

East Asian Languages and Cultures

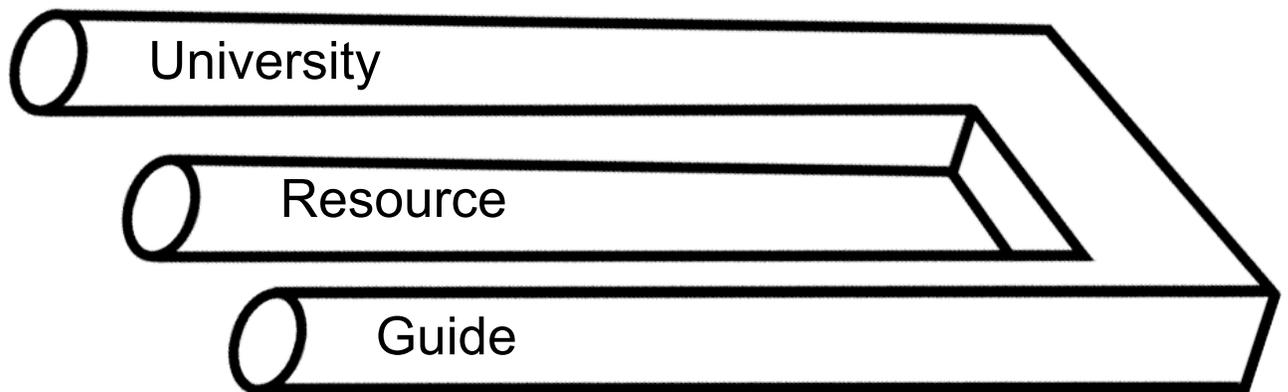


image courtesy of wikipedia

The Graduate Handbook

This handbook augments the Bulletin and other University publications and contains department-specific policies, procedures, and degree requirements. Further information and resources are available from the individual department Director of Graduate Studies or the Student Affairs Manager.

It is the responsibility of each student to familiarize herself/himself with this information and to seek clarification as needed.

Graduate Academic Policies and Procedures (GAP)

<http://gap.stanford.edu>



The Graduate Academic Policies and Procedures handbook is a compilation of university policies and other information related to the academic progress of Stanford graduate students.

The information contained in the GAP is drawn from several sources, including:

- the Stanford Bulletin, containing university and degree-specific requirements
- various forms provided by the Stanford University Office of the Registrar
- documents related to the PeopleSoft Student Administration (SA) and Graduate Financial Support (GFS) applications
- the record of actions taken by the Academic Senate and its Committee on Graduate Studies.

The Stanford Bulletin

<http://exploreddegrees.stanford.edu>

<http://explorecourses.stanford.edu>

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

Stanford Honor Code

<http://studentaffairs.stanford.edu/communitystandards/policy/honor-code>

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

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

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

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

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

Examples of conduct that have been regarded as being in violation of the Honor Code:

- Copying from another's examination paper or allowing another to copy from one's own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent
- Giving or receiving unpermitted aid on a take-home examination
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

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

Registration and Enrollment

<http://gap.stanford.edu/3-1.html>

<http://studentaffairs.stanford.edu/registrar/students/enrolling>

Enrollment

Graduate students must enroll for all terms of the regular academic year (Autumn, Winter, and Spring Quarters) until conferral of the degree. The only exception occurs when the student is granted an official leave of absence.

Failure to enroll in courses during the academic year, without taking an approved leave of absence, results in the student being discontinued. Students that are discontinued must complete the reinstatement process in order to continue in their degree program. Deadlines for registration are listed in the Academic Calendar. Students possessing an 1 or J-1 student visa may be subject to additional course enrollment requirements in order to maintain their legal status in the United States.

Students are required by Stanford to be registered:

- in each term during which any official department or University requirement is fulfilled, including qualifying exams or the University Oral exam. 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.
- in any term in which a dissertation/thesis is submitted or at the end of which a graduate degree is conferred.
- normally, in any term in which the student receives financial support.
- in any term for which the student needs to use university facilities.
- 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).

Advising

Until the University Oral examination, your adviser is the Chair of Graduate Studies (CGS). You must meet with the DGS at the beginning of each quarter to discuss the courses you plan to take, as well as other academic matters. The advice of the CGS regarding professional issues is especially valuable, as it offers insight into the academic environment beyond your particular intellectual interest. During the quarters before your University Oral examination, you should decide on a faculty member with whom you want to work most closely and approach that person about becoming your adviser; he or she will serve as your information adviser until the exam. Once you have passed the University Oral examination, your official adviser will be the person you have chosen to direct your dissertation.

Choosing Courses

Courses should be chosen in consultation with the department Chair of Graduate Studies. 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% of those must be in courses designated primarily for graduate students, typically at the 200-300 level. All courses towards the graduate degree must be taken for a letter grade. Language courses must be taken at the 395 level.

Certification of Enrollment

<http://studentaffairs.stanford.edu/registrar/students/certifications>

The Office of the Registrar at the Student Services Center 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 Axess, students are able to print an official certification at no charge.

Terminal Graduate Registration

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/tgrreq.pdf>

http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_diss_rdg_ctte.pdf

Students who have been admitted to candidacy, completed all required courses and degree requirements other than writing the dissertation and passing the University Oral exam, and who have met the University's residency requirement (135 units for the Ph.D.), must register for TGR status. Students applying for TGR must submit a Doctoral Dissertation Reading Committee form and a Request for TGR Status form. Students must clear all Incompletes before applying for TGR.

Students with TGR status must enroll in their department 802 course each quarter (801 for master's students), with their adviser's individual section number. Students that have reached TGR status may take up to 3 units of course work in addition at no extra charge. Any lapse of registration without an approved leave of absence requires a reinstatement fee. Any units above the 3 units allowed to students at TGR status will incur an expense payable by the student.

An 'N' grade signifying satisfactory progress must be received each quarter in order 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.

Final Registration, Graduation Quarter, and Graduate Tuition Adjustment

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/tuitadjreq.pdf>

In the following circumstances graduate students may reduce their enrollment to under the 8-unit level.

- The TGR Final Registration Status may be granted for one quarter to a graduate student who is returning after reinstatement, or to graduate students who register for one final term after all requirements are completed when Graduation Quarter is not available.
- Graduation Quarter. In the quarter in which the student expects a degree to be conferred, when all other requirements have been met. Only one may be requested.
- Graduate Tuition Adjustment. Graduate students who need only a few remaining units to complete degree requirements, or to qualify for TGR status, may register for one quarter on a unit basis (3 to 7 units) to cover the deficiency. International students should confer with Bechtel Center staff before reducing their enrollment in any quarter.

Leave of Absence

<http://gap.stanford.edu/5-3.html>

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/leaveofabsence.pdf>

http://studentaffairs.stanford.edu/sites/default/files/registrar/files/returning_student_request.pdf

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 granting of a leave of absence is at the discretion of the department and subject to review for approval by the Office of the Registrar, and if the student is in the US on a foreign student visa, by Bechtel International Center. The University may condition its approval of a petition for leave of absence on the student's meeting such requirements as the University deems appropriate in the individual case for the student to be eligible to return (such as, in the case of a leave for medical reasons, proof of treatment or an interview with a provider at Vaden or CAPS).

Leaves of absence are granted for a maximum of one calendar year, or four quarters. Leaves requested for a longer period are approved only in exceptional 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 (eight quarters including Summer Quarters).

Students on an approved leave of absence retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete 'Incomplete' course work; however, the leave of absence does not extend the one-year maximum time limit for completion. Official department or University requirements cannot be fulfilled during the leave period. Leaves do not delay candidacy expiration dates. Failure to return as scheduled or to secure an extension of a prior leave will result in cancellation of registration privileges and a substantial reinstatement fee.

Graduate students returning to campus within the time period indicated on an approved leave of absence must complete the Returning Graduate Student Request to Register form, and submit it to the Office of the Registrar in advance of the first day of the quarter in which they will reenroll.

Reinstatement

<http://gap.stanford.edu/5-4.html>

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/appgradreinststate.pdf>

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/statepurp.pdf>

The Office of the Registrar discontinues students who fail either to be enrolled by the final study list deadline or approved for a leave of absence by the start of a term. Students 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 of 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. Applications must be submitted prior to the first day of the term for which re-enrollment is requested.

Permanent Withdrawal

<http://gap.stanford.edu/5-4.html>

http://studentaffairs.stanford.edu/sites/default/files/registrar/files/permanent_withdraw.pdf

Any student who wishes to withdraw permanently from the graduate program should submit a letter of resignation to the Department Director and the Chair of Graduate Studies as well as submitting the "Request to Permanently Withdraw from degree Program" form.

International Students

<http://icenter.stanford.edu>

International students should be aware that Federal immigration law and procedures might impinge upon some of the rules and regulations discussed in this guide. In particular, leaves of absence, failure to maintain adequate progress, and failure to maintain continuous registration are just some of the issues that are potentially more serious for international students than for U.S. citizens. Stanford is required to regularly report on the status of its international students to the U.S. government. International students who are not in good academic standing are almost always classified as "out of status" by the immigration authorities, and may be required to leave the country immediately. Immigration law is hardly static, and the conditions that attach to a visa may change over the course of an international student's time at Stanford. International students are strongly advised to use the resources at the Bechtel International Center to stay apprised of how their current academic status interacts with their visa status.

e-mail

<http://exploreddegrees.stanford.edu/academicpoliciesandstatements>

For many University communications, email to a student's Stanford email account is the official form of notification to the student, and emails sent by University officials to such email addresses will be presumed to have been received and read by the student. Emails and forms delivered through a SUNet account by a student to the University may likewise constitute a formal communication, with the use of this password-protected account constituting the student's electronic signature.

Academic Progress

<http://gap.stanford.edu/3-1.html>

Advising

Until the University Oral examination, your adviser is the Chair of Graduate Studies (CGS). You must meet with the CGS at the beginning of each quarter to discuss the courses you plan to take, as well as other academic matters. The advice of the CGS regarding professional issues is especially valuable, as it offers insight into the academic environment beyond your particular intellectual interest. During the quarters before your

University Oral examination, you should decide on a faculty member with whom you want to work most closely and approach that person about becoming your adviser; he or she will serve as your information adviser until the exam. Once you have passed the University Oral examination, your official adviser will be the person you have chosen to direct your dissertation.

University and Department Degree Requirements

The Stanford Bulletin and the Graduate Academic Policies and Procedures (GAP) handbook contain detailed and up-to-date information on University policies, procedures, and requirements concerning graduate degrees at Stanford. The GAP is especially useful as it provides policy rationale, implementation guidelines, and documents related to graduate policy. Where University and Department requirements speak to the same issue, Department requirements as published in the Department's section of the Stanford Bulletin take precedence.

Each department has specific degree requirements and should be constantly reviewed in consultation with the Chair of Graduate Studies (CGS). Degree requirements are based upon the department as well as the year of matriculation. A current year bulletin is included in the appendix and should be used as a reference.

Exams and Milestones

Each department in the EALC has specific milestones and exams for graduate students. These specifications can be found in the Bulletin copy of this handbook.

Successful Academic Progress

<http://gap.stanford.edu/3-1.html>

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, within the established time limits.

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.

Residency Requirement

<http://gap.stanford.edu/3-2.html>

At Stanford, each advanced degree program has a residency requirement of a minimum number of units of credit (45 for the MA; 135 for the Ph.D.). No degree can be conferred until the residency requirement for that degree has been met.

Units may not be duplicated or double-counted toward the residency requirement for more than one degree. 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. Courses from which the student has formally withdrawn are not counted towards residency.

Graduate Transfer Credit

<http://gap.stanford.edu/3-2.html>

http://studentaffairs.stanford.edu/sites/default/files/registrar/files/grad_res_credit.pdf

After one quarter of enrollment, students pursuing a Ph.D. must apply for transfer credit for graduate work done at another institution. A maximum of 45 units of graduate work completed at another institution or completed at Stanford towards a master's degree may be applied to the Stanford requirements for the degrees of Ph.D. This process will be reviewed in your first Winter Quarter with the Graduate Student Affairs Officer.

Grading

<http://studentaffairs.stanford.edu/registrar/students/grades-definition>

Students are given a letter grade for each course. Graduate students are expected to make sufficient academic progress each quarter; any grade of "B-" and below is considered unsatisfactory progress. With the permission of the course instructor you may be able to take an Incomplete in a given course. University policy allows you one year to clear Incompletes by finishing any outstanding assignments related to that course. Failure to do so will result in an automatic NP (No Pass) grade on your transcript.

Incomplete Work

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 complete and a passing grade received. 'I' grades must be changed to a permanent notation or grade within a minimum 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.

Per University policy, students must request, in writing or e-mail, 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.

Annual Review

Each program in the EALC conducts an annual review of graduate student progress. This normally takes place towards the end of Spring Quarter.

In advance of this review, each graduate student is asked to provide a summary of his or her standing, to indicate which exams have been completed, how department specific requirements are being met, and the character of the teaching experiences. The CGS will also report on each student.

While the review normally finds most students in good standing, students who are not meeting departmental expectations or whose record reveals problems will be notified of the steps they must take in order to return to good standing. Good standing includes, but is not limited to, taking and passing the maximum number of course work units per quarter, as well as successful completion of degree milestones. Failure to do so could lead to termination from the program at the end of the current academic quarter.

Candidacy

<http://gap.stanford.edu/4-6.html>

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/appcanddoct.pdf>

Admission to candidacy marks the end of a doctoral student's initial study period. Each department has an assessment procedure by which it deems the students qualified to pursue the Ph.D. and admits them as a candidate for the Ph.D. In EALC departments, the faculty's decision on admission to candidacy is grounded in an overall assessment of the student's ability to complete the remaining stages of Ph.D. work. Grades in courses constitute only a part of the evidence weighed in making this judgment. The decision to advance to candidacy also rests upon other indicators of the student's ability to produce excellent and original research and to conduct analysis and interpretation. Admission is not automatic and is not based solely upon satisfactory completion of prerequisites.

Students are expected to complete department qualifying procedures and apply for candidacy by the end of their second year in the Ph.D. program. Candidacy is valid for five calendar years, unless terminated by the department (for example, for unsatisfactory progress). Prior to candidacy, at least 3 units of course work must be taken with each of four Stanford faculty members. Failure to advance to candidacy results in the dismissal of the student from the program.

Time Limit for Completion of Degree with Candidacy

All requirements for the degree must be completed before candidacy expires. Candidacy is valid for five calendar 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. Failure to complete the academic requirements, including university, department, and program requirements, within the established time limits may lead to dismissal.

Extension of Candidacy

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/appcandextens.pdf>

All requests for extension must be filed by the student before the conclusion of the

program's time limit. 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.

Probation and Termination

The department expects students to progress toward completion of the degree without major difficulties. Each student's progress is discussed periodically at a faculty meeting. In addition, the graduate student affairs officer monitors students' compliance with minimal progress standards, and notifies the chair if students are delinquent. Academic holds will be placed on registration privileges of students who continue in delinquent status. Although the initial graduate award period is for five years, it is contingent upon satisfactory progress, and may be renewed based on an annual review.

Should any faculty member deem a student's progress unsatisfactory, this matter will be brought before the entire faculty of the department. If the faculty determines further action is needed at this point, the chair will write a letter informing the student of the specific problems that have been raised. The student will be asked to respond in writing. The faculty will then decide for or against probation or termination.

If a probationary period is recommended the student will be advised of the areas to be improved upon and a set period for such improvement will be given. Failure to comply with the conditions of the probationary period will result in termination from the doctoral program, in accordance with the University policies and procedures.

Dismissal

<http://gap.stanford.edu/5-6.html>

The principal conditions for continued registration of a graduate student are the timely and satisfactory completion of the university, department, and program requirements for the degree, and fulfillment of minimum progress requirements.

Dismissal Before Candidacy

The committee may vote to dismiss a student who is not making minimum progress or completing requirements in a timely and satisfactory 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 director, CGS, 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.

Dismissal During Candidacy

When a student admitted to candidacy is not making minimum progress or not completing university, department, or program requirements in a timely and satisfactory 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.

Funding

There are three different forms of assistantship a Ph.D. student is eligible for; this varies by department and you are encouraged to speak with the Student Resource Office regarding any questions associated with graduate funding. A graduate student will either be classified as a Fellow, a Research Assistant (RA), or a Teaching Assistant (TA).

Graduate Student Assistantships

<http://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-1>

Fellow

This category is typically awarded for the first year of graduate studies at Stanford University. The student is compensated with the expectation that they will spend their first year focusing on studies. No work, other than your studies, is expected with this

form of compensation. Students receiving a fellowship will be issued a one-time stipend at the start of each quarter. Fellows are also funded for 18 units of tuition each quarter and these courses should be selected in consultation with the Chair of Graduate Studies (CGS). Enrollment in more than 18 units will be at the expense of the student, the cost will not be paid by the EALC. International students will be held to the tax treaty of their home country.

Research Assistant (RA)

This assistantship will begin the first summer of the student's first year. Students are compensated with the expectation that they are progressing in their individual research and preparing for scheduled exams. It is recommended that the student meet with the CGS frequently to discuss their progress and future plans. Students will be paid their quarterly stipend as a Stanford University employee with six equal paychecks being issued on the 7th and 22nd of each month. In addition to the six paychecks during the quarter, RAs are funded for 10 units of graduate tuition. Enrollment in more than 10 units will be at the expense of the student; the cost will not be paid by the EALC. Registration in Summer Quarter is not required. However, to receive any financial support, either assistantship or fellowship, in the Summer Quarter, the student is expected to be registered and enrolled for at least one unit.

Teaching Assistant (TA)

The student must enroll in and complete the relevant pedagogy course prior to being assigned a Teaching Assistantship. Traditionally, a graduate student TAs through the Language Center. Comparative Literature Ph.D. students may TA through the Department of English, or in the Program in Writing and Rhetoric (PWR). Students will be paid their quarterly stipend as a Stanford University employee with six equal paychecks being issued on the 7th and 22nd of each month. In addition to the six paychecks during the quarter, TA's are funded for 10 units of graduate tuition. Registration in Summer Quarter is not required. Enrollment in more than 10 units will be at the expense of the student; the cost will not be paid by the EALC. However, to receive any financial support, either assistantship or fellowship, in the Summer Quarter, the student is expected to be registered and enrolled for at least one unit.

Taxability of Graduate Student Assistantships

<http://web.stanford.edu/group/fms/fingate/students/index.html>

All information related to a student's university bill, financial aid, or tax information can be found through the Gateway to Financial Activity (FINGATE).

Student employee pay is subject to federal and state income tax withholding and is reported on Form W-2. Work carried out in California is subject to withholding and reporting to California, regardless of the residency status of the student.

Students must have a Social Security Number and an I-9 Eligibility to Work form on file with Stanford's Payroll department before beginning an assistantship appointment.

All students on financial aid (fellowship, TA, RA, Federal Work Study) are liable for taxes on the award. Students studying on a visa will find that their taxes are automatically deducted from their fellowship checks. Stanford does not withhold taxes from fellowship stipends for U.S. citizens and permanent residents, and students are responsible for

making any estimated tax payment. Taxes are withheld, however, from all payroll checks (assistantships and additional work hours). Students on payroll will receive a W-2 form after the end of the calendar year to submit with the federal and state tax forms.

Stanford University cannot give tax advice. However, the following resources may help answer general questions. You are advised to seek guidance on specific questions from a professional advisor.

The Graduate Student Council (GSC) can direct you to many relevant sources.

<http://studentaffairs.stanford.edu/sfs/tax/overviews-residents>

The Payroll Department can answer questions about pay you received.

http://financialaid.stanford.edu/dept/finaid/aid/tax_info

The Bechtel International Center provides many resources for international students.

http://icenter.stanford.edu/taxes/tax_info.html

Cardinal Care

<http://vaden.stanford.edu/insurance/cardinalcare>

Cardinal Care is a comprehensive health plan specifically designed for Stanford students. Coverage is worldwide. It includes medical, surgical, mental health care, hospitalization, emergency care and pharmaceuticals. Cardinal Care is administered and insured by Health Net of California for medical benefits. Cardinal Care covers students for the entire academic year, September 1 through August 31. Cardinal Care is a portion of your financial award, after funding has expired, this expense will be the students' obligation.

At the start of each academic year, students are automatically enrolled in Cardinal Care in their first registered quarter. Domestic students who choose not to participate in Cardinal Care only have to waive once each academic year and must waive coverage before the first quarter in which they are enrolled for that academic year. At that time, and that time only, they will be able to waive Cardinal Care for the rest of the year by documenting equivalent health insurance in Axess. Deadlines can be found at Using Your Own Health Insurance (<http://vaden.stanford.edu/insurance/own-insurance/waiving>).

Campus Health Service Fee

<http://vaden.stanford.edu/fees/campus-health-fee>

Stanford University assesses a quarterly Campus Health Service Fee for many of the services provided at Vaden Health Center. The fee is mandatory for all undergraduate and graduate students enrolled on the Stanford campus. This quarterly fee has been included in the fellowship and assistantship stipend paid to the student and is at the expense of the student.

University Bill

<http://studentaffairs.stanford.edu/sfs/bill>

<http://studentaffairs.stanford.edu/sfs/bill/overviews-bill>

Each quarter while at Stanford, you will receive a university bill that outlines all the charges and credits on your account for the quarter. It is your responsibility to review the bill each quarter and pay the amount that you owe. Most financial aid (fellowship stipend, tuition allowance, and Cardinal Care) will appear as a credit on your bill. Teaching and Research Assistantships are considered salary and do not appear on your bill.

Hourly Employment

Graduate students may be employed and paid for work unrelated to the student's academic and professional training. Such employment is not considered an assistantship appointment and it generates no tuition allowance. U.S. students appointed to a 50% assistantship, or holding a full fellowship, are limited to an additional eight hours of hourly employment per week.

The F-1 (student) visa does not permit employment beyond 20 hours per week on campus, so international students may not be employed for any additional hours beyond a 50% assistantship. This limit on additional hours of employment does not apply to the period between the last day of exams of a quarter and the first day of classes of the following quarter, as published in the academic calendar.

Direct Deposit

<http://studentaffairs.stanford.edu/sfs/bill/steps-direct-deposit>

Graduate students can enroll, update, or cancel direct deposit elections at any time from the Stanford Axxess web site. To avoid disruption of direct deposit, update your direct deposit information immediately upon changing or closing your bank account.

Each pay period, employees with direct deposit will receive an email notice when their online pay statement is available to view. Employees can view and print online pay statements for the current and historic pay periods from the Stanford Axxess web site. Online pay statements are generally available to view 2 business days prior to payday.

Payroll Deduction

<http://studentaffairs.stanford.edu/sfs/bill/payroll-deduction>

Payroll deduction is a means for Graduate Student Research Assistants (RA) and Teaching Assistants (TA) to deduct a portion of their bi-weekly salaries for the purpose of paying tuition and fees. This allows graduate students to pay their University bill over several payments rather than in one lump sum. (Payroll Deduction is not available to students on Fellowships because Fellowship checks are issued once per quarter.) Graduate students may choose to enroll in payroll deduction for one full academic year at a time or for one quarter at a time.

Stewardship

<https://thankyou.stanford.edu/index.html>

Graduate fellowships at Stanford are made possible through the gifts of generous alumni and friends. These donors take pride in supporting you and are interesting in learning about your progress and success. Stewardship is the process through which Stanford thanks these benefactors and reports back to them the ways in which their gifts are being used. Stewardship provides you with the opportunity to personally express your appreciation to the people who are directly supporting you through a named fellowship. Throughout your graduate career you may be asked by the Office of Development to write a thank you letter to or even meet with a particular donor. It is your responsibility to respond to such requests.

Graduate Funding Resources

Graduate Research Opportunities (GRO)

<http://web.stanford.edu/dept/humsci/cgi-bin/gus/content/current-funding>

The School of Humanities and Sciences offers a Graduate Research Opportunities (GRO) initiative to award humanities and social sciences students grants of up to \$5,000 for research expenses directly related to the dissertation. Expenses eligible for GRO funding include, for example, travel for archival or field research, purchase of data sets and special analytical software, human-subject costs, and production of surveys. There are two application submission deadlines: one in November and one in April. Eligibility guidelines and the application form for Graduate Research Opportunity funds are available at the link above.

Diversity Dissertation Research Opportunity Fund

<http://vpge.stanford.edu/fellowships-funding/diversity-dissertation>

VPGE awards funding on a competitive basis to support doctoral dissertation research expenses on diversity-related topics. These awards are intended to pay research costs, including such costs as travel, data acquisition, translation, etc., where the dissertation topic focuses on the impact of socioeconomic status, race, ethnicity, gender, sexual orientation, work or life experiences. DDRO awards are capped at \$5,000.

Emergency Funding Sources

<http://financialaid.stanford.edu/pdf/GraduateStudentAidFund.pdf>

Emergency Grant-in-Aid Funds assist graduate students who experience a financial emergency or unanticipated expenses (e.g., medical, dental, or legal) causing financial hardship. This program is designed to assist those who cannot reasonably resolve their financial difficulty through fellowships or loans. For more detailed information and application procedures please refer to the Emergency Grant-In-Aid instructions and application form.

Students are not always able to complete their degrees within the five-year funding period. The School of Humanities and Sciences as well as the Stanford University Humanities Center both offer competitive fellowships that may assist students in their sixth year of studies. In addition to global grants, the following offices provide competitive assistantships for continuation of graduate studies, Stanford Humanities Center, Stanford School of Humanities and Sciences, and the Vice Provost of Graduate Education.

Center for East Asian Studies (CEAS)

<http://ceas.stanford.edu/students/ceas-prizes-and-fellowships.php>

Conference Travel Grants

These ad hoc grants support Stanford graduate students presenting East-Asia related papers at major academic or professional conferences. Awards of up to \$500 are paid as reimbursement after completion of travel to offset hotel fees, conference registration, and travel costs. Both U.S. and international students are eligible to apply. Funds available first-come, first-served until exhausted.

CEAS Summer Grants

These grants provide continuing registered Stanford M.A. and Ph.D. students funding for academically related summer work such as formal language training, required coursework, field work, dissertation research, or dissertation write-up. Both U.S. and international students are eligible to apply.

Academic-Year Fellowship for the Study of Women in Asia

This competitive fellowship is open to both U.S. and international students and provides \$10,000 in stipend plus three quarters TGR tuition for one academic year, to support a dissertation research or dissertation write-up on topics related to women in Asia. Stanford graduate students in any discipline conducting research on topics concerning women in Asia are eligible to apply. Preference given to Ph.D. candidates.

Academic-Year East Asia FLAS Fellowships for Continuing Graduate Students

Department of Education Foreign Language and Area Studies (FLAS) Fellowships provide tuition and stipend for students in M.A. or Ph.D. programs who plan to undertake intensive advanced language study in Chinese, Japanese, or Korean during the academic year, either at Stanford or an approved overseas institution, in conjunction with area studies courses. Students must enroll in both advanced language and area-studies courses during the entire period of award, as well as complete specific testing and reporting requirements. Applicants must be a U.S. citizen or permanent resident to apply.

Bechtel International Center

<http://icenter.stanford.edu/orc/scholarships.html>

The Bechtel International Center maintains a list of scholarships for study outside the U.S. These include scholarships for Graduate Students and a list of organizations that provide funding for pre-doctoral scholars who wish to conduct research overseas.

Freeman Spogli Institute for International Studies (FSI)

<http://fsi.stanford.edu/fellowships>

The Freeman Spogli Institute administers a number of scholarships and fellowships for Graduate Students. A sample of notable opportunities is listed here.

Dissertation Grants in Chinese Studies

The China Fund awards fellowship funds to support research-related activities for Stanford advanced-level graduate students specializing in Chinese studies. The program is intended to fill in the gaps between the availability of university and external funding for graduate work. As a result, awards will be made on a competitive basis to students who are conducting dissertation research, or writing up the results of dissertation research.

Dissertation Grants in Japanese Studies

The Japan Fund awards limited funds to support research-related activities for advanced-level graduate students specializing in Japanese studies. The program is intended to fill in the gaps between the availability of university and external funding for graduate dissertation work. As a result, awards will be made on a competitive basis to students who are conducting dissertation field research, or writing up the results of dissertation research.

Stanford Center at Peking University Pre-Doctoral Fellowship Program

The Stanford Center at Peking University (SCP KU) provides Stanford doctoral students with a home base to advance their dissertation research in China. Located on the Peking University campus in an area known for its rich intellectual community, the Center facilitates academic discovery and rich collaborations to support cutting-edge graduate research. The Center provides workspaces, Stanford amenities, internet access and bi-lingual staff.

The John and Jackie Lewis Fund to Support Research on Asia

The fund will support research of up to \$1,000 by graduate students and predoctoral and postdoctoral fellows working on matters related to Asia. The preferred use is to support travel to Asia for research, conference attendance, or other purposes that will advance policy-relevant scholarship by the graduate student or fellow.

Graduate Funding Resources administered by the Stanford Humanities Center

<http://shc.stanford.edu/fellowships>

Geballe Dissertation Prize Fellowships

The Geballe Dissertation Prize Fellowships, endowed by Theodore and Frances Geballe, are awarded to doctoral students whose work is of the highest distinction and promise. The award provides a fellowship stipend and covers TGR fees. The recipients of these fellowships have offices at the Humanities Center and take part with other graduate and faculty fellows in the Center's programs, promoting humanistic research and education at Stanford. The Geballe Dissertation Prize Fellowships also provide an additional research funding account.

Mellon Foundation Dissertation Fellowships

The Mellon Dissertation Fellowships, which are generously funded by the Mellon Foundation, are awarded to advanced doctoral students whose work is of the highest quality and whose academic record to date indicates a timely progression toward completion of the degree. The foundation provides a fellowship stipend and covers TGR fees.

Lieberman Fellowship

Lieberman fellowships are for doctoral students in the later stages of their programs. The award honors Jerry Lieberman, who served Stanford as provost or acting provost during the tenures of three Stanford presidents. Nominations are for doctoral students whose personal and professional traits resemble Lieberman's. Through their research accomplishments, teaching, and university service, awardees must have demonstrated the potential for becoming academic leaders.

Graduate Funding Resources administered by the School of Humanities and Sciences

<http://www.stanford.edu/dept/humsci/cgi-bin/gus/content/current-funding>

Federal Work Study

Limited Federal Work Study funding is available for advanced doctoral candidates in the humanities and social sciences only. To be eligible a student must be:

1. US Citizen or Permanent Resident
2. Admitted to candidacy, approved dissertation proposal and established reading committee
3. TGR status by Autumn Quarter
4. Meet all eligibility criteria for federal funds as determined in the application process

Georges Lurcy Fellowship

The Georges Lurcy Charitable and Educational Trust offers fellowships to outstanding American students for advanced graduate study and research in France. The research topic should be related to France and one that can only be pursued in that country. Awards are for one academic year. A fellowship stipend will assist in covering the cost of educational fees, necessary travel, and living expenses while in France. Applicants must be enrolled at Stanford University, or at an educational institution in France during the tenure of the fellowship. The University may submit one candidate.

Mabelle McLeod Lewis Memorial Fund

The Mabelle McLeod Lewis Memorial Fund provides grants to advanced doctoral candidates at Northern California universities for research in the humanistic disciplines (e.g., literature, history, philosophy, etc). Grants are awarded to bring about the completion, normally within one year, of a scholarly dissertation project upon which very significant work has already been accomplished. Students are awarded a fellowship stipend and TGR fees are covered.

Ric Weiland Fellowship

The Ric Weiland Graduate Fellowships in the School of Humanities & Sciences are two-year awards made to outstanding third-year doctoral candidates in the humanities, social sciences, mathematics, and statistics. The fellowships will support students in their 4th and 5th years. Special benefits for fellowship recipients will include:

- small grants for research support or travel to conferences,
- funds for language study, and
- opportunities for intellectual and social exchange with faculty and students from other departments and programs.

Graduate Funding Resources administered by the Vice Provost of Graduate Education

Diversifying Academic, Recruiting Excellence Program (DARE)

<http://vpge.stanford.edu/fellowships-funding/dare>

The DARE Doctoral Fellowship Program awards two-year fellowships to doctoral students in the final two years of their doctoral program who want to investigate and prepare for academic careers and whose presence will help diversify the professoriate. DARE is a program intended to better prepare Stanford Ph.D. students from diverse backgrounds to have successful faculty careers, and, at the same time, contribute to the richness of the education environment at Stanford.

Stanford Interdisciplinary Graduate Fellowship Program (SIGF)

<http://vpge.stanford.edu/fellowships-funding/sigf>

The Stanford Interdisciplinary Graduate Fellowship (SIGF) Program is a university-wide program to award three-year fellowships to outstanding doctoral students engaged in interdisciplinary research.

Teaching

Teaching is a major component of the professional training students receive at Stanford. Graduate students are required to teach a minimum of four quarters during their five years of graduate funding.

Prior to teaching, students must complete the appropriate pedagogy courses required by the departments in which they plan to teach. Students who wish to teach in the Program in Writing and Rhetoric must enroll in ENGLISH 397A. Students who wish to teach in the English department must complete CL 396L. Students who plan to teach through the Language Center must complete EALC 301.

Arranging Teaching

It is the students' responsibility to stay in touch with the relevant administrators in order to arrange teaching in the Language Center, English Department, or your home

department.

With regard to teaching assignments, students who still must complete required teaching take precedence over those who have fulfilled their teaching obligations. Departments assign teaching on the basis of previous performance, and in some departments, teaching opportunities are very competitive.

Screening of International Teaching Assistants

<http://web.stanford.edu/group/efs/tascreen.html>

All international students must be approved for English proficiency through the TA Screening process before being appointed to any teaching assistant or course assistant position. Note that TA Screening must be completed in advance of processing any TA or CA appointment for an international student; this screening should normally be accomplished at least one full quarter before the effective date of the teaching assistantship.

Teaching Languages

Graduate students wishing to teach one of the foreign languages at Stanford must complete EALC 301, The Learning and Teaching of Second Languages, offered each Spring Quarter.

EALC 301 reviews the research in second-language acquisition and focuses on Standards-based instruction. It also includes an extensive practicum component mentored by a current instructor as well as formal training in the Oral Proficiency Interview (OPI) protocol. Students who have already completed a graduate-level course in second-language learning and teaching may be exempt from EALC 301 by the Director of the Language Center; in this case, students must nevertheless complete the practicum experience as well as OPI training.

Graduate students are also assigned a teaching mentor in their first quarter of graduate study and are encouraged to observe mentor teaching throughout the year. Early in their first year of graduate study, students should meet with the respective language program coordinator who will evaluate their level of oral proficiency. Before enrolling in EALC 201, graduate students should have attained an Intermediate-High level of oral proficiency on the ACTFL/FSI scale in the foreign language they intend to teach.

Graduate students are provided opportunities to teach a full spectrum of language courses. Generally speaking, first-year language courses are assigned in the first year of teaching at Stanford. Second-year courses are assigned if the graduate student's proficiency level warrants. During the quarters graduate students are teaching, they are required to attend regular language-specific meetings and to follow all curricular and assessment guidelines established by the Language Center.

Sexual Harassment

<http://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-1>

<http://harass.stanford.edu/training/course-non-supervisory-staff>

Stanford University strives to provide a place of work and study free of sexual harassment, intimidation, or exploitation. Where sexual harassment is found to have occurred, the university will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

All EALC graduate students are expected to complete sexual harassment prevention training Spring Quarter of their first year. In these training programs, participants will learn how to recognize, prevent and address sexual harassment in the academic workplace and will acquaint themselves with campus resources for complaint resolution.

For those students teaching in the Language Center, this training will be a requirement in EALC 301. For students teaching PWR or in any program outside of the EALC, a certificate of completion must be presented to the Graduate Student Affairs Officer prior to the start of their TA position.

Consensual Relationships

<http://harass.stanford.edu/be-informed/guidelines-consensual-relationships>

<https://adminguide.stanford.edu/chapter-1/subchapter-7/policy-1-7-2>

Graduate students who teach a class that includes another student with whom the student has a relationship should not be evaluating that student. In short, the policy states:

The current policy applies when undergraduate or graduate students or post-doctoral scholars are serving in the teaching role as teachers, TAs, graders or research supervisors. The policy does not prohibit students from having consensual sexual or romantic relationships with fellow students. However, if such a relationship exists between a student teacher and a student in a setting for which the student teacher is serving in this capacity, s/he shall not exercise any evaluative or teaching function for that student. **Furthermore, the student teacher must recuse himself or herself and notify his or her supervisor so that alternative evaluative, oversight or teaching arrangements can be put in place.** Failure to notify and recuse in this situation will be subject to discipline under the Fundamental Standard.

Dissertation

Reading Committee Membership

<http://gap.stanford.edu/4-8.html>

http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_diss_rdg_ctte.pdf

The doctoral dissertation reading committee consists of the principal dissertation adviser and a minimum of two other readers with a maximum of five total readers. Committee membership should be designed in coordination with the student's primary adviser. At least one member must be from the student's major department. Normally, all members are on the Stanford Academic Council.

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.

Non-Academic Council Dissertation Reading Committee Membership

<http://gap.stanford.edu/4-8.html>

http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_ctte_non_acad_council.pdf

The student's department chair may, in some cases, approve the appointment of a reader who is not on the Academic Council, via the Petition for Non-Academic Council Doctoral Committee Members, if that person is particularly well qualified to consult on the dissertation topic and holds a Ph.D. or equivalent foreign degree.

Co-Advisers

A co-adviser who is a member of the Academic Council is required if the principal adviser is not a member of the Academic Council. At their discretion, students may request the appointment of co-advisers who are both members of the Academic Council.

Changing Membership

<http://gap.stanford.edu/4-8.html>

<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/docrdngcomm.pdf>

Students may petition to add or remove members of the reading committee or change principal advisers. The resulting committee must conform to university requirements.

Dissertation Preparation and Submission

<http://gap.stanford.edu/4-8.html>

<http://studentaffairs.stanford.edu/registrar/diss>

<http://studentaffairs.stanford.edu/registrar/ediss>

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 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.

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.

The deadline for submission of dissertations for degree conferral in each term is specified by the university academic calendar. The final dissertation with all required signatures, as indicated on the Reading Committee form, must be submitted to the Student Services Center on or before the deadline, if degree conferral is desired. Students should meet with the Graduate Student Affairs Officer at the start of the quarter in which they intend to submit their dissertation.

Campus Resources

Ask Jane

<http://studentaffairs.stanford.edu/askjane>

Ask Jane is a searchable database of commonly-asked questions of the Student Services Center

- What are the tuition and fees for the term?
- How do I enroll in courses?
- What payment methods are offered to pay the University bill?
- How do I get a Student ID card?
- How do I get Advanced Placement?
- Where can I find metrics on Stanford's population?
- When do I pay my bill?

Bechtel International Center

(650) 723-1831

<http://icenter.stanford.edu>

The Bechtel International Center serves as a focal point for interaction among foreign and U.S. students. It houses the offices of advisers to foreign students and scholars, international visitors, and U.S. students planning to study abroad. It also offers students interpretation of immigration laws and procedures for non-immigrant visa holders.

Center for Teaching and Learning (CTL)

(650) 723-1326

<http://teachingcommons.stanford.edu/ctl>

The Center for Teaching and Learning provides resources and support for enhancing the quality of teaching and learning for undergraduate and graduate students, as well as workshops for teaching assistants.

Services for TAs include: Small Group Evaluations Classroom Observation
Teaching at Stanford Handbook
Departmental or Small Group Workshops, Lectures and Reading Groups TA Student
Evaluation Questionnaires
Teaching Orientations
Speaking of Teaching Newsletters Assistance with Teaching Portfolios Information on

Teaching and Technology

Counseling and Psychological Services (CAPS)

(650) 723-3785

<http://vaden.stanford.edu/caps/about-us>

Counseling and Psychological Services offers evaluation and brief counseling, including personal, couples and group therapy. Any registered Stanford student is eligible. There is no fee for an initial evaluation or short-term counseling.

Other services include:

Crisis counseling for urgent situations, 24 hours a day

Couple services: If you request services as a couple, only one partner needs to be a registered student.

Evaluations of the need for medication.

Workshops and groups that focus on students' social, personal, and academic effectiveness.

The Dean of Students Office

(650) 723-2733

<http://studentaffairs.stanford.edu>

The Dean of Students Office is concerned with the overall quality of student life at Stanford for all undergraduate and graduate students. The Dean of Students Office supports teaching, learning, research and service.

The DSO is a general resource for students and will advocate for students when appropriate. Staff in the dean's office often help develop, articulate, disseminate and enforce University rules, regulations, and policies.

The DSO works directly with students to help solve problems and to assist in individual and group crisis management. Students are encouraged to visit staff in the Dean's Office to discuss ideas, personal issues, or general concerns about student life at Stanford.

DSO Departments:

Asian American Activities Center

(650) 723-3681

<http://studentaffairs.stanford.edu/a3c/>

Bechtel International Center

(650) 723-1831

<http://icenter.stanford.edu>

Black Community Services Center

(650) 723-1587

<http://studentaffairs.stanford.edu/bcsc>

El Centro Chicano

(650) 723-2089

<http://elcentro.stanford.edu>

Lesbian, Gay, Bisexual and Transgender Community Resource Center

(650) 725-4222

<http://lgbt.stanford.edu/>

American Indian/Alaska Native/Native Hawaiian Cultural Center

(650) 725-6944

<http://nacc.stanford.edu>

Stanford Women's Community Center

(650) 723-0545

<http://wcc.stanford.edu>

Graduate Student Information Center

(650) 723-1171

<http://glo.stanford.edu>

Located on the second floor of the Graduate Community Center (at 750 Escondido Road), the GSIC is open for the month of September, Monday - Friday, 8:00am - 5:00pm. The Center offers helpful staff to answer your questions, as well as telephones, computers, campus maps and pamphlets on Stanford, government, and community resource, and a copier and fax machine available for your use.

The Graduate Life Office (GLO)

(650) 723-1171

(650) 723-8222 ext.25085 – 24 hour pager

<http://glo.stanford.edu>

The Graduate Life Office (GLO) works closely with students (both on and off campus) and with student groups, including Community Associates (student resident staff), the Graduate Student Programming Board, and the graduate Student Council, to create an inclusive environment through a variety of welcome and on-going programs within the residences and campus-wide. The GLO staff also works with individual students who need information and support or who may be experiencing personal difficulties. Staff members are knowledgeable about and have access to support and resources available throughout the University.

Graduate Student Council

(650) 723-0045

<http://gsc.stanford.edu/>

The GSC has three core goals: advocacy, programming, and funding student groups. GSC advocacy focuses on:

- | | |
|-----------------|--------------|
| Academic Issues | Housing |
| Child Care | Stipends |
| Community | Student Life |
| Diversity | Tax Relief |

Stanford Help Request System (HelpSU)

<https://helpsu.stanford.edu>

HelpSU is Stanford's central online help request system. The application behind HelpSU enables support teams to track their incoming requests and work.

Humanities Center Workshops

<http://shc.stanford.edu/workshops>

The Research Workshops at Stanford Humanities Center bring together groups of Stanford faculty and advanced graduate students, as well as visiting scholars and those at other local institutions to present their current research and otherwise explore topics of common intellectual concern. Workshops meet regularly (at least four times a quarter) during the academic year. Many workshop meetings, particularly those organized as lectures, conferences, or symposia, are open to the public.

Office of Accessible Education (OAE)

(650) 723-1066

<http://oae.stanford.edu>

The Disability Resource Center offers a variety of resources and services to students with disabilities, including:

- A disability golf (DisGo) cart service
- Housing accommodations
- Note taking service
- Typist/scribe service
- Reader service
- Interpreter and steno captioning service
- Alternative format production (Braille, enlarged hardcopy, electronic text, etc.)
- Letters to professors for course/exam accommodations
- Classroom and/or exam room accommodations

Stanford University Ombuds Person

(650) 723-3682

<http://web.stanford.edu/dept/ombuds>

The Ombuds is an impartial dispute mediator who strives to see that faculty, staff and students at the university are treated fairly and equitably. Any Stanford faculty, student or staff can seek the advice of the Ombuds Office. The Ombuds is impartial, neutral, and confidential. The rights and interests of all parties to disputes are considered, with the aim to achieving fair outcomes.

Student Services Center

Location: Tresidder Memorial Union, 2nd floor

<http://studentservicescenter.stanford.edu>

- University Billing
- Financial Aid Disbursements

- Refunds
- Cash Advances
- Payroll Deductions
- Enrollment
- Stanford Degree Policies & Procedures
- Stanford ID Card
- Forms Pickup / Dropoff

Parking & Transportation Services

(650) 723-9362

<http://transportation.stanford.edu>

Parking & Transportation Services administers a variety of transportation needs for the Stanford community. Parking permits, a free shuttle service, and clean air incentives are all run by P&TS. Maps and schedules for campus and community transportation systems are also available.

Office of Religious Life

(650) 723-1762

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

The Office of Religious Life has a variety of services for worship in a large variety of religious traditions. Three Deans for Religious Life create multi-faith worship opportunities for significant events in the life of the Stanford community, raise and respond to social justice issues, and work throughout the university to address specific religious concerns of students. Additionally, the Deans for Religious Life serve on a number of administrative committees and work collaboratively with other university offices on issues that affect the quality of life at Stanford. There is a comprehensive list of resources at the website.

Sexual Harassment

(650) 723-1583

<http://harass.stanford.edu>

Stanford University strives to provide a place of work and study free of sexual harassment, intimidation, or exploitation. Where sexual harassment is found to have occurred, the University will act to stop the harassment, act to prevent its recurrence, and discipline those responsible.

Sexual harassment advisers and others responsible for implementing this policy will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible.

Vaden Health Center

(650) 423-5111

<http://vaden.stanford.edu>

For immediate life-threatening emergencies call 911. When on campus, dial 9-911.

Vaden is the medical facility available to students (and spouses/partners on a fee-for-

service basis) for Primary Care services. Call the Advice Nurse at (650) 723-4843. Or, make an appointment for drop-in non-emergency illnesses at 606 Campus Drive. Vaden has a pharmacy that sells discounted drugs. There is also a Physical Therapy center, a Sexual Health Peer Resource Center, an Allergy Clinic, and other services are available. There are no pediatricians at Vaden, but children can receive immunizations at low cost.

The Worklife Office

(650) 723-2660

<http://worklife.stanford.edu>

The Worklife Office, a part of the Office for Campus Relations at Stanford University, supports the University's academic mission through direct services and by developing collaborative partnerships within Stanford and the surrounding community to assist faculty, staff, and students in reaching a comfortable balance between their work, study, personal and family lives.

The Worklife Office offers several resources for families with children, including:

- Child care resource and referral
- On-site child care resources and information
- Emergency and backup child care program
- Child care subsidy grant (CCSG)
- Adoption reimbursement program
- Parent education and consultation

The Stanford Writing Center

(650) 723-0045

<http://undergrad.stanford.edu/tutoring-support/hume-center>

The Stanford Writing center offers workshops as well as individual consultations on all aspects of writing. Services offered to graduate students include help with seminar papers, conference presentations, and dissertations proposals and drafts

Graduate students should make appointments ahead of time using either the SWC website or the telephone. Because the length and complexity of their texts, graduate students should consider making a series of appointments with the same tutor, possibly even setting up a standing weekly appointment.

University Library Specialists

Subject specialists are available for advanced research consultation. Your first stop should be the Information Center.

East Asian Studies

Zhaohui Xue (Chinese)
(650) 725-3439
zhxue@stanford.edu

Regan Murphy Kao (Japanese)
reganmk@stanford.edu

Kyungmi Chun (Korean)
kyungmic@stanford.edu

Jidong Yang (head, East Asia Library)
jdyang@stanford.edu