Science). These students must have applied in advance for graduation with the B.A.S. degree instead of the B.A. or B.S. degree, been recommended by the C-USP, and have fulfilled requirements 1, 2, and 4/5 above in addition to the requirements for multiple majors.

Students who cannot meet the requirements for both majors without overlapping courses are not eligible for the B.A.S., but may apply to have a secondary major recorded on their transcripts. (See "The Major" section below.)

### DUAL BACHELOR'S DEGREES (CONCURRENT B.A. AND B.S.)

A Stanford undergraduate may work concurrently toward both a B.A. and a B.S. degree. To qualify for both degrees, a student must complete:

1. A minimum of 225 units of University work. (As described below, units above the allowable limits for activity courses and for courses taken on a satisfactory/no credit and credit/no credit basis cannot be counted towards the 225 minimum.)
2. The Writing, General Education, and Language Requirements.
3. The curricular requirements of two majors (one of which leads to a Bachelor of Arts degree and the other to a Bachelor of Science degree).
4. *Students admitted as freshmen Autumn Quarter 2001 and thereafter*—A minimum of 180 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 180 units in resident work may petition for a waiver of the last quarter-in-residence requirement.
5. *Students admitted as freshmen prior to Autumn Quarter 2001 and students admitted as transfers*—A minimum of 135 units (including the last quarter in residence) at Stanford. In special cases, students who have earned at least 135 units in resident work may petition for a waiver of the last quarter-in-residence requirement.

A student interested in dual bachelor's degrees should declare them in Access no later than two quarters in advance of completing the program.

Students who do not meet the higher unit and residence requirements of the dual degree option may be eligible instead for the B.A.S. degree as described above.

### SECOND BACHELOR'S DEGREE

Stanford does not award a second Bachelor of Arts degree to an individual who already holds a Bachelor of Arts, nor a Bachelor of Science degree to an individual who already holds a Bachelor of Science degree. However, the holder of a Bachelor of Arts degree from Stanford may apply to the C-USP Subcommittee on Academic Standing for admission to candidacy for a Bachelor of Science degree, and the holder of a Bachelor of Science degree from Stanford may apply for candidacy for a Bachelor of Arts degree. The C-USP Subcommittee on Academic Standing may determine whether the application for a second degree may be approved and/or the conditions a student must meet in order to be allowed to earn a second degree. A recommendation of the major department for the second bachelor's degree must accompany the application.

Generally, a holder of a B.A. or B.S. degree may not apply for the Bachelor of Arts and Sciences degree, although a student may submit a petition for exception. The Office of the University Registrar's Degree Progress section reviews these petitions. A student approved for this program may register as an undergraduate and is subject to the current rules and regulations affecting undergraduates. Requirements for a second Stanford bachelor's degree are the same as those described above for dual bachelor's degrees.

### COTERMINAL BACHELOR'S AND MASTER'S DEGREES

The coterminal degree program allows undergraduates to study for a master's degree while completing their bachelor's degree(s) in the same or a different department. Undergraduates with strong academic records may apply for admission to a coterminal master's program upon completion of 120 units, but no later than the quarter prior to the expected completion of the undergraduate degree. Full-time enrollment during Summer Quarters, as well as allowable undergraduate transfer credit, are also counted towards quarters of undergraduate study. Students who wish to apply for a master's program after these deadlines must apply through the regular graduate admissions process.

To apply for admission to a coterminal master's program, students must submit to the prospective graduate department the following: coterminal application, statement of purpose, preliminary program proposal, two letters of recommendation from Stanford professors, and a current Stanford transcript. Graduate Record Examination (GRE) scores or other requirements may be specified by the prospective department.

For coterminal students, the quarter following completion of 12 full-tuition undergraduate quarters is identified as the first graduate quarter for tuition assessment. Beginning with this quarter, coterminal students are subject to graduate student policies and procedures (including those described in the “Graduate Degrees” section of this bulletin) in addition to undergraduate minimum progress standards. These policies include continuous registration or leaves of absence for quarters not enrolled and minimal progress guidelines.

In the first graduate quarter, a coterminal student is assigned an adviser in the master’s department for assistance in planning a program of study to meet the requirements for the master’s degree. The plan is outlined on the Program Proposal for a Master’s Degree, which is approved by the master’s department by the end of the first graduate quarter. Authorizations for master’s programs expire three calendar years from the first graduate quarter. An extension requires review of academic performance by the department.

The specific University residency, unit requirement, and additional policies for a bachelor’s/master’s program are described under Residency and Unit Requirements in Coterminal Programs in the “Graduate Degrees” section of this bulletin.

Conferral of each degree is applied for separately by the deadlines given in the University *Time Schedule*. The master’s degree must be conferred simultaneously with, or after, the bachelor’s degree.

## DEGREE REQUIREMENTS

### A LIBERAL EDUCATION

As do all major universities, Stanford provides the means for its undergraduates to acquire a liberal education, an education that broadens the student’s knowledge and awareness in each of the major areas of human knowledge, that significantly deepens understanding of one or two of these areas, and that prepares him or her for a lifetime of continual learning and application of knowledge to career and personal life.

The undergraduate curriculum at Stanford allows considerable flexibility. It permits each student to plan an individual program of study that takes into account personal educational goals consistent with particular interests, prior experience, and future aims. All programs of study should achieve some balance between depth of knowledge acquired in specialization and breadth of knowledge acquired through exploration. Guidance as to the limits within which that balance ought to be struck is provided by the University’s General Education Requirements and by the requirements set for major fields of study.

These educational goals are achieved through study in individual courses that bring together groups of students examining a topic or subject under the supervision of scholars. Courses are assigned credit units. To earn a bachelor’s degree, the student must complete at least 180 allowable units and, in so doing, also complete the Writing Requirement, the General Education Requirements, the Language Requirement, and the requirements of a major.

The purpose of the Writing Requirement is to promote effective communication by ensuring that every undergraduate can write clear and effective English prose. Words are the vehicles for thought, and clear thinking requires facility in writing and speech.

The Language Requirement ensures that every student gains a basic familiarity with a foreign language. Foreign language study extends the student’s range of knowledge and expression in significant ways, providing access to materials and cultures that otherwise would be out of reach.

The General Education Requirements provide guidance toward the attainment of breadth and stipulate that a significant share of a student’s work must lie outside an area of specialization. These requirements ensure that every student is exposed to different ideas and different ways of thinking. They enable the student to approach and to understand the important ways of knowing to assess their strengths and limitations, their uniqueness, and, no less important, what they have in common with others.

Depth, the intensive study of one subject or area, is provided through specialization in a major field. The major relates more specifically to a

student’s personal goals and interests than do the general requirements outlined above. Stanford’s curriculum provides a wide range of standard majors through its discipline-oriented departments, a number of interdisciplinary majors in addition to department offerings, and the opportunity for students to design their own major programs.

Elective courses, which are not taken to satisfy requirements, play a special role in tailoring the student’s program to individual needs. For most students, such courses form a large portion of the work offered for a degree. Within the limitations of requirements, students may freely choose any course for which previous studies have prepared them.

Following are more detailed descriptions of these various requirements and the rationales upon which they are based.

### THE GENERAL EDUCATION REQUIREMENTS PURPOSE

The General Education Requirements are an integral part of undergraduate education at Stanford. Their purpose is: 1) to introduce students to a broad range of fields and areas of study within the humanities, social sciences, natural sciences, applied sciences, and technology; and 2) to help students prepare to become responsible members of society. Whereas the concentration of courses in the major is expected to provide depth, the General Education Requirements have the complementary purpose of providing breadth to a student’s undergraduate program. The requirements are also intended to introduce students to the major social, historical, cultural, and intellectual forces that shape the contemporary world.

Fulfillment of the General Education Requirements in itself does not provide a student with an adequately broad education any more than acquiring the necessary number of units in the major qualifies the student as a specialist in the field. The major and the General Education Requirements are meant to serve as the nucleus around which the student is expected to build a coherent course of study by drawing on the options available among the required and elective courses.

Information regarding courses that have been certified to fulfill the General Education Requirements, and regarding a student’s status in meeting these requirements, is available at the Office of the University Registrar. Course planning and advising questions related to the General Education Requirements should be directed to Undergraduate Advising and Research.

It is the responsibility of each student to ensure that he or she has fulfilled the requirements by checking in Axess within the Undergraduate Progress function or by checking with the Office of the University Registrar. This should be done at least two quarters before graduation.

Students should be very careful to note which set of General Education Requirements apply to them. The date of matriculation at Stanford determines which requirements apply to an individual student.

During Autumn Quarter 2004-05, the Academic Senate approved modifications to undergraduate General Education Requirements that became effective Autumn Quarter 2005-06 for all matriculated undergraduates who entered Stanford in Autumn Quarter 2004-05 or later.

The purpose of these modifications was 1) to give students a fuller and more articulate understanding of the purposes of the requirements and of a liberal arts education that these requirements embody; 2) to make a place in the curriculum for ethical reasoning to help make students aware of how pervasive ethical reasoning and value judgments are throughout the curriculum, and 3) to provide some greater freedom of choice by reducing the GERs by one course.

### AREA REQUIREMENTS

The following structure for General Education Requirements became effective with the 2005-06 entering freshman and transfer class:

*Introduction to the Humanities*—one quarter introductory courses followed by two quarter thematic sequences.

*Introduction to the Humanities* builds an intellectual foundation in the study of human thought, values, beliefs, creativity, and culture. Courses introduce students to methods of inquiry in the humanities: interdisciplinary methods in Autumn Quarter and discipline-based methods in Winter and Spring quarters.

*Disciplinary Breadth*—requirement satisfied by completing five courses of which one course must be taken in each subject area.

Disciplinary Breadth gives students educational breadth by providing experience in the areas of Engineering and Applied Sciences, Humanities, Mathematics, Natural Sciences, and the Social Sciences.

*Education for Citizenship*—requirement satisfied by completing two courses in different subject areas; or completing two Disciplinary Breadth courses which also satisfy different Education for Citizenship subject areas.

Education for Citizenship provides students with some of the skills and knowledge that are necessary for citizenship in contemporary national cultures and participation in the global cultures of the 21st century. Education for Citizenship is divided into four subject areas: Ethical Reasoning, the Global Community, American Cultures, and Gender Studies.

*Ethical Reasoning*—Courses introduce students to the pervasiveness, complexity, and diversity of normative concepts and judgments in human lives, discuss skeptical concerns that arise about normative practices, review ways in which people have engaged in ethical reflection, and consider ethical problems in light of diverse ethical perspectives.

*The Global Community*—Courses address the problems of the emerging global situation. They may compare several societies in time and space or deal in depth with a single society, either contemporary or historical, outside the U.S. Challenges of note: economic globalization and technology transfer; migration and immigration; economic development, health; environmental exploitation and preservation; ethnic and cultural identity; and international forms of justice and mediation.

*American Cultures*—Courses address topics pertaining to the history, significance, and consequences of racial, ethnic, or religious diversity in the culture and society of the U.S. Challenges of note: equity in education; employment and health; parity in legal and social forms of justice; preserving identity and freedom within and across communities.

*Gender Studies*—Courses address gender conceptions, roles, and relations, and sexual identity in a contemporary or historical context; they critically examine interpretations of gender differences and relations between men and women. Challenge of note: changing sexual and physiological realities in contemporary and historical perspective.

Courses certified as meeting the General Education Requirements must be taken for a letter grade and a minimum of 3 units of credit. A single course may be certified as fulfilling only one subject area within the General Education Requirements; the one exception is that a course may be certified to fulfill an Education for Citizenship subject area in addition to a Disciplinary Breadth subject area.

Courses that have been certified as meeting the requirements are identified throughout this bulletin with the notational symbols listed below. A comprehensive list of certified courses also appears in the *Time Schedule of Classes* for that quarter.

**Introduction to the Humanities**

- IHUM-1 (formerly GER:1a): first-quarter course
- IHUM-2 (formerly GER:1b): second-quarter course
- IHUM-3 (formerly GER:1c): third-quarter course

**Disciplinary Breadth**

- DB-EngrAppSci (formerly GER:2b): Engineering and Applied Sciences
- DB-Hum (formerly GER:3a): Humanities
- DB-Math (formerly GER:2c): Mathematics
- DB-NatSci (formerly GER:2a): Natural Sciences
- DB-SocSci (formerly GER:3b): Social Sciences

**Education for Citizenship**

- EC-AmerCul (formerly GER:4b): American Cultures
- EC-GlobalCom (formerly GER:4a): Global Community
- EC-Gender (formerly GER:4c): Gender Studies
- EC-EthicReas (GER:4d): Ethical Reasoning

Students who matriculated Autumn Quarter 2004-05 or later are subject to the revised General Education Requirements effective Autumn Quarter 2005-06. Students who matriculated Autumn Quarter 2003-04 or earlier remain on the old General Education Requirements, but may elect to change to the new system. Students interested in electing the revised GER

system should contact the Office of the University Registrar. No further changes are allowed once a student has elected to move to the new system.

**CREDIT TRANSFER**

Students may propose that work taken at another college or university be accepted in fulfillment of a General Education Requirement. In such cases, the Office of the University Registrar’s External Credit Evaluation staff determines, after appropriate faculty consultation, whether the work is comparable to any of the specifically certified courses or course sequences.

**THE WRITING AND RHETORIC REQUIREMENT**

All instructors at Stanford University expect students to express themselves effectively in writing and speech. The Writing and Rhetoric requirement helps students meet those high expectations.

All candidates for the bachelor’s degree, regardless of the date of matriculation, must satisfy the Writing and Rhetoric requirement. Transfer students are individually advised at the time of matriculation by the Office of the University Registrar’s External Credit Evaluation section and, if necessary, the Program in Writing and Rhetoric (PWR) as to their status with regard to the requirement.

The current Writing and Rhetoric requirement, effective beginning 2003, includes courses at three levels. The first two levels are described in more detail below. Writing-intensive courses that fulfill the third level, the Writing in the Major (WIM) requirement, are designated under individual department listings.

All undergraduates must satisfy the first-level Writing and Rhetoric requirement (WR 1) in one of three ways:

1. PWR 1: a course emphasizing writing and research-based argument.
2. SLE: writing instruction in connection with the Structured Liberal Education program.
3. Transfer credit approved by the Office of the University Registrar’s External Credit Evaluation section for this purpose.

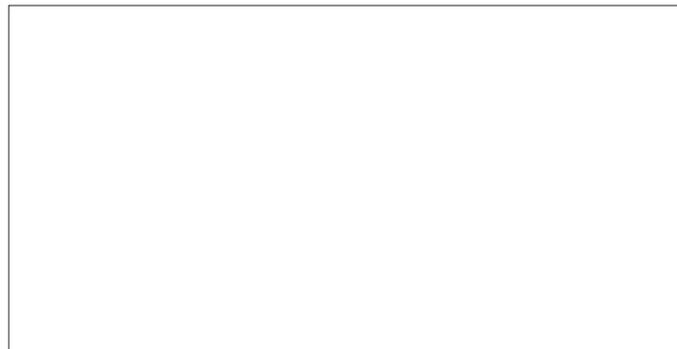
All undergraduates must satisfy the second-level Writing and Rhetoric Requirement (WR 2) in one of four ways:

1. PWR 2, a course emphasizing writing, research, and oral presentation.
2. SLE: writing and oral presentation instruction in connection with the Structured Liberal Education program.
3. A course offered through a department or program certified as meeting the WR 2 requirement by the Writing and Rhetoric Governance Board. These courses are designated as Write-2.
4. Transfer credit approved by the Office of the University Registrar’s External Credit Evaluation section for this purpose.

A complete listing of PWR 1 courses is available each quarter on the PWR web site at <http://pwr.stanford.edu>, and at the PWR office in Building 460, Room 223. Complete listings of PWR 2 and DWR 2 courses are available to students on the PWR web site the quarter before they are scheduled to complete the WR 2 requirement.

For a full description of the Program in Writing and Rhetoric (PWR), see the “Writing and Rhetoric” section of this bulletin under the Vice Provost of Undergraduate Education.

Students who matriculated prior to Autumn 2003 should consult previous issues of the *Stanford Bulletin* and the “Writing and Rhetoric, Program in” section of this bulletin under the School of Humanities and Sciences to determine what requirements apply.



## THE LANGUAGE REQUIREMENT

To fulfill the Language Requirement, undergraduates who entered Stanford in Autumn 1996 and thereafter are required to complete one year of college-level study or the equivalent in a foreign language. Students may fulfill the requirement in any one of the following ways:

- Complete three quarters of a first-year, 4-5 units language course at Stanford or the equivalent at another recognized post-secondary institution subject to current University transfer credit policies.
- Score 4 or 5 on the Language Advanced Placement (AP) test in one of the following languages: Chinese, French, German, Japanese, Latin, or Spanish. Advanced Placement (AP) tests in foreign literature do not fulfill the requirement.
- Achieve a satisfactory score on the SAT II Subject Tests in the following languages taken prior to college matriculation:
 

Chinese	630	Italian	630
French	640	Japanese	620
German	630	Korean	630
Latin	630	Hebrew	540
Spanish	630		
- Take a diagnostic test in a particular language which either:
  - Places them out of the requirement, *or*
  - Diagnoses them as needing one, two, or three additional quarters of college-level study. In this case, the requirement can then be fulfilled either by passing the required number of quarters of college-level language study at Stanford or the equivalent elsewhere, or by retaking the diagnostic test at a later date and placing out of the requirement.

Written placements are offered online throughout the summer in Chinese, French, German, Italian, Japanese, Russian, Spanish, and Spanish for home background speakers.

For a full description of Language Center offerings, see the "Language Center" section of this bulletin under the school of Humanities and Sciences.

## CREDIT

### ADVANCED PLACEMENT

Stanford University allows up to 45 units of external credit toward graduation including work completed in high school as part of the College Entrance Examination Board (CEEB) Advanced Placement curriculum. The awarding of such credit is based on CEEB Advanced Placement test scores and is subject to University and department approval.

The faculty of a given department determine whether any credit toward the 180-unit requirement can be based on achievement in the CEEB Advanced Placement Program in their discipline. Stanford departments electing to accept the Advanced Placement (AP) credit are bound by these University policies:

- Credit is usually granted for an AP score of 4 or 5. Usually, 10 quarter units are awarded (but occasionally fewer than 10). No more than 10 quarter units may be given for performance in a single examination.
- Whether credit is to be given for an AP score of 3 is a matter for departmental discretion; up to 10 units may be awarded.
- No credit may be authorized for an AP score lower than 3.

Performance on an AP exam can indicate the appropriate placement for continuing course work in that subject at Stanford. Students may not enroll in courses at Stanford for which they received equivalent credit through the AP program. The chart below shows the current AP credit and placement policies. Further information is available from the Office of the University Registrar's External Credit Evaluation section.

A maximum of 45 quarter units of Advanced Placement (AP), transfer credit, and/or other external credit (such as International Baccalaureate) may be applied toward the undergraduate degree. More than 45 units of AP, transfer, and other external credit may appear on the Stanford University transcript; however, only 45 units can be applied to the minimum units required for the undergraduate degree. Stanford University policies on AP and other external credit are subject to review and change on an annual basis. Subjects not listed on this chart are not eligible for AP credit at Stanford University.

## AP SCORES AND PLACEMENT

Test Subject	Score	Placement	Quarter Units
Chemistry <sup>1</sup>	4,5	CHEM 33 or above	4
Chinese			
(Language & Culture) <sup>2</sup>	5	Take placement exam if continuing in this language	10
Computer Science AB	4,5	CS 106B, 106X, or 107	5
Computer Science A	4,5	CS 106B or 106X	5
French (Language) <sup>2</sup>	5	Take placement exam if continuing in this language	10
German (Language) <sup>2</sup>	5	Take placement exam if continuing in this language	10
Japanese			
(Language & Culture) <sup>2</sup>	5	Take placement exam if continuing in this language	10
Math AB	5	MATH 51	10
	4	MATH 42	5
Math BC	4,5	MATH 51	10
	3	MATH 42	5
Math AB subscore	5	MATH 51	10
	4	MATH 42	5
Physics B	5	PHYSICS 25	8
	4	PHYSICS 23 and 25	4
Physics C (2 parts)			
Mechanics only	4,5	PHYSICS 43 and 45 <i>or</i> PHYSICS 23 and 25	4
	3	PHYSICS 41, 43, and 45 <i>or</i> PHYSICS 23 and 25	4
E&M only	4,5	PHYSICS 41 and 45 <i>or</i> PHYSICS 21 and 25	5
	3	PHYSICS 41, 43, and 45 <i>or</i> PHYSICS 21 and 25	4
Both Parts	4,5	PHYSICS 45 <i>or</i> PHYSICS 25	9
	3	PHYSICS 41, 43, and 45 <i>or</i> PHYSICS 25	8
Spanish (Language) <sup>2</sup>	5	Take placement exam if continuing in this language	10

<sup>1</sup> Effective for students matriculating Autumn 2008-09 and thereafter, Chemistry receives 4 units for a score of 5 with placement into CHEM 31X or above; see <http://chemistry.stanford.edu/academic/under/choosing.html>.

<sup>2</sup> A score of 4 or 5 on this test fulfills the Language Requirement. A score of 5 is required to receive 10 units of credit.

Stanford University awards advanced placement credit for certain international advanced placement subject examinations. The international test subjects must match the content of the College Entrance Examination Board (CEEB) Advanced Placement test subjects that receive advanced placement credit.

### ACTIVITY COURSES

For undergraduates who entered Autumn 1996 and thereafter, a maximum of 8 units of credit earned in activity courses, regardless of the offering department or if accepted as transfer units, count towards the 180 (225 if dual degrees are being pursued) units required for the bachelor's degree. All activity courses are offered on a satisfactory/no credit basis.

### COURSES TAKEN ON SATISFACTORY/NO CREDIT OR CREDIT/NO CREDIT BASIS

For undergraduates who entered Autumn 1996 and thereafter, a maximum of 36 units of credit (including activity courses) taken at Stanford or its overseas campuses for a "CR" or "S" grade may be applied towards the 180 (225 if dual degrees are being pursued) units required for the bachelor's degree. For those who entered Stanford as transfer students in Autumn 1996 and thereafter, the maximum is 27 units.

Departments may also limit the number of satisfactory or credit courses accepted towards the requirements for a major. Satisfactory/credit courses applied towards a minor may be similarly limited. Courses not letter-graded are not accepted in fulfillment of the General Education Requirements applicable to undergraduate students who entered Stanford in Autumn 1996 and thereafter. Writing in the Major courses are usually offered letter grade only. In those instances where the course is offered for a letter grade or CR/NC, the course must be taken for a letter grade to fulfill the Writing in the Major requirement.

## INTERNSHIP GUIDELINES

Undergraduate internships should not by themselves carry any credit. However, an individual student may arrange with a faculty member for a research or other academic project to be based on the internship. Arrangements between students and faculty regarding credit are expected to be made well in advance of the internship. Credit should be arranged within departmental rules for directed reading or independent study and should meet the usual department standards. No transfer credit is awarded for internships.

## TRANSFER WORK

Academic credit for work done elsewhere may be allowed toward a Stanford bachelor's degree under the following rules and conditions:

1. Credit may be granted for work completed at institutions in the U.S. only if the institutions are accredited.
2. Study in institutions outside the U.S., when validated by examination results, tutorial reports, or other official evidence of satisfactory work, may be credited toward a Stanford bachelor's degree, subject to the approval of the credit evaluator and the appropriate departments.
3. Credit is officially allowed only after the student has been unconditionally admitted to Stanford.
4. Credit is allowed for work completed at institutions in the U.S. only on the basis of an official transcript received by the Registrar at Stanford directly from the institution where the credit was earned.
5. Credit from another institution may be transferred for courses which are substantially equivalent to those offered at Stanford University on the undergraduate level, subject to the approval of the credit evaluator. A maximum of 20 quarter units may represent courses which do not parallel specific courses at Stanford, again, subject to the approval of the credit evaluator as to quality and suitability.
6. The credit allowed at Stanford for one quarter's work may not exceed the number of units that would have been permissible for one quarter if the work had been done at Stanford; for work done under a system other than the quarter system, the permissible maximum units are calculated at an appropriate ratio of equivalence.
7. Credit is allowed at Stanford for work graded 'A,' 'B,' 'C,' or 'Pass' (where 'Pass' is equivalent to a letter grade of 'C' or above), but not for work graded 'D' or below.
8. No more than 45 (90 for transfer students) quarter units of credit for work done elsewhere may be counted toward a bachelor's degree at Stanford.
9. Credit earned in extension, correspondence, and online courses is transferable only if the university offering the courses allows that credit toward its own bachelor's degree. Such credit is limited to a maximum of 45 quarter units for extension courses, a maximum of 15 quarter units for correspondence and online study, and a maximum of 45 quarter units for the combination of extension, correspondence, and online courses.
10. Credit earned in military training and service is not transferable to Stanford, unless offered by an accredited college or university in the U.S. and evaluated as above by the credit evaluator.

## CONCURRENT ENROLLMENT

Students may enroll concurrently at Stanford and at another college or university. The following policies apply to Concurrent Enrollment:

1. Students may not exceed 20 quarter units between both schools. This is the same unit maximum for undergraduate students at Stanford. (One semester credit or hour generally equals 1.5 quarter units.)
2. Satisfactory academic progress is determined only by Stanford courses and units. Transfer work completed at other institutions is not considered in this calculation.
3. Students are expected to consult with Transfer/External Credit Evaluation (630 Serra Street, Suite 120) if planning to transfer the work back to Stanford. Consultations should be completed prior to enrolling in the transfer institution.

## THE MAJOR

The primary purpose of the major is to encourage each student to explore a subject area in considerable depth. This in-depth study complements the breadth of study promoted by the General Education Requirements and, in many cases, by a student's choice of electives. Work in depth permits practice in critical analysis and the solving of problems. Because of its depth, such study also provides a sense of how knowledge grows and is shaped by time and circumstances.

The structure of a major should be a coherent reflection of the logic of the discipline it represents. Ideally, the student should be introduced to the subject area through a course providing a general overview, and upper-division courses should build upon lower-division courses. The course of study should, if feasible, give the student the opportunity and responsibility of doing original, creative work in the major subject. Benefits of the major program are greatest when it includes a culminating and synthesizing experience such as a senior seminar, an undergraduate thesis, or a senior project.

## REQUIREMENTS

Undergraduates must select a major by the end of their sophomore year. All undergraduate major programs listed in this bulletin, except for certain honors degree programs that require application and admission in advance, are open to all students. Students may use Axxess to declare, drop or exchange a major at any time. In some departments or programs, though, a late change could easily result in extending the period of undergraduate study. Students who have applied to graduate or who wish to declare an individually designed major, and coterminal students must use printed forms to select or change a major. Students requiring assistance should contact the Office of the University Registrar.

Check individual department or program listings in this bulletin for the undergraduate degrees offered and for specific major requirements. If an area of study has no baccalaureate degree, that discipline is not available as a regular undergraduate major.

Faculty set the minimum requirements for the major in each department. These requirements usually allow latitude for tailoring a major program to a student's specific educational goals. The responsibility for developing a major program within department or program requirements lies ultimately with the individual student working in consultation with the major adviser.

## MULTIPLE MAJORS

Although most students declare only one major, a student may formally declare more than one major within a single bachelor's degree (B.A., B.S., or B.A.S.) program. The student may do that either at the time of initial major declaration or, as may be more advisable given the planning required to complete more than one major, by amending the original declaration. The student's major departments or programs have access routinely to all information pertinent to that student's academic record (for example, course and grade information), and each is expected to provide advising and other assistance. Students may pick up appropriate information regarding major declarations from the Office of the University Registrar. To be awarded a bachelor's degree with multiple majors, the student must fulfill the following requirements:

1. Formally declare all majors to the Office of the University Registrar.
2. Satisfy the requirements of each major without applying any course towards the requirements of more than one major or any minor unless:
  - a) overlapping courses constitute introductory skill requirements (for example, introductory math or a foreign language);
  - b) overlapping courses enable the student to meet school requirements (for example, for two majors within the School of Engineering). Currently, only the School of Engineering has school requirements for its undergraduate majors.

Students pursuing multiple majors must complete a multiple major program form indicating which courses they plan to apply toward each major and any minor(s). Departments must certify that the plan of study meets all requirements for the majors and any minor(s) without unallowable overlaps in course work; the School of Engineering Dean's office

## UNDERGRADUATE MAJOR UNIT REQUIREMENTS

Major Department	Units required outside the dept./program	Units required within the dept./program	Total # of units	Notes/Special Requirements	WIM Course
<b>School of Earth Sciences</b>					
Earth Systems	76-107	26	102-133	internship, senior seminar	EARTHSYS 210
Energy Resources Engineering	83-90	36	119-126		ENERGY 180
Geological & Environmental Sciences	31-45	40-56	68-90	advanced summer field experience	GES 150
Engr. Geol. & Hydrogeology	44-47	45-55	71-102		
Geophysics	43-45	15	min. 58		GEOPHYS 185
<b>School of Engineering</b>					
Atmosphere/Energy	50	51-53	101-103		STS 110
Aeronautics and Astronautics	56-58	39	95-97		AA 190
Architectural Design	50-52	48-50	98-102		CEE 100
Biomechanical Engineering	42-63	49-64	103-116		BIOSCI 44X
Biomedical Computation	51-65	47-56	109-114		ENGR 199W, CS 191W, 272
Chemical Engineering	min. 70	50	min. 120		CHEMENG 185A
Civil Engineering	min. 57	min. 59	min. 116		CEE 100
Computer Systems Engineering	43-52	57-66	97-112	senior project	CS 191W,194,201,294W
Computer Science	33-57	47-66	97-112	senior project	CS 191W,194,201,294W
Electrical Engineering	45	68	113		ENGR 102E <i>and</i> EE 108A
Engineering Physics	50-59	46-58	96-117		EE 108A/ENGR 102E,M ME 203, MATSCI 161 PHYSICS 107
Environmental Engineering	min. 57	min. 59	min. 116		CEE 100
Individually Designed Major	41	40	90-107		see adviser
Management Science and Engineering	46-79	45-60	96-134	senior project	MS&E 152W,193W,197
Material Science and Engineering	53-59	50	103-109		MATSCI 161
Mechanical Engineering	61-65	45	106-110		ENGR 102M <i>and</i> ME 203
Product Design	58-59	48	106-107		ENGR 102M, ME 203
<b>School of Humanities and Sciences</b>					
African and African American Studies	50	10	60	CSRE senior sem.	AFRICAAM 105
American Studies	20-25	35-40	60		AMSTUD 160
Anthropological Sciences	—	45	65		ANTHSCI 190
Anthropology (formerly CASA)	25	40	65	foreign language 1st qtr. at 2nd-year level	CASA 90
Archaeology	45	20	65		ARCHLGY 103
Art					ARTHIST 1
Art History	—	56	56	library orientation, junior seminar	
Film and Media Studies	8	65	65	library orientation, senior seminar	FILMSTUD 102
Studio Art	—	64	64	library orientation, advanced seminar	
Asian American Studies	55	5	60	CSRE senior sem.	See CSRE
Asian Languages					
Chinese	0-16	27-43	min. 43		CHINGEN 133
Japanese	0-20	23-43	min. 43		JAPANGEN 138

Major Department	Units required outside the dept./program	Units required within the dept./program	Total # of units	Notes/Special Requirements	WIM Course
Biological Sciences	46-56	47-48	93-104		BIOSCI 44X,44Y, 145 BIOHOPK 44Y, 165H, 175H, 176H
Chemistry	34	52	86		CHEM 134
Chicana/o Studies	55	5	60	CSRE senior sem.	See CSRE
Classics	—	—	60-65		CLASSGEN 176
Communication	5	min. 60	65		COMM 104W
Comparative Literature	—	37	65		COMPLIT 101
Comparative Studies in Race & Ethnicity	55	5	60	CSRE senior sem.	CSRE 200X
Drama	—	65	65		DRAMA 161H,168H
East Asian Studies	75	1	75	seminar overseas studies; E. Asian country 1 quarter; senior essay	CHINGEN 133; JAPANGEN 138; HISTORY 256
Economics	—	80	80	—	ECON 101
English		60	60		ENGLISH 160
w/ Creative Writing		65	65	dept. approval	
w/ Interdisciplinary Emphasis	20	50	70	dept. approval and interdisciplinary paper	
w/ Interdepartmental Emphasis	20	45	65	20 units in foreign lang. lit.; dept. approval	
w/Philosophy	30	40	70		
Feminist Studies	45	17 core	62	focus statement; practicum	FEMST 253, 260B
French and Italian					
French	max. 24	32 above #100	56 above #100	—	FRENLIT 130,131,132,133
French and English Literatures	max. 24	32 above #100	56 above #100	4 Eng. Lit. courses	
French and Italian Literatures	max. 24	32 above #100	56 above #100	4 Ital. Lit. courses	
French and Philosophy	min. 21	32 above #100	65	Gateway course; Capstone	
Italian	max. 28	32 above #100	60 above #100	—	ITALLANG 127,128,129
Italian and English Literatures	max. 28	32 above #100	60 above #100	4 Eng. Lit. courses	
Italian and French Literatures	max. 28	32 above #100	60 above #100	4 Fr. Lit. courses	
Italian and Philosophy	min. 21	32 above #100	65	Gateway course; Capstone	
German Studies	0-25	35-60	60	3 above #130	GERLIT 123N,127,132
German and Philosophy	min. 21	min. 39	65	Gateway course; Capstone	
History	—	58-60	58-60	3 above #130	HISTORY 102,145B,150B, 163,204G,205B,206, 208A,217B,232F,239E, 239E,248,251,256,275F, 276,279,299A,B,C,S,W
Human Biology	min. 13	min. 39	min. 84	Internship	HUMBIO 4B
Interdisciplinary Studies in Humanities					
Option for Premeds	approx. 60	28 (honors)	approx. 88	honors required with major	HUMNTIES 200A,B,C
(incl. premed requirements)	approx. 110	28 (honors)	approx. 138	honors required with major	HUMNTIES 200A,B,C
International Relations	55-70	0-10	70	2 yr. foreign lang.; Overseas studies 1 qtr.	HISTORY 102 POLISCI 110C,D,247R INTNLREL 140A,C, 163
Jewish Studies (Individually Designed)	75-77	—	75-77		See CSRE
Linguistics	—	50	50	foreign lang. @ 6th-quarter level, junior research paper	LINGUIST 150
Mathematical & Computational Science			73-78		MATH 109,110,120 STATS 166
Mathematics	up to 15 units	49	64		MATH 109,110,120,171
Music	—	67	66-76	piano-proficiency & ear-training exam	2 from: MUSIC 140-145, 148,151

Major Department	Units required outside the dept./program	Units required within the dept./program	Total # of units	Notes/Special Requirements	WIM Course
Music, Science, and Technology	—	66	66-76	piano-proficiency & ear-training exam	MUSIC 151
Native American Studies	55	5	60	CSRE Senior Sem.	See CSRE
Philosophy	—	55	55	course in 194 series	PHIL 80
Philosophy and Literature	min. 15	min. 47	65	Gateway course; 194	
Philosophy and Religious Studies	—	60	60	3 seminars; 20 units in each dept. + 20 advanced units from both depts.	PHIL 80 or RELIGST 290
Physics	18-21	56-61	77-79		PHYSICS 107
Political Science	0-10	60-70	70		POLISCI 110C,D,120C, 124R, 236,247R
Psychology	10	60	70		PSYCH 55,70,75,110
Public Policy	59	28	87	min. 15 concentration units; Senior Seminar	PUBLPOL 106
Religious Studies	—	60	60	introductory course, majors' seminar, senior essay or honors thesis, senior colloquium	RELIGST 290
Science, Technology, & Society					STS 110
B.A.	37	32	69	min. 15 units in technical literacy min. 20 units in concentration	
B.S.	50	32	82	min. 50 units in technical depth	
Slavic Languages and Literatures					SLAVLIT 146
Russian Language and Literature	0-10	42-52	52	1st- and 2nd- year Russian	
Russian Language, Culture, & History	12-16	35-39	52	1st- and 2nd- year Russian	
Russian Literature and Philosophy	21	40	67	Gateway course; Capstone	
Sociology	—	60	65		SOC 200, 202
Spanish and Portuguese		26	56	Core courses	SPANLANG 102,102B, SPANLIT 120, 278, 278A
Symbolic Systems	66-81	4	70-85	—	PHIL 80
Urban Studies	36	37	73	25 units in concentration; capstone courses	URBANST 201,202

certifies this information in any case involving an Engineering major or minor. To facilitate advance planning, multiple major program forms are available at any time from <http://registrar.stanford.edu>. This must be submitted to the Office of the University Registrar by the application to graduate deadline for the term in which the student intends to graduate.

When students cannot meet the requirements of multiple majors without overlaps, the secondary major, outlined below, may be relevant.

## SECONDARY MAJOR

In some cases, students may complete course requirements for more than one major, but they may not meet the requirements outlined for the multiple major option. For example, the student may develop a course plan in which courses requisite for one major overlap with requirements for another. In these cases, the student may declare a secondary major which results in the transcript bearing an annotation that the course requirements for that major have also been met. Secondary majors are not listed on the diploma.

## LIMITS OF THE MAJOR

In order to achieve the values of study in depth, a well-structured major should constitute at least one-third of a student's program (55-65 units). To ensure the values of breadth, a major should comprise no more

than two-thirds of a student's program (115-125 units). And, to avoid intellectual parochialism, a major program should not require a student to take more than about one-third of his or her courses from within a single department.

Major requirements in cognate subjects essential to the structure of a given major should be counted as part of the major program in applying these guidelines. Department or school requirements designed to provide extra disciplinary breadth should not be counted.

For a limited number of qualified students, many departments and programs offer special programs leading to degrees with honors. A student may apply to the major department or program for acceptance into the honors program. Demands on the student may vary, but all honors programs encourage creative, independent work at an advanced level in addition to the major requirements.

The guidelines set forth here are deliberately general; implementation must take into account the specific needs of a student's program and the nature of the discipline or disciplines involved. The exercise of responsibility in achieving the desired educational balance belongs first with the student, who, after all, has the strongest interest in the value of his or her education. It belongs secondarily to departments and major programs, which must set the requirements of competence in the many majors offered.

# DEGREES, HONORS, AND MINORS

## CONFERRAL OF DEGREES

Upon recommendation to the Senate of the Academic Council by the faculty of the relevant departments or schools and the Committee on Undergraduate Standards and Policy, degrees are awarded four times each year, at the conclusion of Autumn, Winter, Spring, and Summer quarters. All diplomas, however, are prepared and awarded in Spring Quarter. Stanford University awards no honorary degrees.

Students must apply for conferral of an undergraduate or graduate degree by filing an Application to Graduate by the deadline for each term. The deadlines are published in the *Time Schedule of Classes*. A separate application must be filed for each degree program and for each conferral term. Applications are filed through Axess, the online service which allows students to update their administrative/academic records.

Requests for conferral are reviewed by the Office of the University Registrar and the student's department, to verify completion of degree requirements. Registration is required in the conferral term. Students with unmet financial obligations resulting in the placement of a hold on their registration cannot receive a transcript, statement of completion, degree certificate, or diploma until the hold is released by the Office of Student Financial Services.

Students are typically expected to apply to graduate during the term in which they expect to be awarded a degree. The University, however, reserves the right to confer a degree on a student who has completed all of the requirements for a degree even though the student has not applied to graduate; such an individual would then be subject to the University's usual rules and restrictions regarding future enrollment or registration.

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

## THE UNDERGRADUATE MINOR

Students completing a bachelor's degree may elect to complete one or more minors in addition to the major. Minors must be officially declared by students no later than the deadline for their application(s) to graduate, according to declaration procedures developed and monitored by the Registrar. Earlier deadlines for declaration of the minor may be set by the offering school or department. Satisfactory completion of declared minors is noted on the students' transcripts after degree conferral.

A minor is a coherent program of study defined by the department or degree program. It may be a limited version of a major concentration or a specialized subset of a field. A minor consists of no fewer than six courses of 3 or more units to a maximum of 36 units of letter-graded work, except where letter grades are not offered. Departments and degree programs establish the structure and requirements of each minor in accordance with the policy above and within specific guidelines developed by the deans of schools. Programs which do not offer undergraduate degrees may also make proposals to their cognizant deans to establish a minor. Requirements for each minor are described in the individual department or program listings in this bulletin.

Students may not overlap (double-count) courses for completing major and minor requirements, unless:

1. Overlapping courses constitute introductory skill requirements (for example, introductory math or a foreign language), or
2. Overlapping courses enable the student to meet school requirements (for example, for a major within the School of Engineering and a minor). Currently, only the School of Engineering has school requirements for its undergraduate majors.

Undergraduates use Axess to declare or drop a minor.

Students with questions about declaring minors or double-counting

courses towards combinations of majors and/or minors should consult with the departments or programs involved or the Office of the University Registrar, 630 Serra Street, Suite 120.

## BACCALAUREATE HONORS

*With Distinction*—In recognition of high scholastic attainment, the University, upon recommendation of a major department or program, awards the Bachelor's Degree with Distinction. Distinction is awarded to 15% of the graduating class based on cumulative grade point averages. Distinction is calculated at the end of the Winter Quarter for each graduating class.

Students are also urged to consider the departmental honors programs that may give depth to their major study and to consider, as well, how the interdisciplinary honors programs might contribute to the quality of their undergraduate education.

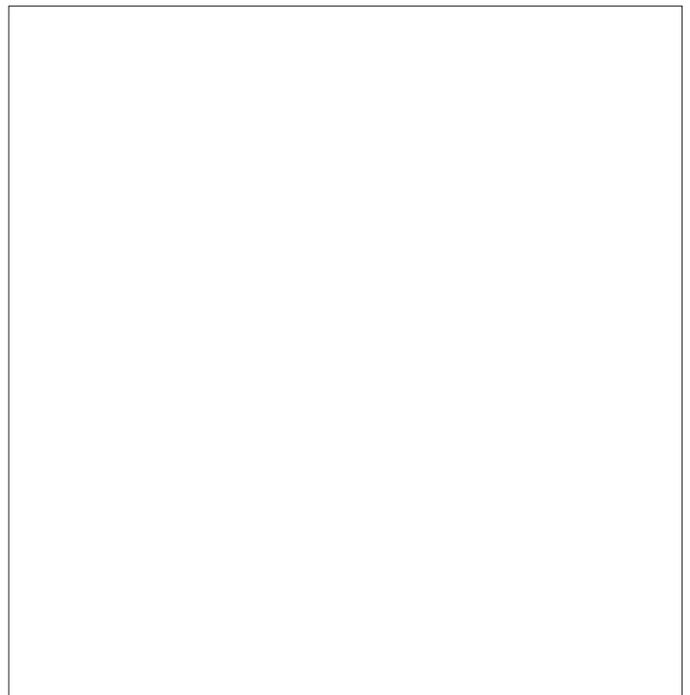
*Departmental Honors Programs*—In recognition of successful completion of special advanced work, departments may recommend their students for honors in the major. Departmental honors programs demand independent creative work at an advanced level in addition to major requirements.

*Interdisciplinary Honors Programs*—In recognition of successful completion of honors program requirements, the following interdisciplinary programs can recommend students majoring in any field for honors in their program:

- Education
- Environmental Science, Technology, and Policy
- Ethics in Society
- Feminist Studies
- International Security Studies
- Humanities
- Latin American Studies
- Science, Technology, and Society

The interdisciplinary honors programs are designed to complement study in a department major. The requirements for these honors programs are described in the department sections of this bulletin.

*Foreign Language Proficiency*—The notation "proficiency in (language)" appears on the official transcripts of those students whose levels of achievement are found by procedures established by the language department to be roughly equivalent to knowledge an excellent student can be expected to demonstrate late in the third quarter of the third year of study in that language.



# Graduate Degrees

## GENERAL REQUIREMENTS

For each Stanford advanced degree, there is an approved course of study which meets University and department requirements. The University's general requirements, applicable to all graduate degrees at Stanford, are described below. University requirements pertaining to only a subset of advanced degrees are described in the "Degree-Specific Requirements" section.

See the "Graduate Programs" section of each department's listing for specific department degree requirements. Additional information on professional school programs is available in the bulletins of the Graduate School of Business, the School of Law, and the School of Medicine.

### ENROLLMENT REQUIREMENTS

Graduate students must enroll in courses for all terms of each academic year (Autumn, Winter, and Spring quarters or, for Law students, Autumn and Spring semesters) from the admission term until conferral of the degree. The only exception to this requirement occurs when the student is granted an official leave of absence. Failure to enroll in courses for a term during the academic year without taking a leave of absence results in denial of further enrollment privileges unless and until reinstatement to the degree program is granted and the reinstatement fee paid. Registration in Summer Quarter is not required and does not substitute for registration during the academic year. Students possessing an F1 or J1 student visa may be subject to additional course enrollment requirements in order to retain their student visas.

In addition to the above requirement for continuous registration during the academic year, graduate students are required by the University to be registered:

1. In each term during which any official department or University requirement is fulfilled, including qualifying exams or the University oral exam.
2. In any term in which a University dissertation/thesis is submitted or at the end of which a graduate degree is conferred, unless the student was registered the prior term.
3. Normally, in any term in which the student receives financial support from the University.
4. In any term for which the student needs to use University facilities.
5. For international students, in any term of the academic year (summer may be excluded) for which they have non-immigrant status (i.e., a J-1 or F-1 visa).

Individual students may also find themselves subject to the registration requirements of other agencies (for example, external funding sources such as federal financial aid). Course work and research are expected to be done on campus unless the department gives prior approval for study in absentia.

### LEAVES OF ABSENCE AND REINSTATEMENT

Graduate students who do not meet the requirement for continuous registration during the academic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. The leave of absence must be reviewed for approval by the chair or director of graduate studies of the student's major department and, if the student is in the United States on a foreign student visa, by the Bechtel International Center. The granting of a leave of absence is at the discretion of the department and subject to review by the Office of the University Registrar.

New graduate students and approved coterminal students may not take a leave of absence during their first quarter. Coterminal students are required to register their first graduate quarter. However, new Stanford students may request a deferment from the department.

Leaves of absence are granted for a maximum of one calendar year. Leaves requested for a longer period are approved only in exceptional circumstances (for example, mandatory military service). An extension of leave (a maximum of one year) for students in master's programs or

for doctoral students is approved only in unusual circumstances. Extension requests must be made before the expiration of the original leave of absence. Leaves of absence for graduate students may not exceed a cumulative total of two years.

Students on leave of absence are not registered at Stanford and, therefore, do not have the rights and privileges of registered students. They cannot fulfill any official department or University requirements during the leave period.

Students on leave may complete course work for which an 'Incomplete' grade was awarded in a prior term and are expected to comply with the maximum one-year time limit for resolving incompletes; a leave of absence does not stop the clock on the time limit for resolving incompletes.

When a student is granted a leave of absence after the beginning of the term, courses in which the student was enrolled after the drop deadline appear on the student's transcript and show the symbol 'W' (withdrew).

Students who fail to be either enrolled by the study list deadline or approved for a leave of absence by the start of a term are required to apply for reinstatement through the Graduate Admissions Office before they can return to the same degree program. The decision to approve or deny reinstatement is made by the student's department or program. Departments are not obliged to approve reinstatements of students. Reinstatement decisions are made at the discretion of the department or the program and may be based on the applicant's academic status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, and the ability of the department to support the student both academically and financially, as well as any other factors or considerations regarded as relevant by the department or program.

Reinstatement information is available from the Graduate Admissions Office. A fee is required. Reinstatement applications must be submitted prior to the first day of the term for which reenrollment is requested if the student is registering for courses.

### RESIDENCY POLICY FOR GRADUATE STUDENTS

Each type of graduate degree offered at Stanford (for example, Master of Science, Doctor of Philosophy) has a residency requirement based on the number of academic units required for the degree. These residency requirements and the maximum allowable transfer units for each degree type are listed below.

The unit requirements for degrees can represent solely course work required for the degree or a combination of course work, research, and a thesis or dissertation. Academic departments and schools offering degrees may establish unit requirements that are higher than the minimum University residency requirement, but they may not have a residency requirement that is lower than the University standard. In addition to the University's residency requirement based on a minimum number of units for each degree, the School of Medicine and the Graduate School of Business may establish residency requirements based on the number of quarters of full-time registration in which students are enrolled to earn a degree. However, in no case may a student earn fewer units than the University minimum for each degree. All residency requirements are published in the *Stanford Bulletin*. Students should consult the *Stanford Bulletin* or their academic department to determine if their degree program has residency requirements that exceed the minimum.

Students eligible for Veterans Affairs educational benefits should refer to the Veterans Educational Benefits section of "Admissions and Financial Aid" above.

It continues to be Stanford University's general policy that units are applicable toward only one degree. Units may not normally be duplicated or double-counted toward the residency requirement for more than one degree. Exceptions to this general policy for specified combinations of degree types may be approved by agreement of the Faculty Senate and the deans of the schools affected, with review by the Committee on Graduate Studies.

Only completed course units are counted toward the residency requirement. Courses with missing, incomplete, in progress, or failing grades do not count toward the residency requirement.

Terminal Graduate Registration (TGR) is available to graduate stu-

dents who have met all of the following criteria: (1) completion of the University's residency requirement; (2) completion of all course work required for the degree with grades recorded in all courses; (3) completion of any qualifying examinations or research work required by the school or department; (4) establishment of a reading committee for the dissertation; and (5) completion of any other requirements stipulated by the students' academic department.

This policy is effective for students who enter graduate programs beginning in the Autumn Quarter of the 2001-02 academic year. (For information about the residency policy in effect for students who entered prior to Autumn Quarter 2001, see the *Stanford Bulletin* 2000-01.)

### UNIVERSITY MINIMUM RESIDENCY REQUIREMENTS FOR GRADUATE DEGREES

Degree Type	Minimum # of Units	Maximum Allowable External Transfer Units
M.A., M.S., M.F.A., M.L.A.	45	0 <sup>4</sup>
Engineer <sup>1</sup>	90	45
Ed.S.	90	45
M.B.A.	90	0 <sup>4</sup>
Ph.D., D.M.A. <sup>2,3</sup>	135	45
M.D.	235	90
J.D.	86 (semester)	30
M.L.S.	30 (semester)	0 <sup>4</sup>
J.S.M.	26 (semester)	0 <sup>4</sup>
J.S.D.	26 (semester)	0 <sup>4</sup>
L.L.M.	26 (semester)	0 <sup>4</sup>
M.P.P.	90	0 <sup>4,5</sup>

- Units completed at Stanford toward a master's degree or accepted as transfer credit in an Engineering discipline may be used toward the 90-unit residency requirement for the Engineer degree.
- Students in the Ph.D. programs in the Biomedical Sciences usually require substantially more than 135 units.
- Up to 45 units completed at Stanford toward a master's degree or accepted as transfer credit may be used toward the 135 required for the doctoral degree. At least 90 units of work at Stanford are necessary to complete the 135 units.
- Students eligible for Veterans Affairs educational benefits should refer to the Veterans Benefits section of "Admissions and Financial Aid" above.
- The M.P.P. (as well as the Masters of Arts in Public Policy) is awarded only as part of a joint degree program.

### RESIDENCY REQUIREMENT IN COTERMINAL PROGRAMS

The University minimum requirements for the coterminal bachelor's/master's program are 180 units for the bachelor's degree plus 45 (or higher departmental requirement, as determined by each graduate department) unduplicated units for the master's degree. The requirements for the coterminal program with dual undergraduate degrees are 225 units for the two bachelor's degrees, and 45 units for the master's degree. For the 45-unit University minimum for the master's degree, all courses must be at or above the 100 level and 50 percent must be courses designated primarily for graduate students (typically at least at the 200 level). Department requirements may be higher. Units for a given course may not be counted to meet the requirements of more than one degree, that is, no units may be double-counted. No courses taken more than two quarters prior to admission to the coterminal master's program may be used to meet the 45-unit University minimum requirement for the master's degree.

*Tuition Rate for Graduate Engineering*—The tuition rate for graduate Engineering is higher than for undergraduate programs. Students enrolled in a coterminal program in the School of Engineering begin to pay the higher graduate Engineering tuition rate after 12 full-tuition undergraduate quarters.

Coterminal students in the School of Engineering, with two undergraduate degrees, are assessed the graduate Engineering tuition rate in the quarter *after* they have been enrolled for 15 full-tuition quarters.

Engineering coterminal students would also start paying the graduate Engineering tuition rate if any undergraduate degree is conferred or if they are granted any graduate aid. Once charged under the graduate Engineering tuition schedule, the tuition will not revert thereafter to the undergraduate rate.

For additional information on the coterminal bachelor's/master program, see Coterminal Bachelor's and Master's Degrees in the "Undergraduate Degrees" section of this bulletin.

### TRANSFER CREDIT FOR GRADUATE WORK DONE ELSEWHERE

After at least one quarter of enrollment, students pursuing an Engineer, D.M.A., or Ph.D. may apply for transfer credit for graduate work done at another institution. Engineer candidates who also earned their master's at Stanford are not eligible for transfer residency credit, nor are any master's degree students.

Students enrolled at Stanford who are going to study elsewhere during their degree program should obtain prior approval of any transfer credit sought before their departure. (One semester unit or hour equals 1.5 quarter units.)

The following criteria are used by the department in determining whether, in its discretion, it awards transfer credit for graduate-level work done at another institution:

- Courses should have comparable Stanford counterparts that are approved by the student's department. A maximum of 12 units of courses with no Stanford counterparts and/or research units may be granted transfer credit.
- The student must have been enrolled in a student category which yields graduate credit. The maximum amount of credit given for extension and nonmatriculated (non-degree) courses is one quarter. No transfer credit is given for correspondence work.
- Courses must have been taken after the conferral of the bachelor's degree. The only exception is for work taken through programs structured like the Stanford coterminal bachelor's/master's program.
- Courses must have been completed with a grade point average (GPA) of 3.0 (B) or better. Pass grades are accepted only for courses for which letter grades were not an option and for which the standard of passing is 'B' quality work.
- Courses must have been taken at a regionally accredited institution in the U.S. or at an officially recognized institution in a foreign country. Courses taken at foreign universities must be at the level of study comparable to a U.S. graduate program.

The Application for Graduate Residency Credit is reviewed by the department and the Office of the University Registrar.

### GRADUATE UNITS REQUIREMENTS

The University's expectation is that the units counted towards all graduate degrees are primarily in graduate courses. All units must be in courses at or above the 100 level and at least 50 percent of those must be courses designated primarily for graduate students (typically at least the 200 level). Units earned in courses below the 100 level may not be counted towards the minimum unit requirement for the master's degree. Department specifications for the level of course work accepted for a particular master's degree program may be higher than the University's specifications.

### POLICY ON MINIMUM PROGRESS REQUIREMENTS FOR GRADUATE STUDENTS

The academic requirements for graduate students include timely completion of University, department, and program requirements, such as admission to candidacy, successful completion of qualifying exams, and so on. Graduate students must also meet the following standards of minimum progress as indicated by units and grades. (These standards apply to all advanced degree programs except the School of Business Ph.D., and the M.B.A., J.D., L.L.M., J.S.M., J.S.D., M.D., and M.L.A., which follow guidelines issued by the respective schools and are described in their respective school bulletins.)

Graduate students enrolled for 11 or more units must pass at least 8 units per term by the end of each term. Those registered for fewer than 11 units

must pass at least 6 units per term by the end of each term, unless other requirements are specified in a particular case or for a particular program.

In addition, graduate students must maintain a 3.0 (B) grade point average overall in courses applicable to the degree.

Department requirements for minimum progress that set a higher standard for units to be completed, or a higher or lower standard for grade point average to be maintained, take precedence over the University policy; any such different standards must be published in the *Stanford Bulletin*.

Students identified as not meeting the requirements for minimum progress are reviewed by their departments to determine whether the problem lies with administrative matters such as reporting of grades or with academic performance. Students have the opportunity to explain any special circumstances. Approval for continuation in the degree program is contingent on agreement by the student and department to a suitable plan to maintain appropriate progress in subsequent quarters. Dismissal of graduate students is addressed in separate guidelines.

Graduate students who have been granted Terminal Graduate Registration (TGR) status must enroll each term in the TGR course (801 for master's and Engineer programs or 802 for doctoral programs) in their department in the section appropriate for the adviser. An 'N' grade signifying satisfactory progress must be received each quarter to maintain registration privileges. An 'N-' grade indicates unsatisfactory progress. The first 'N-' grade constitutes a warning. A second consecutive 'N-' grade normally causes the department to deny the student further registration until a written plan for completion of degree requirements has been approved by the department. Subsequent 'N-' grades are grounds for dismissal from the program.

*The Childbirth Policy*—Women graduate students, including students in professional schools, anticipating or experiencing a birth are eligible for an academic accommodation period of up to two consecutive academic quarters (in total) before and after the birth, during which the student may postpone course assignments, examinations, and other academic requirements. During this period, they are eligible for full-time enrollment and retain access to Stanford facilities, Cardinal Care, and Stanford housing. Such students are granted an automatic one quarter extension of University and departmental requirements and academic milestones, with the possibility of up to three quarters by petition under unusual circumstances. Women graduate students supported by fellowships, teaching assistantships, and/or research assistantships are excused from regular TA or RA duties for a period of six weeks during which they continue to receive support. Students do not receive a stipend or salary if none was received previously, but are eligible for the academic accommodation period and the one quarter extension of academic milestones. For more information and a complete statement of the policy, see <http://www.stanford.edu/dept/DoR/GSH/childbirth.html>.

## GUIDELINES FOR DISMISSAL OF GRADUATE STUDENTS FOR ACADEMIC REASONS

Admission to graduate programs at Stanford is highly selective. It is anticipated that every admitted student will be able to fulfill the requirements for the advanced degree. This document provides guidelines to be used in the unusual circumstance that a department must consider dismissal of a graduate student for academic reasons. These guidelines apply to all advanced degree programs except those in the schools of Law and Business and the M.D. program in the School of Medicine, which follow guidelines issued by the respective schools.

The principal conditions for continued registration of a graduate student are the timely completion of the University, department, and program requirements for the degree, and fulfillment of minimum progress requirements. The guidelines that follow specify procedures for dismissal of graduate students who are not meeting these conditions. In such cases, a departmental committee (hereafter "the committee"), whether the department's committee of the faculty or other committee authorized to act on the department's behalf such as the departmental graduate studies committee, will:

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

3. Decide the question of dismissal by majority vote of the committee (with at least three faculty members participating in the committee's deliberation), and communicate the decision to the student in writing.
4. Place a summary of department discussions, votes, and decisions in the student's file.
5. Provide students the opportunity to examine their department files, if requested.
6. Provide students with information on their rights to appeal under the Student Academic Grievance Procedures. (These are included in the *Stanford Bulletin*.)

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

## ADDITIONAL SPECIFICS FOR DEGREES WITH CANDIDACY

*Before Candidacy*—The committee may vote to dismiss a student who is not making minimum progress or completing requirements in a timely way before review for admission to candidacy. Before considering dismissal, the committee should communicate with the student (which may include a meeting with the student) concerning his or her academic performance and how to correct deficiencies, where such deficiencies are deemed correctable.

In a review for admission to candidacy, if the committee votes not to recommend the student for admission to candidacy, the vote results in the dismissal of the student from the program. The department chair, or Director of Graduate Studies, or the student's adviser shall communicate the department's decision to the student in writing and orally. The student may submit a written request for reconsideration. The committee shall respond in writing to the request for reconsideration; it may decline to reconsider its decision.

*During Candidacy*—When a student admitted to candidacy is not making minimum progress or not completing University, department, or program requirements in a timely manner, the student's adviser, the Director of Graduate Studies, or department chair, and other relevant faculty should meet with the student. A written summary of these discussions shall be sent to the student and the adviser and added to the student's department file. The summary should specify the student's academic deficiencies, the steps necessary to correct them (if deemed correctable), and the period of time that is allowed for their correction (normally one academic quarter). At the end of the warning period, the committee should review the student's progress and notify the student of its proposed actions. If the student has corrected the deficiencies, he or she should be notified in writing that the warning has been lifted.

If the deficiencies are not deemed correctable by the committee (for example, the failure of a required course or examination, or a pattern of unsatisfactory performance) or if, at the end of the warning period, the student has not in the view of the committee corrected the deficiencies, the committee may initiate proceedings for dismissal. The student shall be notified, in writing, that the case of dismissal will be considered at an impending committee meeting. The student has the right to be invited to attend a portion of the scheduled meeting to present his or her own case; a student may also make this case to the committee in writing.

After full discussion at the committee meeting, the committee, without the student present, shall review the case and vote on the issue of dismissal. The student shall be sent a written summary of the discussion, including the committee's decision and the reasons for it. The student may submit a written request for reconsideration. The committee's response to the request for reconsideration shall be made in writing; it may decline to reconsider its decision.

## CONFERRAL OF DEGREES

Upon recommendation to the Senate of the Academic Council by the faculty of the relevant departments or schools and the Committee on Graduate Studies, degrees are awarded four times each year, at the conclusion of Autumn, Winter, Spring, and Summer terms. All diplomas, however, are prepared and awarded in Spring Quarter. Stanford University awards no honorary degrees.

Students must apply for conferral of a graduate degree by filing an Application to Graduate by the deadline for each term. The deadlines are published in the *Time Schedule of Classes*. A separate application must be filed for each degree program and for each conferral term. Applications are filed through Axess, the online service which allows students to update their administrative/academic records.

Requests for conferral are reviewed by the Office of the University Registrar and the student's department to verify completion of degree requirements. Students must be registered in the term of degree conferral. Students with unmet financial obligations resulting in the placement of a hold on their registration cannot receive a transcript, statement of completion, degree certificate, or diploma until the hold is released by the Office of Student Financial Services.

Students are typically expected to apply to graduate during the term in which they expect to be awarded a degree. The University, however, reserves the right to confer a degree on a student who has completed all of the requirements for a degree even though the student has not applied to graduate; such an individual would then be subject to the University's usual rules and restrictions regarding future enrollment or registration.

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

### CHANGES OF DEGREE PROGRAMS

Graduate students are admitted to Stanford for a specific degree program. Students who have attended Stanford for at least one term and who are currently enrolled or on an approved leave of absence may submit a Graduate Program Authorization Petition to make one of the following changes: (1) change to a new degree program in the same department; (2) change to a new degree program in a different department; (3) add a new degree program in the same or a different department to be pursued with the existing program. Coterminal students must have the bachelor's degree conferred before adding a second advanced degree program. Summer term enrollment is optional for students beginning a new degree program in the Autumn term provided that they have been enrolled the prior Spring term.

It is important that the attempt to add or change degree programs be made while enrolled. Otherwise, a new Application for Graduate Admission must be submitted and an application fee paid. The Graduate Program Authorization Petition is submitted directly to the department in which admission is requested. If applying for a higher degree program, students may also be required to submit other application materials such as GRE Subject Test scores, a statement of purpose, or new letters of recommendation. Decisions on the petitions are made by the programs or departments to which they are directed, and are at the discretion of those programs or departments.

International students changing departments or degree programs must also obtain the approval of the Foreign Student Adviser at the Bechtel International Center. If the requested change lengthens their stay, they also are required to submit verification of sufficient funding to complete the new degree program.

Students who wish to terminate study in a graduate program should submit a properly endorsed Request to Permanently Withdraw from Degree Program form to the Office of the University Registrar. To return to graduate study thereafter, the student is required to apply for reinstatement (if returning to the same degree program) or admission (if applying to a different program). Both applications require payment of a fee.

## DEGREE-SPECIFIC REQUIREMENTS

### MASTER OF ARTS AND MASTER OF SCIENCE

In addition to completing the general requirements for advanced degrees and the requirements specified by their department, candidates for a Master of Arts (M.A.) or Master of Science (M.S.) degree must complete their degree requirements within the time limit specified below and must outline an acceptable program of study on the Master's Degree Program Proposal.

### MASTER'S PROGRAM PROPOSAL

Students pursuing an M.A., M.F.A., or M.S. are required to submit an acceptable program proposal to their department during the first quarter of enrollment. Coterminal students must submit the proposal during the first quarter after admission to the coterminal program. The program proposal establishes a student's individual program of study to meet University and department degree requirements. Students must amend the proposal formally if their plans for meeting degree requirements change.

In reviewing the program proposal or any subsequent amendment to it, the department confirms that the course of study proposed by the student fulfills all department course requirements (for example, requirements specifying total number of units, course levels, particular courses, sequences, or substitutes). The department confirms that all other department requirements (for example, required projects, foreign language proficiency, or qualifying exams) are listed on the form and that all general University requirements (minimum units, residency, and so on) for the master's degree will be met through the proposed program of study.

### TIME LIMIT FOR COMPLETION OF THE MASTER'S DEGREE

All requirements for a master's degree must be completed within three years after the student's first term of enrollment in the master's program (five years for Honors Cooperative students). Students pursuing a coterminal master's degree must complete their requirements within three years of their first quarter of graduate standing.

The time limit is not automatically extended by a student's leave of absence. All requests for extension, whether prompted by a leave or some other circumstance, must be filed by the student before the conclusion of the program's time limit. Departments are not obliged to grant an extension. The maximum extension is one additional year. Extensions require review of academic progress and any other factors regarded as relevant by the department, and approval by the department; such approval is at the department's discretion.

### MASTER IN PUBLIC POLICY AND MASTER OF ARTS IN PUBLIC POLICY

The Master in Public Policy (M.P.P.), a two-year program leading to a professional degree, and the Master of Arts in Public Policy (M.A.P.P.), a one-year program not intended as a professional degree, are awarded only as part of a joint degree program. See the "Public Policy Program" section of this bulletin for details.

### MASTER OF BUSINESS ADMINISTRATION

The degree of Master of Business Administration (M.B.A.) is conferred on candidates who have satisfied the requirements established by the faculty of the Graduate School of Business and the general requirements for advanced degrees. Full particulars concerning the school requirements are found in the *Graduate School of Business M.B.A. Handbook*. The M.B.A. must be completed within the time limit for completion of the master's degree.

### MASTER OF FINE ARTS

In addition to completing the general requirements for advanced degrees and the program requirements specified in the "Art and Art History" section of this bulletin, candidates for the degree of Master of Fine Arts (M.F.A.) must fulfill the requirements for a master's program proposal and complete their degrees within the time limit for completion of the master's degree, as specified above.

## ENGINEER

In addition to completing the general requirements for advanced degrees and the requirements specified by their department, candidates for the degree of Engineer must be admitted to candidacy and must complete a thesis per the specifications below.

### CANDIDACY

The Application for Candidacy for Degree of Engineer is an agreement between the student and the department on a specific program of study to fulfill degree requirements. Students must apply for candidacy by the end of the second quarter of the program. Honors Cooperative students must apply by the end of the fourth quarter of the program. Candidacy is valid for five calendar years.

### THESIS

A University thesis is required for the Engineer degree. Standards for professional presentation of the thesis have been established by the Committee on Graduate Studies and are detailed in *Directions for Preparing Theses for Engineer Degrees*, available from the Office of the University Registrar, 630 Serra Street, Suite 120.

The deadline for submission of theses for degree conferral in each term is specified by the University academic calendar. Three copies of the thesis, bearing the approval of the adviser under whose supervision it was prepared, must be submitted to the Office of the University Registrar before the quarterly deadline listed on the University academic calendar. A fee is charged for binding copies of the thesis.

Course enrollment is required for the term, or the immediately preceding term, in which the thesis is submitted. The period between the last day of final exams of one term and the first day of the subsequent term is considered an extension of the earlier term. Students submitting a thesis during this period would meet the registration requirement but would be eligible for degree conferral only in the subsequent term.

## MASTER OF LEGAL STUDIES

Admission to study for the Master of Legal Studies degree (M.L.S.), a nonprofessional degree, is granted to students who hold the Doctor of Philosophy (Ph.D.) or other nonlaw doctoral degree, or who have been admitted to a nonlaw doctoral program and have completed a program of study amounting to 45 quarter units or 30 term units of work toward the doctorate, and who meet an admission standard equivalent to that required of candidates for the Doctor of Jurisprudence degree.

The M.L.S. degree is conferred upon candidates who, in not fewer than two academic terms in residence and in not more than two consecutive academic years, successfully complete 30 term units of work in the School of Law, including three first-year courses in the first Autumn term and at least one course or seminar requiring a research paper. All work shall conform to the rules and regulations of the University and the School of Law.

## MASTER OF LAWS

The degree of Master of Laws (L.L.M.) is conferred upon candidates who have completed one academic year (26 semester units) in residence in accordance with the rules of the University and the School of Law. The degree is designed for foreign graduate students trained in law and is available only to students with a primary law degree earned outside the United States. The L.L.M. program offers students a choice of two areas of specialization: Corporate Governance and Practice, or Law, Science, and Technology.

## MASTER OF THE SCIENCE OF LAW

The degree of Master of the Science of Law (J.S.M.) is conferred upon candidates who have completed one academic year (26 term units) with distinction in accordance with the rules of the University and the School of Law.

The degree is primarily designed for those qualified students who hold a J.D. or its equivalent and who are at the Stanford School of Law for independent reasons (for example, as teaching fellows) and who wish to combine work toward the degree with their primary academic activities. Specially qualified lawyers, public officials, academics, and other professionals who have worked outside the United States may apply for

the degree through the Stanford Program in International Legal Studies (SPILS). Full particulars concerning requirements may be found at <http://www.law.stanford.edu/program/degrees/advanced/>.

## DOCTOR OF JURISPRUDENCE

The degree of Doctor of Jurisprudence (J.D.) is conferred on candidates who satisfactorily complete courses in law totaling the number of units required under the current Faculty Regulations of the School of Law over not less than three academic years and who otherwise have satisfied the requirements of the University and the School of Law.

## DOCTOR OF THE SCIENCE OF LAW

The degree of the Doctor of the Science of Law (J.S.D.) is conferred upon candidates who hold a J.D. or its equivalent, who complete one academic year in residence, and who, as a result of independent legal research, present a dissertation that is, in the opinion of the faculty of the School of Law, a contribution to knowledge. Such work and dissertation shall conform to the rules of the School of Law and the University, as described below in the “Doctor of Philosophy” section.

Candidacy is limited to students of exceptional distinction and promise. Full particulars concerning requirements may be found at <http://www.law.stanford.edu/program/degrees/advanced/>.

## DOCTOR OF MUSICAL ARTS

The degree of Doctor of Musical Arts (D.M.A.) is conferred on candidates who have satisfied the general requirements for advanced degrees, the program requirements specified in the “Music” section of this bulletin, and the candidacy requirement as described below in the “Doctor of Philosophy” section.

## DOCTOR OF MEDICINE

Candidates for the degree of Doctor of Medicine (M.D.) must satisfactorily complete the required curriculum in medicine. The requirements for the M.D. degree are detailed online at <http://med.stanford.edu/md/>.

## DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (Ph.D.) is conferred on candidates who have demonstrated to the satisfaction of their department or school substantial scholarship, high attainment in a particular field of knowledge, and ability to do independent investigation and present the results of such research. They must satisfy the general requirements for advanced degrees, the program requirements specified by their departments, and the doctoral requirements described below. The option for a Ph.D. minor is also described below, though it is not a Ph.D. requirement.

### CANDIDACY

Admission to a doctoral degree program is preliminary to, and distinct from, admission to candidacy. Admission to candidacy for the doctoral degree is a judgment by the faculty of the student’s potential to successfully complete the requirements of the degree program. Students are expected to complete department qualifying procedures and apply for candidacy by the end of their second year in the Ph.D. program. Honors Cooperative students must apply by the end of their fourth year.

The Application for Candidacy specifies a departmentally approved program of study to fulfill degree requirements, including required course work, language requirements, teaching requirements, dissertation (final project and public lecture-demonstration for D.M.A.), and University oral examination (for Ph.D.). At least 3 units of work must be taken with each of four Stanford faculty members.

If the Ph.D. student is pursuing a minor, approval by the department awarding the minor is also required on the Application for Candidacy.

### TIME LIMIT FOR COMPLETION OF A DEGREE WITH CANDIDACY

All requirements for the degree must be completed before candidacy expires. Candidacy is valid for five years unless terminated by the department (for example, for unsatisfactory progress). The time limit is not automatically extended by a student’s leave of absence. All requests

for extension, whether prompted by a leave or some other circumstance, must be filed by the student before the conclusion of the program's time limit. Departments are not obligated to grant an extension. Students may receive a maximum of one additional year of candidacy per extension. Extensions require review by the department of a dissertation progress report, a timetable for completion of the dissertation, any other factors regarded as relevant by the department, and approval by the department; such approval is at the department's discretion.

### TEACHING AND RESEARCH REQUIREMENTS

A number of departments require their students to teach (serving as a teaching assistant) or assist a faculty member in research (serving as a research assistant) for one or more quarters as part of their doctoral programs. Detailed information is included in the department sections of this bulletin.

### FOREIGN LANGUAGE REQUIREMENT

Some departments require a reading knowledge of one or more foreign languages as indicated in department sections of this bulletin. Fulfillment of language requirements must be endorsed by the chair of the major department.

### UNIVERSITY ORAL EXAMINATION

Passing a University oral examination is a requirement of the Ph.D. degree. The purpose of the examination is to test the candidate's command of the field of study and to confirm fitness for scholarly pursuits. Departments determine when, after admission to candidacy, the oral examination is taken and whether the exam will be a test of knowledge of the field, a review of a dissertation proposal, or a defense of the dissertation.

Students must be registered in the term in which the University oral examination is taken. The period between the last day of final exams of one term and the day prior to the first day of the following term is considered an extension of the earlier term. Candidacy must also be valid.

The University Oral Examination Committee consists of at least five Stanford faculty members: four examiners and the committee chair from another department. All members are normally on the Stanford Academic Council, and the chair must be a member. Emeritus faculty are also eligible to serve as examiners or chair of the committee. (A petition for appointment of an examining committee member who is not on the Academic Council may be approved if that person contributes an area of expertise that is not readily available from the faculty.) The chair of the examining committee may not have a full or joint appointment in the adviser's or student's department, but may have a courtesy appointment in the department. The chair can be from the same department as any other member(s) of the examination committee and can be from the student's minor department provided that the student's adviser does not have a full or joint appointment in the minor department.

The University Oral Examination form must be submitted to the department graduate studies administrator at least two weeks prior to the proposed examination date. The examination is conducted according to the major department's adopted practice, but it should not exceed three hours in length, and it must include a period of private questioning by the examining committee.

Responsibility for monitoring appointment of the oral examination chair rests with the candidate's major department. Although the department cannot require the candidate to approach faculty members to serve as chair, many departments invite students and their advisers to participate in the process of selecting and contacting potential chairs.

The candidate passes the examination if the examining committee casts four favorable votes out of five or six, five favorable votes out of seven, or six favorable votes out of eight. Five members present and voting constitute a quorum. If the committee votes to fail a student, the committee chair sends within five days a written evaluation of the candidate's performance to the major department and the student. Within 30 days and after review of the examining committee's evaluation and recommendation, the chair of the student's major department must send the student a written statement indicating the final action of the department.

### DISSERTATION

An approved doctoral dissertation is required for the Ph.D. and J.S.D. degrees. The doctoral dissertation must be an original contribution to scholarship or scientific knowledge and must exemplify the highest standards of the discipline. If it is judged to meet this standard, the dissertation is approved for the school or department by the doctoral dissertation reading committee. Each member of the reading committee signs the signature page of the dissertation to certify that the work is of acceptable scope and quality. One reading committee member reads the dissertation in its final form and certifies on the Certificate of Final Reading that department and University specifications have been met.

Dissertations must be in English. Approval for writing the dissertation in another language is normally granted only in cases where the other language or literature in that language is also the subject of the discipline. Such approval is routinely granted for dissertations in the Division of Literatures, Cultures, and Languages, in accordance with the policy of the individual department. Dissertations written in another language must include an extended summary in English.

Directions for preparation of the dissertation are available from the Office of the University Registrar, 630 Serra Street, Suite 120, or at <http://registrar.stanford.edu/shared/publications.htm#GradStud>. The signed dissertation copies and accompanying documents must be submitted to the Office of the University Registrar on or before the quarterly deadline indicated in the University's academic calendar. A fee is charged for the microfilming and binding of the dissertation copies.

Students must either be registered or on graduation quarter in the term they submit the dissertation; see "Graduation Quarter" below in this section of this Bulletin. At the time the dissertation is submitted, an Application to Graduate must be on file, all of the department requirements must be complete, and candidacy must be valid through the term of degree conferral.

### DOCTORAL DISSERTATION READING COMMITTEE

The doctoral dissertation reading committee consists of the principal dissertation adviser and two other readers. At least one member must be from the student's major department. Normally, all members are on the Stanford Academic Council. The student's department chair may, in some cases, approve the appointment of a reader who is not on the Academic Council, if that person is particularly well qualified to consult on the dissertation topic and holds a Ph.D. or equivalent foreign degree. Former Stanford Academic Council members, emeritus professors, and non-Academic Council members may thus on occasion serve on a reading committee. If they are to serve as the principal dissertation adviser, however, the appointment of a co-adviser who is currently on the Academic Council is required.

The reading committee, as proposed by the student and agreed to by the prospective members, is endorsed by the chair of the major department on the Doctoral Dissertation Reading Committee form. This form must be submitted before approval of Terminal Graduate Registration (TGR) status or before scheduling a University oral examination that is a defense of the dissertation. The reading committee may be appointed earlier, according to the department timetable for doctoral programs. All subsequent changes to the reading committee must be approved by the chair of the major department.

### PH.D. MINOR

Students pursuing a Ph.D. may pursue a single minor in another department or program to complement their Ph.D. program. This option is not available to students pursuing other graduate degrees. Ph.D. candidates cannot pursue a minor in their own major department or program.

Except for a Ph.D. minor in Applied Linguistics, only departments that offer a Ph.D. may offer a minor, and those departments are not required to do so. The minor should represent a program of graduate quality and depth, including core requirements and electives or examinations. The department offering the minor establishes the core and examination requirements. Elective courses are planned by the students in conjunction with their minor and Ph.D. departments.

# ADVISING AND CREDENTIALS

## ADVISING

By the start of their first term, students should be paired by the department with faculty advisers who assist them in planning a program of study to meet degree requirements. The department should also ensure that doctoral students are informed in a timely fashion about procedures for selecting a dissertation adviser, reading committee members, and orals committee members. Departments should make every effort to assist doctoral students who are not admitted to candidacy in finding an appropriate adviser.

Students are obliged to follow department procedures for identifying advisers and committee members for their dissertation reading and orals examinations.

Occasionally, a student's research may diverge from the area of competence of the adviser, or irreconcilable differences may occur between the student and the faculty adviser. In such cases, the student or the faculty adviser may request a change in assignment. If the department decides to grant the request, every reasonable effort must be made to pair the student with another suitable adviser. This may entail some modification of the student's research project.

In the rare case where a student's dissertation research on an approved project is in an advanced stage and the dissertation adviser is no longer available, every reasonable effort must be made to appoint a new adviser, usually from the student's reading committee. This may also require that a new member be added to the reading committee before the draft dissertation is evaluated, to keep the reconstituted committee in compliance with the University requirements for its composition.

## PUBLIC SCHOOL CREDENTIALS

Stanford University is accredited by the California Commission on Teacher Credentialing and the National Council for Accreditation of Teacher Education and is authorized to recommend candidates for credentials. The University offers a complete training program for the Single and Multiple Subject Teaching Credential. Upon completion of a Stanford approved program, the credentials allow teachers to serve in California public schools.

Current Stanford undergraduates wishing to complete the requirements for a teaching credential should apply to the coterminal program at the School of Education. All other applicants should apply directly to the Stanford Teacher Education Program (STEP) at the School of Education.

The minimum University requirement for a Ph.D. minor is 20 units of course work at the graduate level (courses numbered 200 and above). If a minor department chooses to require those pursuing the minor to pass the Ph.D. qualifying or field examinations, the 20-unit minimum can be reduced. All of the course work for a minor must be done at Stanford.

Units taken for the minor can be counted as part of the overall requirement for the Ph.D. of 135 units of graduate course work done at Stanford. Courses used for a minor may not be used also to meet the requirements for a master's degree.

A Ph.D. minor form outlining a program of study must be approved by the major and minor departments. This form is submitted at the time of admission to candidacy and specifies whether representation from the minor department on the University oral examination committee is required.

## GRADUATION QUARTER

Registration is required for the term in which a student submits a dissertation or has a degree conferred. Students who meet all the following conditions are eligible to be assessed a special tuition rate for the quarter in which they are receiving a degree:

1. All course work, degree requirements, and residency requirements have been completed.
2. A graduate or professional student must have enrolled or have been on an approved leave of absence in the term immediately preceding the term chosen as the graduation quarter.
3. The student has formally applied to graduate.
4. The student has only to submit the dissertation, project, or master's thesis by the deadline for submission in the term designated as the graduation quarter. Or, if enrolled in a joint degree program, the student will complete all requirements for the joint degree by the end of the term designated as the graduation quarter.
5. The student has filed all necessary forms regarding graduation quarter before the first day of the term chosen as graduation quarter.

Students on graduation quarter are registered at Stanford and, therefore, have the rights and privileges of registered students. Only one graduation quarter may be requested. There is a registration fee of \$100 for the graduation quarter.

# ACADEMIC POLICIES AND STATEMENTS

## COMPLIANCE WITH UNIVERSITY POLICIES

Registration as a student constitutes a commitment by the student to abide by University policies, rules, and regulations, including those concerning registration, academic performance, student conduct, health and safety, use of the libraries and computing resources, operation of vehicles on campus, University facilities, and the payment of fees and assessments. Some of these are set forth in this bulletin while others are available in relevant University offices.

Students should take responsibility for informing themselves of applicable University policies, rules, and regulations. A collection is available on the Stanford University policy web site at <http://www.stanford.edu/home/administration/policy.html>. Many are also set forth in the *Research Policy Handbook* and the *Graduate Student Handbook*.

The University reserves the right to withhold registration privileges or to cancel the registration of any student who is not in compliance with its policies, rules, or regulations.

## REGISTRATION AND RECORDS

### REGISTRATION AND STUDY LISTS

As early as possible, but no later than the second Sunday of the quarter, students (including those with TGR status) must submit to the Office of the University Registrar, via Axess, a study list to enroll officially in classes for the quarter. Students may not enroll in more units than their tuition charge covers, nor enroll in courses for zero units unless those courses, like TGR, are defined as zero-unit courses. Undergraduates are subject to academic load limits described in the "Amount of Work" section below.

The University reserves the right to withhold registration from, and to cancel the advance registration or registration of, any student having unmet obligations to the University.

For full registration procedures, see the quarterly *Time Schedule*.

### STUDY LIST CHANGES

Students may add courses or units to their study lists through the end of the third week of classes. (Individual faculty may choose to close their classes to new enrollments at an earlier date.) Courses or units may be added only if the revised program remains within the normal load limits.

Courses or units may be dropped by students through the end of the fourth week of classes, without any record of the course remaining on the student's transcript. No drops are permitted after this point.

A student may withdraw from a course after the drop deadline through the end of the eighth week of each quarter. In this case, a grade notation of 'W' (withdraw) is automatically recorded on the student's transcript for that course. Students who do not officially withdraw from a class by the end of the eighth week are assigned the appropriate grade or notation by the instructor to reflect the work completed.

Through the end of the sixth week of classes, students may choose the grading option of their choice in courses where an option is offered.

If the instructor allows a student to take an 'I' (incomplete) in the course, the student must make the appropriate arrangements for that with the instructor by the last day of classes.

These policies reflect changes adopted by the Faculty Senate on June 2, 1994 which were effective Autumn Quarter 1995-96. The deadlines described above follow the same pattern each quarter but, due to the varying lengths of Stanford's quarters, they may not always fall in exactly the week specified. Students should consult the *Time Schedule* or the University's academic calendar for the deadline dates each term. Other deadlines may apply in Law, Graduate Business, Medicine, and Summer Session.

## REPEATED COURSES

Students may not enroll in courses for credit for which they received either Advanced Placement or transfer credit.

Some Stanford courses may be repeated for credit; they are specially noted in this bulletin. Most courses may not be repeated for credit. Under the general University grading system, when a course which may not be repeated for credit is retaken by a student, the following special rules apply:

1. A student may retake any course on his or her transcript, regardless of grade earned, and have the original grade, for completed courses only, replaced by the notation 'RP' (repeated course). When retaking a course, the student must enroll in it for the same number of units originally taken. When the grade for the second enrollment in the course has been reported, the units and grade points for the second course count in the cumulative grade point average in place of the grade and units for the first enrollment in the course. Because the notation 'RP' can only replace grades for completed courses, the notation 'W' cannot be replaced by the notation 'RP' in any case.
2. A student may not retake the same course for a third time unless he or she received a 'NC' (no credit) or 'NP' (not passed) when it was taken and completed the second time. A student must file a petition for approval to take the course for a third time with the Office of the Vice Provost for Undergraduate Education. When a student completes a course for the third time, grades and units for both the second and third completions count in the cumulative grade point average. The notation 'W' is not counted toward the three-retake maximum.

These policies reflect changes adopted by the Faculty Senate on June 2, 1994.

## AMOUNT OF WORK

The usual amount of work for undergraduate students is 15 units per quarter; 180 units (225 for dual degree students) are required for graduation. Registration for fewer than 12 units is rarely permitted and may cause the undergraduate to be ineligible for certification as a full-time student. The maximum is 20 units (21 if the program includes a 1-unit activity course). The maximum may be exceeded by seniors only once for compelling reasons. A past superior academic performance is not considered to be sufficient justification for exceeding the maximum. Petitions for programs of fewer than 12 or more than 20 units must be submitted to the Office of the Vice Provost for Undergraduate Education, Sweet Hall, first floor. For additional information regarding satisfactory academic progress, refer to the "Academic Standing" section of this bulletin below.

Matriculated graduate students are expected to enroll for at least eight units; schools and departments may set a higher minimum. Petitions for programs of fewer than 8 must be signed by the student's department and submitted for consideration to the Office of the University Registrar. Graduate students are normally expected to enroll in no more than 24 units; registration for more than 24 units must be approved by the department. Under certain circumstances, graduate students may register on a part-time basis. See the "Tuition, Fees, and Housing" section of this bulletin.

## UNIT OF CREDIT

Every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student. Thus, in lecture or discussion work, for 1 unit of credit, one hour per week may be allotted to the lecture or discussion and two hours for preparation or subsequent reading and study. Where the time is wholly occupied with studio, field, or laboratory work, or in the classroom work of conversation classes, three full hours per week through one quarter are expected of the student for each unit of credit; but, where such work is supplemented by systematic outside reading or experiment under the direction of the instructor, a reduction may be made in the actual studio, field, laboratory, or classroom time as seems just to the department.

## AUDITING

No person shall attend any class unless he or she is a fully registered student enrolled in the course or meets the criteria for auditors. Auditors are not permitted in courses that involve direct participation such as language or laboratory science courses, fieldwork, art courses with studio work, or other types of individualized instruction. Auditors are expected to be observers rather than active participants in the courses they attend, unless the instructors request attendance on a different basis. Stanford does not confer credit for auditing, nor is a permanent record kept of courses audited. Students who have been suspended are not permitted to audit.

In all cases of auditing, the instructor's prior consent and the Office of the University Registrar's prior approval are required. Further information is available from the Office of the University Registrar.

## RELIGIOUS HOLIDAYS

Students planning not to attend class or take an exam because of a religious observance are expected to convey this information to instructors in advance. The Office for Religious Life makes available to faculty, staff, and students a list of significant religious observances at the beginning of each academic year. For further information, contact the Deans for Religious Life at (650) 723-1762 or see <http://religiouslife.stanford.edu>.

## LEAVES OF ABSENCE AND REINSTATEMENT (UNDERGRADUATE)

Undergraduates are admitted to Stanford University with the expectation that they will complete their degree programs in a reasonable amount of time, usually within four years. Students have the option of taking a leave of absence for up to one year upon filing a petition to do so with the Office of the University Registrar and receiving approval. The leave may be extended for up to one additional year provided the student files (before the end of the initial one-year leave) a petition for the leave extension with the Office of the University Registrar and receives approval. Leaves of absence for undergraduates may not exceed a cumulative total of two years (eight quarters including Summer Quarters). Undergraduates who take an approved leave of absence while in good standing may enroll in the University for the subsequent quarter with the privileges of a returning student.

Students who wish to withdraw from the current quarter, or from a quarter for which they have registered in advance and do not wish to attend, must file a leave of absence petition with the Office of the University Registrar. Information on tuition refunds is available in the "Refunds" section of this bulletin.

When a student is granted a leave of absence after the beginning of the term, courses in which the student was enrolled after the drop deadline appear on the student's transcript and show the symbol 'W' (withdrew).

Students who have exceeded their eight quarters of approved leave must apply for reinstatement. The University is not obliged to approve reinstatements of students. Applications for reinstatement are reviewed by the Vice Provost for Undergraduate Education and are subject to the approval of the Faculty Senate Committee on Undergraduate Standards and Policy or its designees. The Committee or its designees may determine whether the application for reinstatement will be approved or not, and/or the conditions a student must meet in order to be reinstated. Reinstatement decisions may be based on the applicant's status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, as well as any other factors or considerations regarded as relevant to the University Registrar or the Committee.

Applications for reinstatement must be submitted to the Office of the Vice Provost for Undergraduate Education no later than four weeks prior to the start of the term in which the student seeks to enroll in classes. Petition information and instructions may be obtained by contacting the Office of the University Registrar.

Leaves of absence for and reinstatements of graduate students are addressed in the "Graduate Degrees" section of this bulletin.

## RECORDS TRANSCRIPTS

Transcripts of Stanford records are issued by the Office of the University Registrar upon the student's request when submitted in writing or via the online Axxess system. There is no charge for official transcripts. The courses taken and grades given in one quarter do not appear on any student's transcript until all grades received by the grade deadline have been recorded; generally, this is two weeks after final exams. The University reserves the right to withhold transcripts or records of students with unmet obligations to the University.

## CERTIFICATION OF ENROLLMENT OR DEGREES

The Office of the University Registrar can provide oral or written confirmation of registration, enrollment, or degree status. The printed certification can be used whenever enrollment or degree verification is required for car insurance, loan deferments, medical coverage, scholarship purposes, and so on. Using Axxess, students are able to print an official certification at no charge. Certification of full- or part-time enrollment cannot be provided until after the study list is filed.

Degrees are conferred quarterly, but diplomas are issued at the Commencement exercises which are held only in June. After conferral, the degree awarded to a student can be verified by contacting the Office of the University Registrar for an official transcript, a certification form, or the National Student Clearinghouse. Requests for transcripts must be made by the student in writing or through Axxess.

Full-time enrollment for undergraduates is considered to be enrollment in a minimum of 12 units of course work per quarter at Stanford. Work necessary to complete units from previous quarters does not count toward the 12 units necessary for full-time status in the current quarter. Enrollment in 8 to 11 units is considered half-time enrollment. Enrollment in 1 to 7 units is considered less-than-half-time, or part-time enrollment. During Summer Quarter, all graduate students who hold appointments as research or teaching assistants are considered to be enrolled on at least a half-time basis.

All undergraduates validly registered at Stanford are considered to be in good standing for the purposes of enrollment certification.

Stanford uses the following definitions (in units) to certify the enrollment status of graduate and professional students each quarter:

	<i>Graduate</i>	<i>Business (M.B.A., Sloan)</i>	<i>Law</i>	<i>Medicine (M.D.)</i>
Full time:	8 or more	11 or more	10 or more	9 or more
Half time:	6 or 7	6-10	6-9	6-8
Part time:	5 or fewer	5 or fewer	5 or fewer	5 or fewer

TGR students enrolled in a course numbered 801 or 802 are certified as full time.

Only information classified by the University as directory information (see below) can be confirmed to inquirers other than the student.

## PRIVACY OF STUDENTS RECORDS NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the University receives a request for access.

The student should submit to the Registrar, Dean, chair of the department, or other appropriate University official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student may ask the University to amend the record that he or she believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the records he or she wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception is that the University discloses education records without consent to officials of another school, in which a student seeks or intends to enroll, upon request of officials at that other school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## DIRECTORY INFORMATION

The University regards the following items of information as "directory information," that is, information that the University may make available to any person upon specific request (and without student consent):

- Name
- Date of birth
- Birth location
- Campus work address and phone number
- Current mailing address
- Stanford Directory (local) address and phone number
- Stanford student residence address
- Primary email address
- ID card photographs (for classroom use only)
- Academic information, including class, degree(s), major(s), minor(s), prior institution, and active terms

Students may prohibit the release of any of the items listed above (except name) by designating which items should not be released on the Privacy function of Axess. Students may prohibit the release of their name (and consequently all other information) after an appointment with a University Assistant Registrar to discuss the ramifications of this action.

Students, faculty, and others with questions regarding student records should contact the Office of the University Registrar.

## CONSENT TO USE OF PHOTOGRAPHIC IMAGES

Registration as a student and attendance at or participation in classes and other campus and University activities constitutes an agreement by the student to the University's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such classes and other campus and University activities.

If any student in a class where such photographing or recording is to take place does not wish to have his or her image or voice so used, the student should raise the matter in advance with the instructor.

## STANFORD UNIVERSITY ID NUMBER

The Stanford University ID is a number assigned to each student's academic record for unique identification. It is printed on the Stanford University ID card and on documents distributed by the Office of the University Registrar and other administrative offices.

## SUNET ID

The SUNet ID provides access to the Stanford University Network (SUNet) and its services, and identifies authorized users of these services. Each member of the Stanford electronic community creates a unique SUNet ID and password for him/herself.

SUNet IDs provide:

- Axess services
- Email service
- Storage space within Stanford's distributed file system
- Usenet newsgroups
- World wide web services, including serving of personal web pages on the Leland system and access to Stanford Web Resources

## IDENTIFICATION CARDS

ID cards are available to registered students, faculty, and regular staff through the Stanford ID Card Office, 632 Serra Street. The ID card serves as an identification card, an electronic key, and a debit card, allowing cardholders to use services for which they have privileges, to enter facilities, and to make purchases.

Married students or students with a domestic partner (same or opposite sex) may obtain a courtesy identification card for their spouse/ partner through the Stanford Card ID Office. The spouse/partner card enables use of some campus services during terms for which the student is registered.

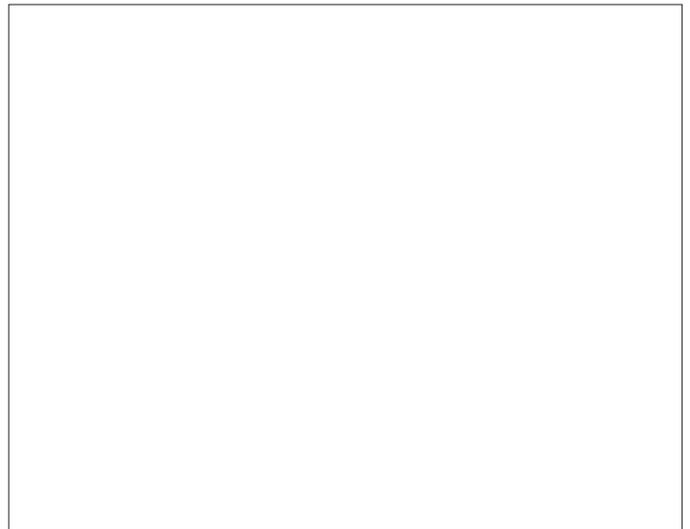
Similar courtesy cards are also available to the spouses and same-sex partners of faculty and regular staff.

ID cards bear a photograph of the cardholder. This photograph is maintained in an online database and, as stated above in Directory Information, is available for classroom use upon specific request and without student consent unless the student has designated that the photograph not be released. Photographs can be designated as private using the Privacy function of Axess.

For more information, see <http://campuscard.stanford.edu/>.

## PERSONAL IDENTIFICATION NUMBERS

Students eligible to use online services such as Axess, obtain a PIN through the Office of the University Registrar. The PIN, coupled with the assigned University identification number, uniquely identifies the student and serves in a place of a signature on electronic forms. The PIN and SUNet ID password must remain confidential. It is a violation of University policy to use another's PIN or identification number to misrepresent yourself in any way. Use of another student's PIN or SUNet ID password can result in loss of student privileges or other disciplinary action.



# EXAMINATIONS

## MIDTERMS

Classes that give midterm examinations outside of regular class hours must: (1) announce the date and time during the first week of the academic quarter, and (2) provide reasonable alternative times to those students for whom these announced times are not convenient. According to Honor Code interpretations and applications, different examinations may be given at these alternative times.

## END-QUARTER POLICY STATEMENT

The End-Quarter Period is a time of reduced social and extracurricular activity preceding final examinations. Its purpose is to permit students to concentrate on academic work and to prepare for final examinations.

In Autumn, Winter, and Spring quarters, End-Quarter starts seven full days (to begin at 12:01 a.m.) prior to the first day of final exams. In Spring Quarter, final examinations begin on Friday; no classes are held on Thursday, the day before. In Summer Quarter, this consists of the weekend and the four class days preceding the final examinations, which take place on Friday and Saturday of the eighth week. (See the *Time Schedule* for dates.)

During the End-Quarter Period, classes are regularly scheduled and assignments made; this regular class time is used by instructors in whatever way seems best suited to the completion and summation of course material. Instructors should neither make extraordinary assignments nor announce additional course meetings in order to “catch up” in course presentations that have fallen behind. They are free, however, and even encouraged to conduct optional review sessions and to suggest other activities that might seem appropriate for students preparing for final examinations.

No graded homework assignments, mandatory quizzes, or examinations should be given during the End-Quarter Period except:

1. In classes where graded homework assignments or quizzes are routine parts of the instruction process.
2. In classes with laboratories where the final examination will not test the laboratory component. In such a case, the laboratory session(s) during the End-Quarter Period may be used to examine students on that aspect of the course.

Major papers or projects about which the student has had reasonable notice may be called due in the End-Quarter Period.

Take-home final examinations, given in place of the officially scheduled in-class examination, may be distributed in the End-Quarter Period. Although the instructor may ask students to return take-home examinations early in the final examination period, the instructor may not call them due until the end of the regularly scheduled examination time for that course. Such a policy respects the principle that students’ final examinations are to be scheduled over a period of several days.

End-quarter examinations may not be held during this period. This policy preserves the instruction time for courses and protects the students’ opportunities for extensive review and synthesis of their courses.

During the End-Quarter Period, no musical, dramatic, or athletic events involving compulsory student participation may be scheduled, unless approved as exceptions by the Committee on Undergraduate Standards and Policy (C-USP), nor may routine committee meetings be scheduled (such as those of the ASSU, the Senate of the Academic Council, or the committees of the President of the University) when such meetings normally would involve student participation.

*Note*—Students who believe that there are faculty who are violating End-Quarter policy should contact the Office of the University Registrar.

## END-QUARTER EXAMINATIONS

Examinations are part of the process of education at the same time that they are a means to measure the student’s performance in course work. Their structure, content, frequency, and length are to be determined in accordance with the nature of the course and the material presented in it, subject only to the limitations contained herein.

Great flexibility is available regarding the types of examinations that an

instructor may choose to employ. Examinations, including final examinations, may be, for example, in-class essay examinations, take-home essay examinations, objective examinations, oral examinations, or appropriate substitutes such as papers or projects. Instructors may use any type of examination, paper, or project, or any combination thereof, guided only by the appropriateness of the types of examinations, papers, or projects for the material upon which the student is being examined.

When the final examination is an in-class examination, the following regulations apply:

1. A three-hour period is reserved during examination week for the final examination in each course of more than 2 units. This examination period *must* be available for students, but not necessarily in its entirety, if an in-class examination is given. In courses with extraordinary meeting times, such that ambiguity might exist as regards the period reserved for the final examination, the schedule should be clarified and students informed no later than the end of the second week of the quarter.
2. Examinations in 1- or 2-unit courses must be completed by the end of the last class meeting before the End-Quarter Period, except in Summer Quarter when examinations must be completed during the last regularly scheduled class session.

When the final examination or its appropriate substitute is not an in-class examination (for example, when an instructor chooses to employ a take-home examination, paper, or project in lieu of an in-class examination), the following regulations apply:

1. The schedule and format of the final examination or its appropriate substitute shall be made known not later than the end of the second week of the quarter and, if changed subsequently, may be only an option of the plan originally announced by the instructor.
2. Although the instructor may ask students to return take-home examinations early in the final examination period, the instructor may not call them due until the end of the regularly scheduled examination time for that course.

In submitting official Study Lists, students commit to all course requirements, including the examination procedures chosen and announced by the course instructor. In selecting courses, students should take cognizance of the official schedule of final examinations announced in the quarterly *Time Schedule*. Students anticipating conflicts in final examination schedules should seek to resolve these with the instructors involved before submitting Study Lists at the end of the second week of the quarter. If accommodation cannot be made at that time, the student should revise his or her Study List in order to be able to meet the required final examination.

If unforeseen circumstances prevent the student from sitting for the regularly scheduled examination, instructors should make alternative arrangements on an individual basis. Such unforeseen circumstances include illness, personal emergency, or the student’s required participation in special events (for example, athletic championships) approved as exceptions by the Committee on Undergraduate Standards and Policy (C-USP).

## STATEMENT CONCERNING EARLY EXAMINATIONS

Students are reminded that taking final examinations earlier than the scheduled time is a privilege, not a right. They should request this privilege only in the event of extraordinary circumstances.

Since the final examination schedule is published quarterly in the *Time Schedule* at the time of course selection and enrollment, students are expected to make their academic plans in light of known personal circumstances that may make certain examination times difficult for them.

In general, faculty members are discouraged from giving final examinations earlier than the published and announced times. If faculty nevertheless decide to administer early examinations, either the questions should be completely different from those on the regularly scheduled examination or the early examination should be administered in a highly controlled setting. An example of such a setting would be a campus seminar room where the examination questions would be collected along with students’ work and students would be reminded of their Honor Code obligations not to share information about the examination contents. Giving students easy opportunities to abuse the integrity of an examination is unfair to honest students and inconsistent with the spirit of the Honor Code.

Academic fields differ in the degree to which early examination requests present dilemmas for faculty. If, for example, an examination format consists of a small number of essay questions, where students would be greatly advantaged by knowing the question topics, faculty should be especially reluctant to allow early examinations unless they are willing to offer totally different examinations or a different kind of academic task, for example, a final paper in lieu of an examination.

## GRADING SYSTEMS

### GENERAL UNIVERSITY

The general University grading system is applicable to all schools of Stanford University except the Graduate School of Business, the School of Law, and M.D. students in the School of Medicine. Note that the GPA (grade point average) and rank in class are not computed under the general University grading system. Stanford does use an internal-only GPA which is based on units completed up to the time of conferral of the first bachelor's degree. This information is used for internal purposes only and is not displayed on the official transcript which is sent outside the University. Most courses are graded according to the general University grading system. However, courses offered through Law, Business, and Medicine are graded according to those schools' grading systems, even in cases where students in other programs are enrolled in their classes. Note also that, as to graduate students, there may be departmental requirements as to grades that must be maintained for purposes of minimum academic progress.

### DEFINITION AND EXPLANATION

The following reflects changes adopted by the Faculty Senate on June 2, 1994 and effective Autumn Quarter 1995-96. All grades/notations for courses taken in 1995-96 or later are to be visible on student transcripts.

- A Excellent
- B Good
- C Satisfactory
- D Minimal pass  
(Plus (+) and minus (-) may be used as modifiers with the above letter grades)
- NP Not Passed
- NC No Credit (unsatisfactory performance, 'D+' or below equivalent, in a class taken on a satisfactory/no credit basis)
- CR Credit (student-elected satisfactory; A, B, or C equivalent)
- S No-option Satisfactory; A, B, or C equivalent
- L Pass, letter grade to be reported
- W Withdraw
- N Continuing course
- I Incomplete
- RP Repeated Course
- \* No grade reported

### EXPLANATION

- NC The notation 'NC' represents unsatisfactory performance in courses taken on a satisfactory/no credit basis. Performance is equivalent to letter grade 'D+' or below.
- NP The notation 'NP' is used by instructors in courses taken for a letter grade that are not passed.
- CR In a course for which some students receive letter grades, the 'CR' represents performance that is satisfactory or better when the student has elected the 'CR' grading option.
- S For an activity course or a course in which the instructor elects to grade students only on a satisfactory/no credit basis, the 'S' represents performance that is satisfactory or better. For such a course, no letter grades may be assigned for satisfactorily completed work.

It should be noted that the Registrar is unable to record course grades submitted when the instructor has not observed the required distinction between 'S' and 'CR.'

The 'satisfactory' options are intended to relieve the pressure on students for achievement in grades. The 'satisfactory' options in no way imply fewer or different course work requirements than those required of students who elect evaluation with a letter grade. A department may limit the number of 'satisfactory' courses to count for a major program. For those students admitted as freshmen for Autumn Quarter 1996-97 or later, no more than 36 units of Stanford course work (including activity courses) in which a 'CR' or 'S' was awarded can be applied toward the 180 (225 if dual degrees are being pursued) units required for a bachelor's degree. Students who enter Stanford as transfer students in 1996-97 or later are limited to 27 'CR' or 'S' units applied to the 180/225 minimum.

- L The 'L' is a temporary notation that represents creditable completion of a course for which the student will receive a permanent letter grade before the start of the next quarter. The 'L' is given when the instructor needs additional time to determine the specific grade to be recorded, but it is not appropriate if additional work is expected to be submitted by the student. A student receives unit credit for work graded 'L.'
- N The 'N' indicates satisfactory progress in a course that has not yet reached completion. Continuation courses need not continue at the same number of units, but the grade for all quarters of such a course must be the same.
- N- The 'N-' grade indicates unsatisfactory progress in a continuing course. The first 'N-' grade constitutes a warning. The adviser, department chair, and students should discuss the deficiencies and agree on the steps necessary to correct them. A second consecutive 'N-' will normally cause the department to deny the student further registration until a written plan for the completion of the degree requirements has been submitted by the student and accepted by the department. Subsequent 'N-' grades are grounds for dismissal from the program.
- I The 'I' is restricted to cases in which the student has satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial 'I' is removed.

In courses taken before 1994-95, satisfactory completion of the course work when an 'I' has been given is expected within a year from the date of the course's final examination, but an alternate time limit may be set by the instructor. Students may petition that these courses with an 'I' grade be removed from their records.

In a course taken in 1994-95 or later, 'I' grades must be changed to a permanent notation or grade within a maximum of one year. If an incomplete grade is not cleared at the end of one year, it is changed automatically by the Office of the University Registrar to an 'NP' (not passed) or 'NC' (no credit) as appropriate for the grading method of the course. Students must request an incomplete grade by the last class meeting. Faculty may determine whether to grant the request or not. Faculty are free to determine the conditions under which the incomplete is made up, including setting a deadline of less than one year.

- RP The notation 'RP' (meaning Repeated Course) replaces the original grade recorded for a course when a student retakes a course. (See the "Repeated Courses" section of this bulletin, above.)
- W The notation 'W' (meaning Withdrew) is recorded when a student withdraws from a course.
- \* The '\*' symbol appears when no grade has been reported to the Registrar for courses taken prior to 2001-02. The '\*' symbol remains on the transcript until a grade has been reported.

## REPORTING OF GRADES

All grades must be reported within 96 hours after the time and day reserved for the final examination, and in no case later than noon of the fourth day (including weekends) after the last day of the final examination period.

In the case of degree candidates in Spring Quarter, final grades must be reported by noon of the day following the end of the final examination period.

## REVISION OF END-QUARTER GRADES

When duly filed with the Office of the University Registrar, end-quarter grades are final and not subject to change by reason of a revision of judgment on the instructor's part; nor are passing grades to be revised on the basis of a second trial (for example, a new examination or additional work undertaken or completed after the end of the quarter). Changes may be made at any time to correct an actual error in computation or transcription, or where some part of the student's work has been unintentionally overlooked; that is, if the new grade is the one that would have been entered on the original report had there been no mistake in computing and had all the pertinent data been before the instructor, the change is a proper one.

If a student questions an end-quarter grade based on the grading of part of a specific piece of work (for example, part of a test) on the basis of one of the allowable factors mentioned in the preceding paragraph (for example, an error in computation or transcription, or work unintentionally overlooked, but not matters of judgment as mentioned below), the instructor may review the entire piece of work in question (for example, the entire test) for the purpose of determining whether the end-quarter grade was a proper one. In general, changing an end-quarter grade is permitted on the basis of the allowable factors already mentioned whether an error is discovered by the student or the instructor; however, changing a grade is not permitted by reason of revision of judgment on the part of the instructor.

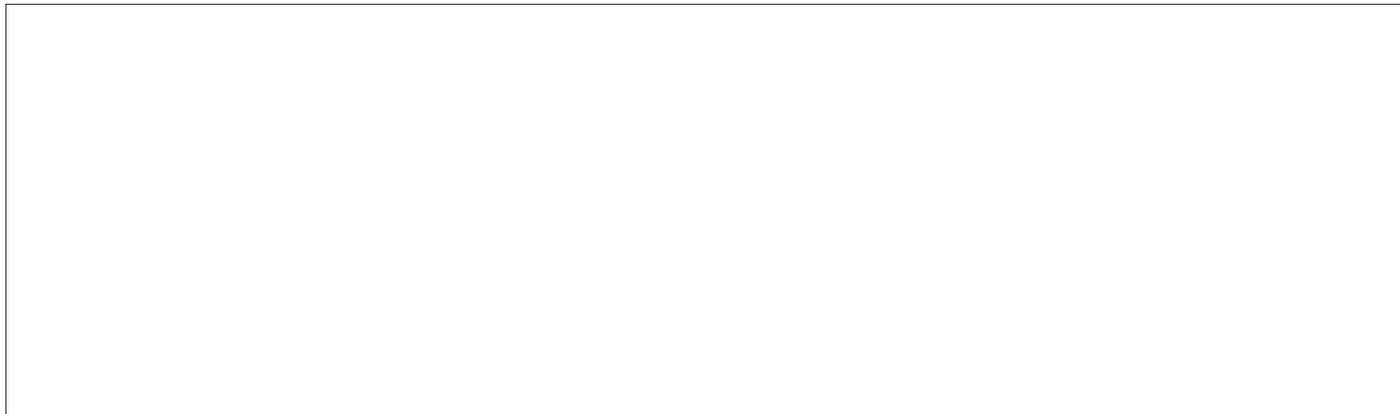
In the event that a student disputes an end-quarter grade, the established grievance procedure should be followed (see the "Statement on Student Academic Grievance Procedures" section of this bulletin).

## GRADUATE SCHOOL OF BUSINESS

Effective September 2000, all courses offered by the Graduate School of Business will be graded according to the following five-level scheme:

- H Honors. Work that is of truly superior quality.
- HP High Pass. A passing performance, and one that falls approximately in the upper quarter of passing grades.
- P Pass. A passing performance that falls in the center of the distribution of all passing grades.
- LP Low Pass. A passing performance that falls approximately in the lower quarter of passing grades.
- U Unsatisfactory. A failing performance. Work that does not satisfy the basic requirements of the course and is deficient in significant ways.

Students in some GSB courses may elect to take the course on a pass/fail basis, where any passing grade (H, HP, P, or LP) is converted to Pass, and U is converted to Fail. Students wishing to take a GSB course on a pass/fail basis should consult the GSB Registrar for rules and procedures. Prior to 2001-02, an asterisk (\*) notation was placed when no grade was reported.



## SCHOOL OF LAW

The two grading systems previously employed at the School of Law were revised effective September 2001. Under the numerical system (with letter equivalents), the range of satisfactory grades runs from 4.3 to 2.5 as outlined in the following distribution. Below the grade of 2.5 is one level of restricted credit (2.2) and one level of failure (2.1). The number grades with letter equivalents are as follows:

4.3, 4.2.....A+	3.4, 3.3, 3.2..... B+	2.2 .. Restricted Credit
4.1, 4.0, 3.9.....A	3.1, 3.0, 2.9..... B	2.1 .. Failure
3.8, 3.7, 3.6, 3.5.....A-	2.8, 2.7, 2.6, 2.5.... B-	

Students may elect to take a limited number of courses on a credit/restricted credit/no credit system (K/RK/NK). 'K' will be awarded for work that is comparable to numerical grades 4.3 to 2.5, 'RK' for Restricted Credit-level work (2.2), and 'NK' for Failure-level work (2.1). A limited number of courses are offered on a mandatory credit (KM)/no credit (NK) basis. 'N' is a temporary notation used in a continuing course; it is replaced with a final grade upon completion of the course series. Prior to 2001-02 an asterisk (\*) notation was placed when no grade has been reported.

## SCHOOL OF MEDICINE

In general, the following grades are used in reporting on the performance of students in the M.D. program:

- Pass (+) Indicates that the student has demonstrated to the satisfaction of the department or teaching group responsible for the course that the student has mastered the material taught in the course.
- Fail (-) Indicates that the student has not demonstrated to the satisfaction of the department or teaching group responsible for the course that the student has mastered the material taught in the course.
- Incomplete (I) Indicates that extenuating medical or personal circumstances have prevented the student from completing the course requirements. This grade is given when requested by the student with the prior approval of an Advising Dean in the School of Medicine.
- Continuing (N) Indicates that the course has not concluded and the student is continuing the course.
- Exempt (Ex) Indicates a course that is exempted by examination. No units are awarded.

In general, a 'Fail' grade can be cleared by repeating and passing the particular course or by other arrangement prescribed by the department or teaching group. An 'Incomplete' grade can be made up in a manner specified by the department or teaching group within a reasonable time; if the deficiency is not made up within the specified time, the 'Incomplete' grade becomes a 'Fail' grade. The opportunity to clear a 'Fail' grade or an 'Incomplete' grade cannot be extended to individuals who are not registered or eligible to register as students in the M.D. program. For more specific information, see <http://med.stanford.edu/md/curriculum/assessment-grading.html>.

## ACADEMIC STANDING

Undergraduates matriculating in Autumn 1999 and thereafter are required to adhere to the academic standards described below. The standards include maintaining a minimum 2.0 cumulative GPA and a quantitative unit requirement for good academic standing. In addition, a minimum 2.0 cumulative GPA is required for conferral of a baccalaureate degree.

Undergraduates matriculating *prior to* Autumn 1999 are required to adhere to the academic standards described below but are *exempt* from the minimum 2.0 cumulative GPA requirement for academic standing purposes. However, departments can elect to require a minimum GPA for course work applicable to the major and the minor. Refer to departmental literature for specific requirements.

Undergraduate students normally are expected to plan their academic programs so that they can complete 180 units in four years (twelve quarters), including the requirements for a major and the General Education, Writing, and Language Requirements. Satisfactory academic progress is, on average, 45 units per academic year for four years leading to at least 180 units, a cumulative grade point average of at least 2.0, and a baccalaureate degree.

While undergraduates are expected to register for a minimum of 12 units, they are required to complete at least 9 units each quarter (by the end of the final exam period) and at least 36 units in their most recent three quarters of Stanford enrollment (by the end of the third final exam period). In addition, students are expected to maintain a cumulative grade point average of at least 2.0. Transfer work completed at other institutions is not considered in this calculation.

A student earning fewer than 9 units per quarter or fewer than 36 units in three quarters, or earning less than a 2.0 cumulative grade point average, is placed on probation. Students on probation or provisional registration status (see definitions below) are required to complete a minimum of 12 units per quarter (by the end of the final quarter examination period for each quarter) for each quarter for three consecutive quarters, and maintain a cumulative grade point average of at least 2.0 to attain good academic standing (a Stanford Summer Session Quarter counts toward the three consecutive quarter requirement if 11 or more units are completed). The C-USP Subcommittee on Academic Standing may stipulate otherwise by acting upon a petition for fewer units.

Full-time enrollment is considered to be enrollment in a minimum of 12 units of course work per quarter at Stanford. Under extenuating circumstances, students may petition to the C-USP Subcommittee on Academic Standing to take fewer units. Work necessary to complete units from previous quarters does not count toward the 12 units necessary for full-time enrollment in the current quarter. All students registering for fewer than 12 units should consider the effects of that registration on their degree progress, visas, deferments of student loans, residency requirements, and their eligibility for financial aid and awards.

All undergraduate students validly registered at Stanford are considered to be in good standing for the purposes of enrollment certification and athletic participation.

Units are granted for courses completed with grades 'A,' 'B,' 'C,' 'D,' 'Satisfactory' ('CR' or 'S'), and 'L.' Courses graded 'N' are counted provisionally as units completed, provided the student enrolls in the continuing segment of that course the following quarter. When the course is completed, the student receives the units for which he or she enrolled. No units are granted for a course in which the student receives an 'I' or an '\*' until the course is completed satisfactorily and the final grade reported. (See "Grading Systems" above.)

### PROBATION

A student who fails to complete at least 36 units of work in his or her most recent three quarters of enrollment at the University, or who fails to complete by the end of the final examination period at least 9 quarter units of work in his or her most recent quarter of enrollment at the University, or who has a cumulative grade point average of less than 2.0, shall be placed on probation (warning status).

A student shall be removed from probation after three consecutive

subsequent quarters of enrollment at the University if, in each quarter, he or she completes a minimum of 12 units of new course work by the end of the final examination period and maintains a cumulative grade point average of at least 2.0. A student may also be removed from probation at the discretion of the C-USP Subcommittee on Academic Standing as a result of a review of individual records.

### PROVISIONAL REGISTRATION

A student who, while on probation, fails in any quarter of registration to complete a minimum of 12 units of new course work by the end of the final examination period or fails to achieve a cumulative grade point average of at least 2.0, shall be placed on provisional registration status. Provisional registration may require that a student submit a properly endorsed petition to return to Stanford.

A student shall be removed from provisional registration after three consecutive subsequent quarters of enrollment at the University if, in each quarter, he or she completes a minimum of 12 units of new course work by the end of the final examination period and maintains a cumulative grade point average of at least 2.0. A student may also be removed from provisional registration at the discretion of the C-USP Subcommittee on Academic Standing as a result of a review of individual records.

### SUSPENSION

A student who, while on provisional registration, fails to complete a minimum of 12 units of new course work by the end of the final examination period, or who fails to maintain a cumulative grade point average of at least 2.0, shall be suspended. In addition, and on occasion, a student may also be suspended directly from probation.

In general, students suspended for the first time are suspended for one year. Students suspended a subsequent time are suspended for three years.

Students suspended for one year are not eligible to enroll for four quarters (including Summer Quarter) following the quarter in which the suspension was issued. Students suspended for three years are not eligible to enroll for twelve quarters (including Summer Quarter) following the quarter in which the suspension was issued. Students are required to submit a properly endorsed petition for provisional registration to request reenrollment after the suspension period has been completed.

*Return from Suspension*—Students who have been suspended are required to petition for provisional registration to return after their suspension has been completed.

*Appeal of Suspension*—Students who have been suspended, and who believe they have a compelling reason to appeal their suspension, without a break in enrollment, are required to submit a petition for provisional registration.

*Early Return from Suspension*—Students who have been suspended and who believe they have a compelling reason to return early from their suspension are required to submit a petition for provisional registration.

### PETITIONING

Instructions including deadlines for requesting provisional registration or an early return from suspension should be obtained from the Office of the Vice Provost for Undergraduate Education, Sweet Hall, first floor. The C-USP Subcommittee on Academic Standing, or those designated by the subcommittee, acts upon all requests concerning academic standing, including requests for provisional registration. Questions concerning academic standing or the petitioning process should be directed to the Office of the Vice Provost for Undergraduate Education.

Late petitions to return from suspension, appeal a suspension, or return early from suspension are not considered. Students are encouraged to submit petitions as early as possible.

Students applying for financial aid and/or on-campus housing should be aware of the deadlines and procedures for those offices.

### NOTIFICATION

Written notification that a student is on probation, provisional registration, or suspension is sent to the student and to the student's academic adviser as soon as possible after the close of the quarter. Students also receive written notification of the outcome of their provisional registration petition.

# STATEMENT ON STUDENT ACADEMIC GRIEVANCE PROCEDURES

The following policy was effective beginning in the 1999-2000 academic year and is subject to periodic review.

## 1. Coverage

- a) Any Stanford undergraduate or graduate student who believes that he or she has been subjected to an improper decision on an academic matter is entitled to file a grievance to obtain an independent review of the allegedly improper decision, followed by corrective action if appropriate. A grievance is a complaint in writing made to an administrative officer of the University concerning an academic decision, made by a person or group of persons acting in an official University capacity, that directly and adversely affects the student as an individual in his or her academic capacity.
- b) Grievance procedures apply only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor or researcher; (2) a school, department, or program; (3) a committee charged to administer academic policies of a particular school, department, or program; (4) the University Registrar, the Vice Provost for Undergraduate Education, the C-USP Subcommittee on Academic Standing, or a Senate committee or subcommittee charged to administer academic policies of the Senate of the Academic Council. They do not pertain to complaints expressing dissatisfaction with a University policy of general application challenged on the grounds that the policy is unfair or inadvisable, nor do they pertain to individual school, department, or program academic policies, as long as those policies are not inconsistent with general University policy.
- c) Individuals should be aware that the University Ombudsperson's Office is available to all Stanford students, faculty, and staff to discuss and advise on any matter of University concern and frequently helps expedite resolution of such matters. Although it has no decision-making authority, the Ombudsperson's Office has wide powers of inquiry, including into student complaints against instructors.

## 2. Grievance and Appeal Procedures

- a) *Informal Attempts at Resolution:* the student first should discuss the matter, orally or in writing, with the individual(s) most directly responsible. If no resolution results, the student should then consult with the individual at the next administrative level, for example, the chair or director of the relevant department or program, or, for those cases in which there is none, with the school dean. At this stage, the department chair or program director, if any, may inform the dean that the consultation is taking place and may solicit his or her advice on how to ensure that adequate steps are taken to achieve a fair result. Efforts should be made to resolve the issues at an informal level without the complaint escalating to the status of a formal grievance.
- b) *The Filing of the Grievance:*
  1. If informal means of resolution prove unsatisfactory, the student should set forth in writing a statement of the decision that constitutes the subject matter of the dispute, the grounds on which it is being challenged, and the reasons why the grievant believes that the decision was improperly taken. The statement should also include a description of the remedy sought and the informal efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should specifically address the matters set forth in the Standards for Review, as stated in Section 4 below. The grievance should include an allegation of any adverse effects on the grievant, known to the grievant at the time of filing.

2. The grievance document should be submitted to the dean of the school in which the grievance arose; for a grievance concerning a decision of the University Registrar, the Vice Provost for Undergraduate Education, or of a Senate committee or subcommittee, the procedures set forth herein for grievances and appeals shall be modified as stated in Section 3 below. A grievance must be filed in a timely fashion, that is, normally within 30 days of the end of the academic quarter in which the adverse decision occurred or should reasonably have been discovered. A delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance.

### c) *The Response to the Grievance:*

1. The relevant dean shall consider the grievance. The dean may attempt to resolve the matter informally or make whatever disposition of the grievance that he or she deems appropriate. The dean may, in appropriate cases, remand the grievance to a lower administrative level (including to the level at which the grievance arose) for further consideration.
2. The dean may also refer the grievance, or any issue therein, to any person (the "grievance officer") who shall consider the matter and report to the dean as the latter directs. The dean shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person or persons to whom the referral is made (including the time frame within which the person is to report back to the dean), and the name of that person.
3. In undertaking the review, the dean or the grievance officer may request a response to the issues raised in the grievance from any individuals believed to have information considered relevant, including faculty, staff, and students.
4. Should attempts to resolve the matter informally not be successful, the dean shall decide the grievance, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the grievance.
5. Normally, no more than 60 days should elapse between the filing of a grievance and the disposition by the dean. If, because of absence of key persons from the campus or other circumstances or exigencies (including those due to breaks in the academic calendar), the dean decides that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of that in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

### d) *The Filing of an Appeal:*

1. If the grievant is dissatisfied with the disposition of the grievance at the decanal level, either on substantive or on procedural grounds, he or she may appeal in writing to the Provost.
2. The appeal must specify the particular substantive or procedural bases of the appeal (that is, the appeal must be made on grounds other than general dissatisfaction with the disposition) and must be directed only to issues raised in the grievance as filed or to procedural errors in the grievance process itself, and not to new issues. The appeal shall contain the following:
  - a. A copy of the original grievance and any other documents submitted by the grievant in connection therewith.
  - b. A copy of the determination made by the dean on that grievance.
  - c. A statement of why the reasons for the determination of the dean are not satisfactory to the grievant. This statement should specifically address the matters set forth in the Standards for Review in Section 4 below.
3. The grievant shall file his or her appeal at the earliest practicable date after the grievant's receipt of the determination by the dean. Normally, no more than 30 days should elapse between the transmittal of the dean's decision on the grievance and the filing of the appeal. A delay in filing an appeal may, taking all circumstances into account, constitute grounds for rejection of the appeal.

e) *The Response to the Appeal:*

1. The Provost may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person (the “grievance appeal officer”) who shall consider the matter and report to the Provost as the latter directs. The Provost may also, in appropriate cases, remand the matter to a lower administrative level (including to the level at which the grievance arose) for further consideration.
  2. The Provost shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person to whom the referral is made (including the time frame within which the person is to report back to the Provost), and the name of that person.
  3. Should attempts be made to resolve the matter informally not be successful, the Provost shall decide the appeal, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the appeal. The decision of the Provost shall be final, unless the grievant requests a further appeal to the President pursuant to Section 2f below, and the President agrees to entertain this further appeal.
  4. Normally no more than 45 days should elapse between the filing of the appeal and the disposition by the Provost. If, because of absence of key persons from the campus or other circumstances or exigencies (including those due to breaks in the academic calendar), the Provost judges that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of the fact in writing, giving the grounds therefore and an estimate of when a disposition can be expected.
- f) *The Request to the President:* if the student is dissatisfied with the disposition of the appeal by the Provost, he or she may write to the President of the University giving reasons why he or she believes the grievance result to be wrong (following the general format set

forth in Section 2d.2 above). No more than 30 days should elapse between the transmittal of the Provost’s disposition and the written statement to the President urging further appeal. In any case, the President may agree or decline to entertain this further appeal. If the President declines to entertain the further appeal, the decision of the Provost shall be final. If the President decides to entertain the further appeal, he or she shall follow the general procedures set forth in Section 2e above, and the decision of the President shall be final.

3. Grievances Concerning Decisions of the University Registrar, the Vice Provost for Undergraduate Education, or of a Senate Committee or Subcommittee
  - a) For a grievance concerning a decision of the University Registrar, the Vice Provost for Undergraduate Education, the C-USP Subcommittee on Academic Standing, or of a Senate committee or subcommittee, the grievant shall file his or her grievance with the Provost, rather than with the dean, and the Provost shall handle that grievance in accordance with the procedures set forth in Section 2c above.
  - b) There shall be no appeal of the Provost’s disposition of that grievance, except as may be available under Section 2f above.
4. Standards for Review and Procedural Matters
  - a) The review of grievances or appeals shall usually be limited to the following considerations:
    1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
    2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
    3. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?
  - b) The time frames set forth herein are guidelines. They may be extended by the relevant administrative officer in his or her discretion for good cause.
  - c) Questions concerning the filing and appeal of grievances should be directed to the Office of the Provost.

