Student Affairs

Web Site: http://studentaffairs.stanford.edu/

The Student Affairs division encompasses a broad range of programs and services for undergraduates and graduate students, including the Office of Residential Education, University Registrar, Student Life, Educational Resources, Vaden Health Center, Career Development Center, Office of Accessible Education, Graduate Life Office, Haas Center for Public Service, Judicial Affairs, Bechtel International Center, Asian American Activities Center, Black Community Services Center, El Centro Chicano, LGBT Community Resources Center, Native American Cultural Center, Women’s Community Center, Office of Student Activities and Leadership, Diversity and First Gen Programs, Office of Sexual Assault and Relationship Abuse Education and Response, and the Office of Alcohol Policy and Education.

The Vice Provost for Student Affairs reports directly to the Provost and is responsible for providing leadership, policy direction, and administrative support for budget, personnel, facilities, and development, as well as oversight of the efficiency and effectiveness of each of the division’s units. The Vice Provost interacts with the President, the Provost, the Vice Provosts, faculty, schools, department representatives, students, and parents. The Vice Provost is a member of the Stanford University Cabinet, and ex officio member of the Stanford Alumni Association Board of Directors, Stanford Athletic Board, and Haas Center for Public Service National Advisory Board. The Vice Provost also attends the Senate meetings of the Academic Council.

Student Services Center

Office: Tresidder Memorial Union, 2nd floor
Contact via HelpSU: https://remedyweb.stanford.edu/helpsu/helpsu?pcat=StuAcct&acctype=10772
Phone: (650) 723-7772 or (866) 993-7772 (toll-free)
Web Site: http://studentservicescenter.stanford.edu

The AskJane Online Answers Resource: http://askjane.stanford.edu

The Student Services Center (SSC) is committed to providing a single point of friendly, professional service for answers to questions concerning administrative and financial issues. The center strives to resolve 90% of students’ issues upon first contact. The SSC represents Student Financial Services, the Office of the University Registrar, the University Cashier’s Office, the Financial Aid Office, and Stanford ID Card Services, and is able to assist students with questions including those related to University billing, financial aid disbursements, refunds, payroll deductions, payment plan, enrollment, Stanford degree policies and procedures, Stanford ID card, and forms pickup and submission.

Dean of Student Life

Dean of Student Life: Chris Griffith
Office: Old Union
Phone: (650) 723-2733
Web Site: http://studentaffairs.stanford.edu/studentlife

The Dean of Student Life has responsibility for overseeing the development, implementation, and monitoring of comprehensive student life programs. The unit consists of the Graduate Life Office, Office of Student Activities and Leadership, Judicial Affairs, Organization Conduct Board, Office of Sexual Assault and Relationship Abuse Education & Response, Old Union, and 5-SURE. The Dean reports to the Vice Provost for Student Affairs and is a member of his executive group.

Dean of Educational Resources

Dean of Educational Resources: Sally Dickson
Office: Old Union
Phone: (650) 721-4037
Web Site: http://studentaffairs.stanford.edu/educationalresources

The Dean of Educational Resources is responsible for overseeing the development, implementation, and monitoring of comprehensive programs relating to ethnic, gender, career, and learning needs and interests of student groups. The unit is comprised of the Asian American Activities Center, Black Community Services Center, El Centro Chicano, LGBT Community Resources Center, Native American Cultural Center, Women’s Community Center, Diversity and First Gen Programs, Bechtel International Center, Career Development Center, and the Office of Accessible Education. The Dean also has oversight responsibility for the Haas Center for Public Service, as well as responsibility for the Acts of Intolerance Protocol. The Dean reports to the Vice Provost for Student Affairs and serves as a member of his executive group.

Office of Accessible Education (OAE)

Offices: 563 Salvatierra Walk
Phone: (650) 723-1066; TDD (650) 723-1067
Web Site: http://studentaffairs.stanford.edu/oae

The Office of Accessible Education (OAE) is the campus office designated to work with students, faculty, and staff to put in place appropriate accommodations for all Stanford students with disabilities, at both the undergraduate and graduate levels (including the professional schools). The OAE provides a wide array of support services, accommodations, and programs to remove barriers to full participation in the life of the University.

In reaching its determinations about appropriate accommodations, the OAE considers factors such as the documentation from professionals specializing in the area of the student’s diagnosed disability, the student’s functional limitations, and the student’s input and accommodation history in regard to particular needs and limitations. The OAE then works with the student and relevant faculty and staff through an interactive process designed to achieve an accommodation that meets the needs of all parties.

Office of Alcohol Policy and Education (OAPE)

Offices: Rogers House, 581 Capistrano Way
Phone: (650) 723-5947
Web Site: http://studentaffairs.stanford.edu/alcohol

The Office of Alcohol Policy and Education (OAPE) empowers students to make healthy decisions about drinking behaviors that not only affect them as individuals, but ultimately impact the campus community as a whole. OAPE is focused on reducing the harm of high-risk behaviors while increasing safe, legal, responsible actions. Services offered include individual consultation, educational workshops and seminars, and academic coursework. OAPE also sponsors Cardinal Nights, a program of weekly events that allow students to socialize in an environment free of alcohol.

Career Development Center

Offices: 563 Salvatierra Walk
Web Site: http://studentaffairs.stanford.edu/cdc
Counseling Services—Monday through Friday, 9 a.m. to 12 noon, 1 p.m. to 5 p.m.; (650) 725-1789.
Employment Services—Monday through Friday, 8:15 a.m. to 4:30 p.m.; (650) 723-9014.

The Career Development Center (CDC) offers services such as counseling, workshops, presentations, on-campus recruiting, job/internship databases, library resources, and alumni networking, to help students make informed decisions and to plan for life after Stanford. Services are available to undergraduates and graduate students, and all students are encouraged to visit in person or via the web. Programs and services are free to students; limited services are available to first-year alumni and student spouses/domestic partners.

The following suggestions may assist students in getting the most out of the CDC:

• Visit early in a Stanford career.
• Register with the CDC’s Cardinal Career (http://studentaffairs.stanford.edu/cdc/jobs-internships) online system to access internships, part-time, and full-time opportunities.
• Gather general career information through the career resource library, jobs, and internship database, handouts, and alumni network.
• Inquire about individual counseling for all stages of career planning and development.
• Participate in workshops and other programs to clarify career goals.

Community Centers

There are six ethnic and community centers that support students who seek services associated with a particular group or community. Each center has its own site and professional staff who advise and counsel students. In addition, the centers sponsor programs throughout the year that foster intellectual, personal, and cultural growth. Detailed information is available on the following web sites:

• Asian American Activities Center (http://stanford.edu/group/a3c)
• Black Community Services Center (http://stanford.edu/dept/BCSC)
• El Centro Chicano (http://studentaffairs.stanford.edu/elcentro)
• LGBT Community Resources Center (http://studentaffairs.stanford.edu/lgbtccrc)
• Native American Cultural Center (http://studentaffairs.stanford.edu/nacc)
• Women’s Community Center (http://studentaffairs.stanford.edu/wcc)

Diversity and First Gen Programs

Office: Old Union, 520 Lasuen Mall, Suite 206
Phone: (650) 723-2733
Email: tlw@stanford.edu
Web Site: http://studentaffairs.stanford.edu/diversityandfirstgen

Established in 2010 to serve first generation and low-income students and help them be successful, the Office of Diversity and First Gen Programs provides:

• a Thrive Guide to publicize the abundance of support available
• contact information for student groups, staff, faculty, and alumni for networking and mentoring
• signature programs and special events to build community
• administrative support and advocacy for diversity programs, especially those highlighting socioeconomic issue

Graduate Life Office

Graduate Life Office: Escondido Village Office, 859 Comstock Circle
Graduate Life Office, Graduate Community Center: 750 Escondido Road
Phone: (650) 736-7078
Email: graduatelife@stanford.edu
Web Site: http://glo.stanford.edu

The Graduate Life Office (GLO) works with students on and off campus and with student groups, including Community Associates (student residence staff), the Graduate Student Programming Board, and the Graduate Student Council, to create an inclusive environment through programs in the residences and campus-wide. The Graduate Community Center (GCC) serves as a focal point for meetings and activities in the graduate community.

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. Staff work closely with student services administrators in academic departments to provide consultation and services to students in need.

Graduate Student Residence Program

The University’s philosophy of graduate student housing is based on the premise that supporting high quality graduate scholarship and research is central to the mission of the University. By providing affordable housing in proximity to academic resources, the University creates an environment conducive to research and intellectual dialogue among students, their peers, and faculty members. The Community Associate (CA) program in the residences serves as a supportive resource for residents and to connect student neighbors through social events and activities to build a sense of community in the residences.

Haas Center for Public Service

Center Offices: 562 Salvatierra Walk
Mail Code: 8620
Phone: (650) 723-0992
Web Site: http://haas.stanford.edu

The Haas Center for Public Service connects academic study with public service to strengthen communities and develop effective public leaders. The center aspires to develop aware, engaged, and thoughtful citizens who contribute to the realization of a more just and humane world.

To accomplish these objectives, the center collaborates with associated units at Stanford to implement programs in the following areas of work.

• Through the center’s fellowship programs, undergraduates perform summer internships in nonprofit organizations, foundations, and government agencies locally, nationally, and internationally. Postgraduate fellowships allow graduating seniors to work with a mentor in a nonprofit or public agency for a year.

• The Public Service Leadership Fellows Program provides an opportunity for students who want to be intentional about their leadership development. Center staff also provides leadership development through training, advising, and resources to Stanford in Government, Alternative Spring Break, and other student groups engaged in service.

• With support from the center, Stanford faculty members have created service-learning courses that involve Stanford students in providing direct service and community-based research efforts in collaboration
with local schools and other partner agencies. The center’s Public Service Scholars Program supports seniors writing honors theses that combine academic research with service to communities.

- Faculty from Stanford’s School of Education collaborate with center staff to provide curriculum guidance and training for tutors and mentors at nearby schools. Another program trains Stanford students to bring results of scientific research to neighborhood programs. The federally supported Community Service Work-Study program, administered in conjunction with the University’s Financial Aid Office, allows students to satisfy work-study obligations year-round by working in community organizations and public agencies.
- The postgraduate and alumni programs help students, particularly graduating seniors, identify opportunities to assist in launching their public service careers in nonprofit and government agencies, and in the private sector in service-related positions. The Haas Center houses the Center on Philanthropy and Civil Society, a program of the Institute for Research in the Social Sciences (IRiSS).

Students interested in public service fellowships, service-learning courses, community-based research, public and community service internships for youth and education, or service organization leadership development should contact the center.

**Bechtel International Center**

Office: 584 Capistrano Way  
Web Site: [http://icenter.stanford.edu](http://icenter.stanford.edu)

The Bechtel International Center (I-Center) is a meeting place for students and senior research scholars at Stanford from throughout the world and for internationally oriented U.S. students, faculty, and short-term visitors on the campus. Through a variety of social, cultural, and educational programs, I- Center facilities are used to acquaint students and scholars with the life of the University and the community, and to bring them together in activities of mutual interest. The Center believes that international educational exchange nurtures a lifelong global perspective, and plays a key role in supporting Stanford’s standing as a truly international university in the following ways:

- Provides information about and assistance with obtaining and maintaining legal status in the U.S. to foreign students, scholars, and Stanford departments.
- Advises U.S. students who are pursuing scholarships for study and research abroad.
- Enables foreign students, scholars, and their family members at Stanford to receive maximum academic, cultural, and personal benefit from their stays in the U.S.
- Contributes to international activities at Stanford by helping to create a welcoming and supportive environment that is responsive to the needs of the international community.
- Facilitates professional meetings between visiting international delegations and their Stanford counterparts.
- Provides opportunities for Stanford students, faculty, staff, and members of the local community to broaden their horizons by interacting with people from different cultures through programs to increase international awareness and understanding.

**Judicial Affairs and Student Conduct**

Office: Tresidder Memorial Union, 2nd floor  
Mailing Address: 459 Lagunita Drive, Suite 9  
Mail Code: 94305-3010  
Phone: (650) 725-2485  
Fax: (650) 736-0247  
Web Site: [http://judicialaffairs.stanford.edu](http://judicialaffairs.stanford.edu)  
Email: [judicial.affairs@stanford.edu](mailto:judicial.affairs@stanford.edu)

The primary codes of conduct for students are the Fundamental Standard and Honor Code. Cases of alleged violations of the University’s Honor Code, Fundamental Standard, and other student conduct or University policies now proceed through an established student judicial process based upon the Student Judicial Charter of 1997, which can be found in its entirety at the University’s Office of Judicial Affairs. When a violation of the Fundamental Standard, Honor Code, or other University policy or rule governing student conduct is alleged, or whenever a member of the University community believes such a violation has occurred, he or she should contact the Office of Judicial Affairs.

**Fundamental Standard**

Students at Stanford are expected to know, understand, and abide by the Fundamental Standard, which is the University’s basic statement on behavioral expectations articulated in 1896 by Stanford’s first President, David Starr Jordan, as follows:

> Students at Stanford are expected to know, understand, and abide by the Fundamental Standard, which is the University’s basic statement on behavioral expectations. Failure to do this will be sufficient cause for removal from the University.

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

- Physical assault
- Property damage
- Forgery
- Theft
- Sexual harassment or other sexual misconduct
- Misrepresentation in seeking financial aid, University housing, University meals, or other University benefits
- Driving on campus while under the influence of alcohol
- Misuse of computer equipment or email
- Sending threatening messages

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

**Honor Code**

The Honor Code is the University’s statement on academic integrity. It is essentially the application of the Fundamental Standard to academic matters. Provisions of the Honor Code date from 1921, when the honor system was established by the Academic Council of the University Faculty at the request of the student body and with the approval of the President. The Honor Code reads:

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

2. 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.

3. 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 has been found to be in violation of the Honor Code include:

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

For more information, see the Interpretations and Applications of the Honor Code at the Judicial Affairs (http://stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode) web site. The standard penalty for a first offense is a one quarter suspension from the University and 40 hours of community service. In addition, many faculty members issue a ‘No Pass’ for the course in which the violation occurred.

**Old Union**

Stanford’s student union, known as the Old Union, serves as a hub for student activities on campus. The central structure in a three-building complex, the Old Union has administrative offices for ASSU, Office of Student Activities and Leadership (SAL), Dean of Student Life, and Dean of Educational Resources. It also houses a multifaith center known as CIRCLE (Center for Inter-Religious Community, Learning, and Experiences), meeting rooms for student use, and the Axe and Palm which offers casual dining. Adjoining the Old Union, the Nitery houses a black-box theater and El Centro Chicano, and the Clubhouse is home to the Asian American Activities Center and the Native American Cultural Center.

**Office of Residential Education**

Office: Tresidder Memorial Union
Phone: (650) 725-2800
Web Site: http://studentaffairs.stanford.edu/resed

The Office of Residential Education is responsible for developing the policies, programs, and staffing which support the intellectual, educational, and community-building activities in student residences. The conviction behind the Stanford residence program is that formal teaching, informal learning, and personal support in residences play an important role in a Stanford education.

**Residential Education Program**

The Residential Education program provides Stanford undergraduates with a small community experience within a large research university. Residential Education programs extend the classroom into the residences and complement the academic curriculum with activities and experiences that contribute to students’ preparation for a life of leadership, intellectual engagement, citizenship, and service. An extensive network of staff, including many who live in the residence halls, supports students during their undergraduate careers.

**Residence Deans**

Residence Deans provide assistance to on- and off-campus undergraduate students. They can advise students about personal matters, occasionally intervene directly in behavioral problems or mental health concerns, and assist with personal emergencies. Advice is also available on issues of academic probation or suspension, leaves of absence, special concerns of students, and administrative matters. Residence Deans work closely with the Dean of Student Life and other University offices. They are assigned to specific residences and to off-campus students. For further information, undergraduates should call Residential Education at (650) 725-2800. For assistance, graduate students can consult Assistant Deans in the Graduate Life Office at (650) 736-7078.

**Sexual Assault and Relationship Abuse Education and Response**

Office: Mariposa House, 585 Capistrano Way, Room 209
Phone: (650) 725-9129
Email: saraoffice@stanford.edu
Web Site: http://studentaffairs.stanford.edu/sara

The Office of Sexual Assault and Relationship Abuse Education and Response (SARA) addresses policies, programs, protocols, and services related to interpersonal relationship violence on campus. The office is designed to coordinate response to reports of sexual assault, relationship abuse, and stalking to ensure the delivery of compassionate, comprehensive, and consistent services. The office also assists with educational outreach and training to increase awareness, sensitivity, and community accountability in the prevention of these acts. Questions and concerns can be addressed to saraoffice@stanford.edu.

**Student Activities and Leadership**

Office: Old Union, 520 Lasuen Mall, Suite 206
Web Site: http://studentaffairs.stanford.edu/sal

The Office of Student Activities and Leadership (SAL), located in Old Union, supports student activities, over 600 student organizations and the ASSU through publications, workshops, one-on-one consultation, advising and major event planning support.

**Voluntary Student Organizations**

There are over 600 different Voluntary Student Organizations (VSOs) at Stanford. VSOs are those organizations:

1. in which membership is not mandatory and is nondiscriminatory,
2. in which membership is both open and limited to current Stanford students registered in a degree-granting program,
3. in which students make all organizational decisions, and
students who have paid the Campus Health Service fee include:
counseling and education. Services available without additional charge for
treatment of illness, injury, and ongoing conditions, as well as preventive
Medical Services (650-498-2336, ext. 1) is the first stop for diagnosis and
and the Office of the Vice Provost for Student Affairs.
TMU is also the home of several administrative offices: Meeting Services,
no student group or individual student(s) may use University space or
facilities or receive other University support for purposes of supporting
to help them make informed, healthy decisions about their lifestyle.
Health Promotion Services (650-723-0821) educates and supports students
to make informed, healthy decisions about their lifestyle. Services include:
industrial and personal health, nutrition, weight management, eating and
medical appointments in general medicine and sports medicine.
Radio" or "Campus Radio," Student Events.
ations. Services available without additional charge for students who have paid the Campus Health Service fee include:
• Medical advice for routine concerns throughout the day. When Medical
• Referral to specialists, primarily at Stanford Hospital and Clinics and
• Allergy injections, immunizations, travel services, physical exams for
employment and scholarships, HIV testing, laboratory, X-rays, drug
• Pharmacy (650-498-2336, ext. 3) and physical therapy (650-723-3195)
are available on site.
Counseling and Psychological Services (CAPS)
CAPS (650-723-3785) helps students who experience a wide variety of
personal, academic, and relationship concerns. Services available without
additional charge for students who have paid the Campus Health Service Fee include:
• Evaluation and brief counseling, including personal, couples and group
therapy. Students requesting or requiring longer, ongoing therapy incur
fees.
• Workshops and groups that focus on students’ social, personal and
academic effectiveness.
• Crisis counseling for urgent situations 24 hours a day.
• Consultation and outreach to faculty, staff, and student organizations.
YWCA Sexual Assault Hotline
Stanford has contracted with the YWCA to assist students, staff, faculty
and other Stanford campus affiliates who are victims of sexual assault. The
YWCA also can be reached at its 24-hour campus telephone line (650)
725-9955.
Health Promotion Services
Health Promotion Services (650-723-0821) educates and supports students
to help them make informed, healthy decisions about their lifestyle. Services include:
• Individual preventive counseling and resource referral concerning
nutrition, weight management, eating and body image, alcohol, tobacco
and other drug use, sexual assault and harassment, relationships,
inintimacy and gender issues, and sexual health.
• Health education speakers, programs, and events and workshops at
student residences, community centers, student organizations, and for
new students (such as Real World: Stanford).
• Academic courses and internships.
• Student groups and volunteer opportunities including Peer Health
Educators, HIV Peer Anonymous Counseling and Testing (HIV*PACT),
Sexual Health Peer Resource Center (SHPRC), and CPR/First Aid
classes.
Health Insurance
All registered students are required to have health insurance. Call (650)
723-2135 for more information. Cardinal Care (http://vaden.stanford.edu/
insurance), the University-sponsored plan for students, fulfills this
requirement. Insured by Aetna Student Health (medical), and ValueOptions
(mental health), Cardinal Care features comprehensive, worldwide
coverage, services by referral at Stanford University Medical Center and
Menlo Medical Clinic, and lowest costs when one initiates care at Vaden
Health Center. Stanford does not sponsor a health insurance plan for
Tresidder Memorial Union
Tresidder Memorial Union (TMU) is a center of community activity on the
Stanford campus. It houses a variety of restaurants and meeting rooms, a
ticket office and campus information center, a convenience store, banking
and credit union offices with ATMs, a fitness center, FedEx/Kinkos and a
hair salon.
TMU is also the home of several administrative offices: Meeting Services,
Judicial Affairs, Residential Education, Student Services Center, Stanford
Catering, Stanford Dining (Meal Card program), the LAIR computer center
and the Office of the Vice Provost for Student Affairs.
Vaden Health Center
Center Office: 866 Campus Drive
Web Site: http://vaden.stanford.edu
The Allene G. Vaden Health Center strictly protects the confidentiality of
information obtained in medical care and counseling.
Medical Services
Medical Services (650-498-2336, ext. 1) is the first stop for diagnosis and
treatment of illness, injury, and ongoing conditions, as well as preventive
counseling and education. Services available without additional charge for
students who have paid the Campus Health Service fee include:
dependents; for available options, see the Dependent Health Insurance (http://vaden.stanford.edu/insurance/dependent.html) web site. Options for voluntary dental insurance are also offered.

Under certain circumstances, students with their own health insurance may waive Cardinal Care coverage. 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 (http://exploredegrees.stanford.edu/studentaffairs/http://axess.stanford.edu/) by the applicable deadline listed on Vaden’s web site (http://vaden.stanford.edu/insurance/using_your_own.html#waive). International students must have coverage that meets or exceeds minimum standards established by the university in order to opt out of Cardinal Care; for more information see Vaden’s web site (http://vaden.stanford.edu/insurance/using_your_own.html#international).

Vice Provost for Student Affairs: Greg Boardman
Associate Vice Provost and Dean of Student Life: Chris Griffith
Associate Vice Provost and Dean of Educational Resources: Sally Dickson
Associate Vice Provost and Director of Vaden Health Center: Ira Friedman
Associate Vice Provost and University Registrar: Thomas C. Black
Associate Vice Provost and Dean of Residential Education: Deborah Golder