

# Stanford | Summer Session

## Summer Session 2025 Program Handbook (High School Students)



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# Welcome to Stanford Summer Session

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Congratulations on your admission to Stanford Summer Session! Each year, our university-level program welcomes intellectually curious and talented students from across the United States and around the world to Stanford's campus—to take standard Stanford courses, participate in coeducational programming, interact with peers, and discover firsthand what it means to be part of the Stanford community.

As an advanced high school student selected for this university-level program, we believe that you will have the maturity to participate in this program at an undergraduate level. You will have the opportunity to experience life as an undergraduate student as well as learn and grow in a university classroom alongside fellow undergraduate and graduate students. In this program, you will also have the opportunity to earn college credit which will be recorded on an official Stanford University transcript. Stanford Summer Session seeks to provide the very best academic experience to its students, where the goal for every student is to maximize academic and personal growth. We're confident that you will find your experience this summer to be both transformative and fulfilling.

A world-renowned research and teaching institution, Stanford University is dedicated to advancing humanity and civilization through the pursuit of exceptional scholarly inquiry. Such inquiry is reflected in the work of an outstanding and dedicated faculty, in a student body with an amazing level of diversity and breadth of interests, talents, accomplishments, and backgrounds, and in an unsurpassed environment of top-notch academic and athletic facilities. Stanford takes pride in its ability to offer students a challenging and inspiring environment for study during the summer quarter through Summer Session.

Although our program is primarily an academic one, learning takes place both inside and outside the classroom. We hope you'll take advantage of the broader learning opportunities available as a program participant—whether in class, in your residence, at an event, on a field trip, or just by socializing over a meal with other students. Stanford Summer Session encourages students to share their thoughts and experiences with others while learning from their ideas and cultures. Your summer at Stanford will be as rich and rewarding as you choose to make it, so be an active program participant and see how much you can learn this summer. Stretch yourself academically, try something new, take a risk, and grow!

Please take the time to read this Program Handbook carefully and review our website, especially the FAQ website, which explains many of the steps you'll need to complete as you prepare to spend your summer at Stanford. Note that some policies outlined in the Stanford University Bulletin and on the general University website are intended for Stanford matriculated, degree-seeking students, and may not apply to visiting Summer Session students. Summer Session students should refer to this Program Handbook and other materials distributed by Summer Session to fully adhere to Stanford's policies. Summer Session high school students are highly encouraged to share important information they receive with family members. Most of the questions you have will be answered in this handbook and on our website, so use these resources fully. If you need any assistance, please do not hesitate to contact our office.

We look forward to welcoming you to Stanford this June.

Sincerely,

Stanford Summer Session

## Contact Details

<b>ADDRESS</b>	Stanford Summer Session Academy Hall, 2nd Floor, MC 8852 415 Broadway Street Redwood City, CA 94063
<b>EMAIL</b>	<a href="mailto:summersession@stanford.edu">summersession@stanford.edu</a>
<b>WEBSITE</b>	<a href="#">Stanford Summer Session</a>
<b>TELEPHONE</b>	650.723.3109
<b>SMS</b>	650.275.6550

## Stay Connected and Join the Conversation

<b>SOCIALS</b>	<a href="#">Facebook</a> <a href="#">Instagram</a> <a href="#">YouTube</a>
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## Program Handbook Revisions

While every effort is made to ensure that the information in this Program Handbook is up-to-date and as accurate as possible, the need to update or revise its contents does arise from time to time. The Summer Session Program Handbook and the policies contained within are subject to change at any time and without prior notice, with changes taking immediate effect. All students are responsible for the content within the latest version of the Program Handbook. The most current version of the Program Handbook is available from the Summer Session Office and updated on your [Application Status](#) Page.

## Photographic Consent

Participation in Stanford Summer Session as a student and attendance and/or participation in classes, other campus programs, and/or University activities constitutes agreement by the student and the student's parent or legal guardian to use and distribution by Stanford University and Stanford Summer Session of the student's image or voice in photographs, video or audio capture, or electronic reproductions of such classes and other campus and program activities, both now and in the future.

## Summer Session and University Communications

Stanford University and Summer Session use electronic means (such as email, texts, and the Internet) as a method of communication and of providing important information about the program. SMS message reminders will be sent to the mobile number you provided in your application. Data rates may apply. If you want to opt out of receiving SMS messages from Summer Session, please email [summersession@stanford.edu](mailto:summersession@stanford.edu) or text STOP to our SMS message. For many Summer Session and University communications, email to a student's Stanford email account is the official form of notification to the student, and emails sent by the Summer Session office to such email addresses will be presumed to have been received and read by the student. Before and after the program (when students do not have access to their Stanford email address), Summer Session will use the email address provided in the application to send official communications. Signatures or acknowledgements provided by a student electronically to the University via Stanford systems and/or @stanford.edu email are valid and legally binding.



## Summer Session In-Person Attendance Policy

Stanford Summer Session is an 8-week in-person program where students are expected to be on campus for the duration of the program (June 21, 2025 to August 17, 2025). Residential high school participants are expected to remain on campus at the program during the first two weeks of the program (June 21, 2025 to July 3, 2025), which means no off-campus travel (for day trips or overnight trips) beyond a 20-mile distance or any travel in a private vehicle will be permitted during this period.

Because the summer quarter is two weeks shorter than the regular academic quarters, students' class attendance is required. Students cannot skip class, leave the program for long periods of time, leave the program weekly, or leave the program early except in cases of emergencies, health-related reasons, or other personal reasons<sup>1</sup>. **If a student must be excused due to reasons listed above, please notify the Summer Session Office immediately.** Note that all final exam dates, final project deadlines, and other coursework must be determined directly between the student and the course instructors.

Although there are a handful of 4-week courses and online courses that are offered over the summer quarter, students are required to either live on campus as a residential student or live within a 50-mile radius of the Stanford campus as a commuter student throughout the summer program. This policy is put in place so that students can have access to all Stanford services open to visiting students as well as provide them with the quintessential Stanford experience. Being in-person allows us to offer students the opportunity to learn, explore, and engage with their community outside of the classroom through events and workshops. During the summer quarter, we offer events such as excursions, community events, workshops, Stanford Spaces, Stanford Voices, and more. Please visit our **Find Your Community** page to view the differences between the Residential and Commuter experience.

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<sup>1</sup>'Personal reasons' in this context refers to any other reasons that may be negatively affecting the student's overall health and wellbeing.

# Stanford University Summer Quarter Calendar

DATE	DESCRIPTION
<b>Mid March</b>	▶ Begin submitting Health Requirements documentation via Vaden Patient Portal.
<b>March 3</b>	<p>▶ Housing application opens via Axess (Residential students only).</p> <p>Application is available on Axess for residential students who have been issued a Stanford ID number (SUID). Housing is guaranteed, but Summer Session high school residential students still need to complete the Residential &amp; Dining Enterprises (R&amp;DE) housing application in order to sign the <b>Residence Agreement</b> and receive their keys on Welcome Weekend.</p> <p>▶ <b>E-Form</b> for religious housing accommodations opens.</p>
<b>March 14</b>	▶ Deadline to submit a Medical/Disability Accommodation Request via <b>OAE   CONNECT</b> .
<b>April 7</b>	▶ <b>Axess</b> opens for course enrollment (5:30 p.m. PT)
<b>April 9</b>	<p>▶ Deadline to submit religious housing accommodations.</p> <p>You can submit a request by completing this <b>e-form</b>. The form to request religious housing accommodations will open on <b>March 3</b>.</p>
<b>April 16</b>	▶ Deadline to submit housing application.
<b>May 23</b>	▶ First Summer Quarter bill posted (see <b>Billing</b> section for more information).
<b>May 24</b>	▶ Housing assignments announced.
<b>June 1</b>	▶ Last day to submit <b>Health Requirements</b> via Vaden Patient Portal.
<b>June 15</b>	<p>▶ Last day for students to acknowledge <b>Cardinal Care</b> Enrollment Policy in Axess.</p> <p>▶ Last day for students with medical insurance coverage to waive Cardinal Care, the University's health insurance plan—online, via Cardinal Care Portal.</p>
<b>June 20</b>	<p>▶ First Summer Quarter bill due.</p> <p>Full account payment is expected with each bill notification. Accounts not paid in full will incur a 1% late fee of the remaining balance.</p>



<b>June 21</b>	<ul style="list-style-type: none"> <li>▶ Mandatory check-in and welcome activities for ALL students.</li> <li>▶ Move-in day for residential students.</li> </ul>
<b>June 23</b>  <b>June 23 (continued)</b>	<ul style="list-style-type: none"> <li>▶ Second Summer Quarter bill posted.</li> <li>▶ First day of classes.</li> <li>▶ Preliminary study list deadline (5 p.m. PT).</li> <li>▶ Deadline to submit an <b>Annulment of Summer Registration</b> form for a full tuition refund. See the <b>Billing</b> section or <b>Tuition Refund Schedule</b> for more information.</li> </ul>
<b>July 3</b>	<ul style="list-style-type: none"> <li>▶ High school students permitted to travel off-campus. This includes travel with a legal guardian/parental permission form and written approval from Summer Session office, or a local off-campus travel form.</li> </ul>
<b>July 4</b>	<ul style="list-style-type: none"> <li>▶ Independence Day celebrated (holiday, no classes).</li> </ul>
<b>July 7</b>	<ul style="list-style-type: none"> <li>▶ Final study list deadline (5 p.m. PT). <ul style="list-style-type: none"> <li>▶ Deadline to add courses.</li> <li>▶ Deadline to drop courses with no record of “W” on transcript.</li> <li>▶ Deadline to adjust units on a variable-unit course.</li> </ul> </li> </ul> <p>This is the final day to make the changes listed above to the courses you are enrolled in. Note that changes after this date may only be made for exceptional circumstances by submitting a Request for Exception form through an academic advisor and will be subject to approval.</p> <ul style="list-style-type: none"> <li>▶ Deadline for tuition reassessment for dropped courses or units. Individual courses and units dropped after this date will not be eligible for a refund.</li> </ul>
<b>July 20</b>	<ul style="list-style-type: none"> <li>▶ Second Summer Quarter bill due.</li> </ul>
<b>July 23</b>	<ul style="list-style-type: none"> <li>▶ Third Summer Quarter bill posted.</li> </ul>
<b>July 25</b>	<ul style="list-style-type: none"> <li>▶ Term withdrawal deadline (5 p.m. PT).</li> <li>▶ Last day to submit an <b>Annulment of Summer Registration</b> form to withdraw from the Summer Session program for a partial tuition refund. No refunds given for dropped units or individual courses. See the <b>Tuition and Refund Schedule: 2024-2025</b> for Stanford University’s refund schedule.</li> </ul>
<b>August 1</b>	<ul style="list-style-type: none"> <li>▶ Change of grading basis deadline (5 p.m. PT).</li> </ul>

	<p>This is the final day to change your grading basis from a letter grade to CR/NC and vice versa. Note that changes after this date may only be made for exceptional circumstances by submitting a Request for Exception form through an academic advisor and will be subject to approval.</p> <p>▶ Course withdrawal deadline (5 p.m. PT); “W” will appear on transcript.</p>
<b>August 14</b>	▶ Last day of instruction.
<b>August 15-16</b>	▶ End-quarter examinations for courses.
<b>August 17</b>	▶ Move-out date for residential students (8 a.m. - 12 p.m.).
<b>August 20</b>	▶ Third Summer Quarter bill due.
<b>Late August/ Early September</b>	▶ Grades begin to appear on Axxess for students who submitted online course evaluations.

# Stanford University Directory

DEPARTMENT	CONTACT
<b>Stanford Summer Session</b> <a href="http://summer.stanford.edu">summer.stanford.edu</a>	650.723.3109 (Voice) 650.275.6550 (Text)
<b>Stanford Campus Operator</b>	650.723.2300
<b>Student Services Center (SSC)</b> Student Record and Compliance <a href="http://studentservicescenter.stanford.edu">studentservicescenter.stanford.edu</a>	650.723.7772
<b>Office of the University Registrar</b> Registration and Academic Records <a href="http://registrar.stanford.edu">registrar.stanford.edu</a>	650.723.7772
<b>Student Financial Services</b> Student Bills and Making Payments <a href="http://sfs.stanford.edu">sfs.stanford.edu</a>	650.723.7772
<b>Vaden Health Center</b> <a href="http://vaden.stanford.edu">vaden.stanford.edu</a>	650.498.2336
<b>Health Insurance Office at Vaden Health Center</b> <a href="http://vaden.stanford.edu/insurance">vaden.stanford.edu/insurance</a>	650.498.2336, Ext.5
<b>Bechtel International Center</b> Visas and International Student Concerns <a href="http://bechtel.stanford.edu">bechtel.stanford.edu</a>	<a href="mailto:new_intl_summer@stanford.edu">new_intl_summer@stanford.edu</a>
<b>Visitor Information Services</b> <a href="http://visit.stanford.edu">visit.stanford.edu</a>	650.723.2091
<b>Student Bookstore</b> <a href="http://bkstr.com/stanfordstore/home">bkstr.com/stanfordstore/home</a>	650.329.1217
<b>Office of Accessible Education</b> <a href="http://oea.stanford.edu">oea.stanford.edu</a>	650.723.1066
<b>Office of Accessible Education TTY</b> <a href="http://diversityandaccess.stanford.edu">diversityandaccess.stanford.edu</a>	650.723.1067
<b>Department of Public Safety</b> <a href="http://police.stanford.edu">police.stanford.edu</a>	<b>Main Office:</b> 650.723.9633 <b>Emergency:</b> 911 <b>Non-emergency:</b> (650) 329-2413



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# Securing Your Spot

## Offer of Admission and Securing Your Spot After Admission

To secure your spot in the program, it is important to **fully** complete the acceptance process as soon as possible. The acceptance process consists of completing a list of forms, providing medical and contact information, and paying the non-refundable Program Fee. Students can view this list and complete these tasks on the Status Page in their application portal. The Stanford Summer Session Office has provided students a link to their application portal at the time their admission decision was emailed.

Failure to complete all required forms and pay the non-refundable program fee by the deadline listed on your admission letter may result in being placed on the waitlist or even forfeiting your spot. **Please be sure to complete all tasks listed below by the deadline mentioned in your admission letter.**

ITEMS TO COMPLETE	
<input type="checkbox"/> <b>Reply to Offer of Admission</b>	<p>Log into your Application Status Page and complete the Reply to Offer form</p> <p><b>Be mindful of your deadline to complete all items below.</b></p>
<input type="checkbox"/> <b>Program Policies Acknowledgement</b>	<p>Review and acknowledge all important program policies, including policies within the Summer Session Program Handbook, <b>Stanford's Fundamental Standard</b> and <b>Honor Code</b>, <b>Residence Agreement</b>, and the <b>Vaden Health Services</b> website.</p>
<input type="checkbox"/> <b>Assumption of Risk Form</b>	<p>Parents/Legal guardians will be asked to sign the <b>Assumption of Risk (Liability Waiver)</b></p> <p>This form requires you to download the Liability Waiver and upload it back once your parent/legal guardian has signed.</p>
<input type="checkbox"/> <b>Medical Information &amp; Proof of Insurance</b>	<p>Acknowledge auto-enrollment in Cardinal Care Health Insurance in Axxess and the option to waive it.</p> <p>Download the Medical Treatment Release form and upload it back once your parent/legal guardian has signed.</p> <p>Provide medical information including medications currently being administered.</p> <p>If available, provide current insurance coverage information.</p> <p><b>NOTE: This information is for Summer Session reference only and is <u>not</u> for waiving Cardinal Care. There will be a separate process to waive Cardinal Care after your spot in the program is secured.</b></p>



<input type="checkbox"/> <b>Emergency Contact Information</b>	Provide emergency contact information.
<input type="checkbox"/> <b>Local Contact (Commuter only)</b>	Commuters are expected to live within a 50-mile radius of campus. Summer Session will verify local contact to ensure students are staying within commuting distance with a trusted friend or family member who is over 18 years of age.
<input type="checkbox"/> <b>Acknowledgement of access to OAE services</b>	Acknowledge optional services provided by the Office of Accessible Education.
<input type="checkbox"/> <b>Copy of Passport (International Students Only)</b>	Provide a copy of your passport clearly displaying all information. Your passport must be valid through November 1, 2025.
<input type="checkbox"/> <b>Student Profile</b>	This information helps us get to know you better and supports planning of co-curricular and residential events.
<input type="checkbox"/> <b>T-Shirt Size</b>	All students receive a t-shirt at the time of mandatory check-in.
<input type="checkbox"/> <b>Non-refundable Program Fee payment</b>	Submitting payment for the Program Fee confirms your spot in the program.

## Axess and Your SUNet ID

Axess is Stanford's web-based student information system that allows you to take care of many administrative responsibilities associated with your participation in Summer Session, such as checking the balance of your University Bill, enrolling in classes, updating your personal and emergency contact information, making adjustments to your enrollment, evaluating courses at the end of the quarter, and indicating what information in your student record is releasable to the public. It is critical that you ensure your contact information is accurate in Axess and that you make the necessary updates immediately whenever it changes.

Your Stanford University Network ID (aka SUNet ID) and password are required each time you use Axess or any other platform using Stanford's Single Sign On (SSO) system. Students who have completed the acceptance process and have been issued a Stanford ID number (SUID) will receive instructions on how to create their own SUNet ID. For your personal information to remain secure, it is vital that you do not share your SUNet ID password with anyone else. You may not authorize anyone else to use Axess on your behalf, even your parents or legal guardians. If you would like your parent or legal guardian to have access to your University Bill, you will be able to set them up as an **Authorized Payer**, which will allow them to set up their own username and password to log onto Axess.

It is a violation of University policy to misrepresent yourself in any way. You may lose student privileges or be subject to disciplinary action if you use another student's SUNet ID password or if you deliberately provide false information in Axess.

### WEBSITE

### How to Add an Authorized User



# Course Enrollment

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## Summer Quarter Courses

Stanford operates on the quarter system. The majority of courses offered during Summer Quarter are eight weeks in duration—two weeks shorter than the Autumn, Winter, and Spring Quarters that comprise the rest of the academic year. All summer courses are compressed to fit an abbreviated term, so students should expect their program of study to be fast-paced and academically challenging. Our website offers a list of courses that are suitable for high school students. **High school students enrolled in Summer Session must only select courses that are designated as appropriate for students in the high school program.** All course details may be subject to change.

**WEBSITE**      **Summer Session Course List**

## Course Workload

For the duration of the Summer Session program, commuter students are required to remain enrolled in a minimum of 5 units. Residential students and/or students with a Stanford sponsored I-20 are required to remain enrolled in a minimum of 8 units. In general, one unit of credit is equal to three hours of work per week—which is further defined as one hour of class time and two hours of homework/preparation outside of class.

**1 credit roughly equals 3 hours of work per week**

*Note: This is a general conversion used to help students gather an estimate for their expected workload. There are certain factors, such as specific courses and course structure, which may affect your actual workload.*

**WEBSITE**      **About Courses & Workload**

## Auditing Courses

Auditing courses or sitting in on a class you are not enrolled in (unofficially enrolling and participating in a course(s) for no credit) is **not available nor permitted** for visiting students during the summer quarter. Students interested in attending a course must officially enroll in the course through SimpleEnroll, which is found in Axess. If you are unsure of how to navigate SimpleEnroll, please refer to Summer Session's step-by-step tutorial on how to enroll in courses.

**WEBSITE**      **How to Enroll in Courses**

## Enrollment Requirements

Summer Session high school students must adhere to the following enrollment parameters:

- ▶ All residential students must maintain enrollment in a minimum of 8 units, 7 of which must be from academic departments.
- ▶ All commuting high school students must maintain enrollment in at least 5 units.
- ▶ All international students who require a Stanford-sponsored I-20 (Certificate of Eligibility for Nonimmigrant F-1 Student Status) must maintain enrollment in a minimum of 8 units.
- ▶ Summer Session high school students are discouraged from taking more than 12 units.

#### Additional Enrollment Considerations:

- ▶ Students are responsible for adhering to the academic deadlines outlined in this handbook. Only in cases of truly exceptional circumstances, can students request exceptions from the Final Study List Deadline, Change of Grading Basis Deadline, and Course Withdrawal Deadline. These requests must be made to Urmi Sheth, Assistant Director of Academic Programs, [usheth@stanford.edu](mailto:usheth@stanford.edu).
- ▶ Visiting Summer Session students are not permitted to take a grade of Incomplete in any of their summer courses.
- ▶ Make sure to select the grading option you want for each course (Letter Grade or Credit/No Credit or Pass/No Pass). All courses have “credit,” which is determined by the number of units. Most students prefer to earn a letter grade (A, B, C, etc.) in their courses. If you select Credit/No Credit as your grading basis for a course, you’ll receive CR (passing grade) or NC (not passing) as the final grade in the course. **You have until the Change of Grading Basis Deadline (August 1, 2025) to modify your grading option. Once this deadline passes, requests for changes may only be permitted in extenuating circumstances and will be reviewed on a case-by-case basis.**
- ▶ Confirm that your class schedules do not conflict with one another—look at days, times, dates, and the final exam schedules.
- ▶ When selecting your courses, pay close attention to the course meeting times as this may affect your final exam dates and times. **Final exams are based on courses’ meeting times.** Enrolling in courses with the same meeting times may lead to conflicting final exam schedules.

#### WEBSITE **Final Exam Schedule**

## Pre-Summer Academic Advising

Pre-Summer Academic Advisors are available virtually to Summer Session students before enrollment opens in Axxess. They can assist you with course selection and answer questions about prerequisites, creating a balanced schedule, accessing academic support during the summer, and identifying academic interests. The Summer Session Office will notify students when Pre-Summer Advising opens as well as provide a registration link to schedule an appointment.

## Enrollment Opening

Course Enrollment will open on **April 7, 2025, at 5:30 p.m., Pacific Time**. Once course enrollment opens, students will be able to enroll in their courses through Simple Enroll, which is found through Axxess. Prior to Course Enrollment opening, we encourage students to look through Summer Session's 2024 Course List. The 2025 Course List will be posted during the first week of February. Please keep in mind that courses are on a first come, first serve basis and some courses may not have a waitlist. Therefore, we cannot guarantee spots in any course. Students can find instructions on how to enroll through Simple Enroll on the Stanford Student Services website.

**WEBSITE**                      **How to Enroll in Courses  
Course List**

## Withdrawing from the Program

Should you need to withdraw from the program, please submit an **Annulment of Summer Registration Form**. You must complete and submit the electronic Annulment Form to fully withdraw from the program. Students will also be responsible for canceling any housing assignments and/or dining plans.

An Annulment of Summer Registration Form is required from all confirmed students who will no longer be attending Summer Session. Students will **not** be automatically canceled based on not attending classes, or by sending an email notifying our office of your withdrawal. Any student who was issued a Stanford ID number and fails to submit an annulment form will be responsible for their full tuition bill whether or not they ever attended classes.

To cancel your housing assignment:

- ▶ Log into **Axxess**.
- ▶ Select **Housing and Dining** under the **Student** menu.
- ▶ Select **Cancel Future Assignments** and follow the prompts.
- ▶ You may cancel a future assignment on Axxess until 48 hours before your move-in date. If your move-in date is within 48 hours, please file a **ServiceNow** request.

To cancel your dining plan:

- ▶ Reach out to **diningplans@stanford.edu** with your SUNet ID and Student ID Number.

By withdrawing before the start of the program, you will receive a full refund on tuition. After June 23, 2025, students may be eligible for a partial refund of their tuition charges on a per diem basis. Other non-tuition charges may not be eligible for a refund (i.e. Cardinal Care health insurance, Document Fee, Campus Health Service Fee, etc.). Housing and dining charges may be subject to a cancellation fee as described in the Residence Agreement, even if the cancellation request was made prior to the start of the program.

## Summer Session Course Concerns and Grade Appeals

In general, if you have concerns about your classroom experience in any Summer Session courses, you should first discuss them with your instructor. Academic advising is also available from the Summer Academic Resource Center.

## **Reporting and Revision of End-Quarter Grades**

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

If a student questions an end-quarter grade based on the grading of part of a specific piece of work (for example, part of a test) on the basis of one of the allowable factors mentioned in the preceding paragraph (for example, an error in computation or transcription, or work unintentionally overlooked, but not matters of judgment as mentioned above), the instructor may review the entire piece of work in question (for example, the entire test) for the purpose of determining whether the end-quarter grade was a proper one.

In general, changing an end-quarter grade is permitted on the basis of the allowable factors already mentioned whether an error is discovered by the student or the instructor; however, changing a grade is not permitted by reason of revision of judgment on the part of the instructor.

## **Grade appeal on your final overall class grade**

If you would like to appeal the grade you received for your summer session course, please start by asking your instructor for a reconsideration of your grade, explaining the reasons for your request and any other relevant information about the situation. This can take place orally or in writing (over email). Ideally, you will meet with your instructor to discuss the situation.

If you cannot resolve the dispute during this meeting and wish to pursue an official complaint or grade appeal, you must submit a formal grievance to the relevant department chair within 30 days of the last day of Summer Session classes. This should include a detailed memo (which can be contained in the body of an email) explaining the reason that you're appealing your grade as well as any actions you've taken so far to resolve the issue with your instructor, the outcome of the action, and any adverse effects you have experienced. Once the department chair has received the memo, they may reach out for additional materials and advise on next steps in the process. The decision of the department chair is final.

Please note that a delay in filing a grievance beyond 30 days after the last day of Summer Session classes will constitute grounds for rejection of the grievance.

# Billing

## Understanding Your Bill

Stanford University sends our bill notifications on a monthly basis. For the Summer Quarter, students will be notified of their bill being posted three separate times. The first bill notification typically reflects a majority of the overall cost for the summer which consists of tuition, campus fees, housing fees, dining fees, and health insurance. The following two bill notifications will display any adjustments made to tuition, meal plans, or housing arrangements, Cardinal Print charges, or lost keys.

**There are no installments or payment plans for the summer quarter. All bills are expected to be paid in full by its due date. Any remaining balance on your account will be subject to a late fee.**

*Note: Some students may receive a fourth bill notification after August. These charges typically reflect some later fees from the last couple of weeks of the program, such as printing charges or rekeying fees. Please see **Important Bill Dates** for more information.*

## Cost Breakdown

The overall cost of the summer program consists of tuition and other fees, such as Application Fee, Program Fee, Campus Health Services Fee, and more.

*Note: The Application Fee and Program Fee was collected as part of the application and acceptance process and will not be included in your university bill. The Program Fee is not a deposit for the summer program.*

Fee	Cost
<b>Application Fee*:</b>	\$105
<b>Program Fee*:</b>	\$675 (Residential) \$365 (Commuter)
<b>I-20 Processing Fee*:</b>	\$160 (International requiring Stanford-sponsored I-20)
<b>Campus Health Service Fee</b>	\$261
<b>Cardinal Care Health Insurance</b>	\$1,905
<b>Document Fee</b>	\$125
<b>Housing (Residential only)</b>	\$3,527~
<b>Technology Fee (Residential only)</b>	\$94
<b>Meal Plan (Residential only)</b>	\$1,953~

<b>Mail Service Fee (Residential only)</b>	\$30
<b>Tuition</b>	\$1,447 per 1-11 units  OR  \$21,709 (fixed rate) for 12-20 units

\*The Application and Program Fee were paid during the application and acceptance process. These fees are not included in your university bill.

## Tuition Rate

Tuition is charged at \$1,447 per unit when enrolled in 3 to 11 units. Students enrolled in 12 units or more are considered full-time enrollment and will be charged a fixed rate of \$21,709 instead of the per unit rate.

Number of units/credits	Tuition
<b>1 - 11 units</b>	\$1,447 per unit
<b>12 or more units</b>	\$21,709

In general, attending as a commuter student taking a minimum of 5 units, estimated costs will start at \$8,091. Residential students taking a minimum of 8 units, estimated costs will start at \$18,443

The cost of the program and tuition will vary depending on each student's enrollment. We highly recommend that students visit the **Tuition & Fees calculator** on the Stanford Summer Session website to estimate the cost of their enrollment. Students are also encouraged to check their university account in Axxess whenever they have an enrollment change to monitor any changes to their bill.

**WEBSITE**      **Tuition & Fees Calculator**

## Important Bill Dates

Pay close attention to all billing and academic deadline dates as they may affect your bill and the amount you are responsible for paying.

Stanford University posts monthly bill notifications and students are expected to pay each bill in full by its due date. **Any outstanding balance left unpaid after the bill due date will incur a 1% late fee.** Please be sure to check your bill regularly to ensure you are aware of the fees you are responsible for by the bill due date.

The bill for the summer quarter is posted on the 23rd of every month and due on the 20th of the following month. Below is the billing schedule for Summer 2025.



Billing Notice Date	Due Date
<b>May 23</b>	<p><b>June 20</b> - This bill typically reflects a majority of the charges for the summer. This bill will likely include tuition for enrolled courses, Cardinal Care health insurance, housing, dining, and campus fees. <i>Please note that housing and dining charges may not always post by the first bill and may reflect on the second bill instead.</i></p> <p><b>All bills are expected to be paid in full by the deadline. Any unpaid accounts will incur a 1% late fee of the remaining balance.</b></p>
<b>June 23</b>	<p><b>July 20</b> - This bill notification will include any changes made to your account since May 23. You may see tuition reduction if you dropped a course, or increased tuition if you added a course. This bill may include all housing and dining related charges if it was not posted in the first bill.</p>
<b>July 23</b>	<p><b>August 20</b> - This is your third bill notification of the summer quarter and will include any adjustments made after June 23. Please note that this may not be your final bill. Some charges like rekeying fee for lost keys and on-campus printing charges may still be added to your bill after the program ends. Please continue to monitor your account to ensure you don't have any missed payments.</p>
<b>*August 23</b>	<p><b>*September 20</b> - Although not part of the Summer Quarter bill notifications, students may still receive a bill notice in August. This bill may include new fees that were processed after the end of the summer program such as Cardinal Print charges for printing done during the summer, or rekeying charge for lost keys.</p> <p><b>Please check your accounts after the program ends to ensure you don't have any outstanding balance. Any unpaid accounts may become delinquent and will result in an enrollment hold on your student account.</b></p>

## Making a Payment & Payment Methods

Students will be able to pay their bill through Axess once the first bill is posted on May 23, 2025. To make a payment, students must complete the following steps:

- ▶ Log into **Axess**.
- ▶ Navigate to **'Bill & Payment Systems'**
- ▶ Select **'View & Pay My Bill'**
- ▶ Select **'Account Activity'** and **'See Details'** to view your itemized bill
- ▶ After reviewing your bill, select **'Make a Payment'**

The **'Balance Due'** will auto populate to the balance on your bill. When you are ready to pay, select one of the two payment options listed on the page, **'Add New Bank Account (eCheck)'** or **'International Payment via Flywire'**

Please note that the two main forms of payment that Stanford University accepts are **electronic checks** and **fund transfers through Flywire**. For more information regarding these payment methods, please visit the **Make a Payment** page on the Student Services website.

*NOTE: Credit card, debit card, and cash payments are **not** acceptable forms of payment.*

**WEBSITE**

**Make a Payment**

## Authorized User

As a student, you may authorize others to access your Stanford student financial account and make payments on your behalf. Such individuals are referred to as “Authorized Users”. Authorized users cannot edit their own “Authorized User” account or set up other authorized users.

As a student, you can add authorized users to your account following these steps:

- ▶ Select the **Set Up Authorized Users** button on the **Account Summary** page.
- ▶ Enter an **Authorized User** (see below) including their first and last name, relationship to you, and email address.
- ▶ Select **Create**.
- ▶ On the next screen, you will see a list of your authorized users. There, you have an option to add additional authorized users.

Authorized users have access to all of the same features that you do as a student, including the ability to:

- ▶ View an **Account Summary** with your current balance, prior balance, anticipated aid, and the due date.
- ▶ See and print a full transaction history by term on the **Account Activity** page.
- ▶ **Make a Payment** on the account.

**WEBSITE**

**Manage Authorized Users on Your Account**

## Refund Schedule

If you have a change of plans before the first day of class, students can **withdraw from the program** for a full tuition refund. After the first day of class, tuition is refunded on a per diem basis starting with the first day through the first 60 percent of the term for the summer quarter. The per diem tuition rate for the 2025 summer quarter is \$394.71.

Here is an example of how the per diem tuition rate would apply to a student’s tuition: A full-time Summer Session high school student who is enrolled in 12 units decides to withdraw from Stanford on the 10th day of the Summer Quarter. They would be assessed \$3,947.10 (10 days x \$394.71) in tuition. The student would be eligible for a refund of \$17,761.90 (\$21,709 - \$3,947.10) minus any scholarship or loan funds that would be returned to the source of those funds.

**Please note that refunds are not issued automatically. Instead, it will be noted as an overage on your account until after the summer program. This allows any overage a student accumulates to count toward their next balance. Refunds will be processed in mid-September after the fourth bill's due date.**

Please keep in mind the Preliminary Study List Deadline, Final Study List Deadline, and Term Withdrawal Deadline as these dates may affect your bill.

Date	Description
<b>June 23 (5 p.m.)</b>	<b>Preliminary Study List Deadline</b> - This is the last day students can withdraw from the program and receive a full tuition refund. After this date, tuition will be charged on a per diem basis, and students may receive a partial tuition refund. Other non-tuition charges are not eligible to be refunded.
<b>July 7 (5 p.m.)</b>	<b>Final Study List Deadline</b> - This is the last day for tuition reassessment for individual courses and units. Students will no longer be able to get tuition adjustment for any changes (i.e. add, drop, or change unit variables) to their course enrollment beyond this date.  Students may continue to drop a course until the Course Withdrawal deadline and a 'W' notation will appear on the transcript.
<b>July 25</b>	<b>Term Withdrawal Deadline</b> - This is the last day for students to withdraw from the program with a partial refund, if applicable. After this date, students will not get any tuition refund if they withdraw from the program.

To ensure you do not miss these dates, please visit the Summer Quarter Calendar at the beginning of the handbook or visit the Dates and Deadlines page on the Stanford Summer Session website.

#### WEBSITE

**Tuition Refund Schedule**  
**Dates & Deadlines**  
**How to Withdraw from the Program**

# Student Check-In & Welcome Weekend

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## Student Arrival & Welcome Weekend

Welcome Weekend is Stanford Summer Session's mandatory student check-in and orientation event held on the first day of the program, Saturday, June 21, 2025, from 10 a.m. to 4 p.m. PT. Welcome Weekend is organized to help prepare students for the summer as well as help them get acquainted with the campus and staff. During the event, students will check into the program, pick up their physical Stanford ID card, attend orientation(s), attend a campus tour, move into their residences, as well as participate in other events.

**All Summer Session students, residential and commuter, are required to arrive at Stanford Main Campus for mandatory check-in on June 21, 2025.**

**All international students on Stanford-sponsored F-1 visas will also be required to complete a mandatory online training session prior to arriving on campus. More information on these training sessions will be sent via email in the spring.**

Please monitor your email for specific details outlining the times and locations of welcome events. Families should not make plans with residential students after 5 pm on Saturday, June 21, 2025.

Note: **Summer Session high school residential students are required to remain within the program and on campus until July 3, 2025.** Starting July 3, overnight visits to family or friends off campus must be approved in advance by submitting a Travel Permission Form. This form will be shared with parents during the first week of the program. Please read the **Off-Campus Travel policy** within the Program Handbook for more information.

## Transportation & Airport to Stanford Campus

There are three regional airports students may fly into for the summer:

- ▶ San Francisco International Airport (SFO) - San Francisco, CA | 20-30 minute car ride to campus
- ▶ San Jose Mineta International Airport (SJC) - San Jose, CA | 20-30 minute car ride to campus
- ▶ San Francisco Bay Oakland International Airport (OAK) - Oakland, CA | 35-45 minute car ride to campus

While Stanford University does not have an airport shuttle service to and from Stanford Campus, there are several alternative modes of transportation open to students, such as airport shuttles, hire cars, rideshares, and public transportation. More information regarding travel will be shared with students closer to the start of the program in June.

## Student Move-In

The earliest day students will be able to move into their residence is **June 21, 2025** after checking into the program at Student Check-In. Once students have checked-in, students may gather their belongings and head to Wilbur Hall's Housing Service Center to pick up their room key and move into their residence.

Parents/legal guardians are welcome to assist their students during move in. Please note that June 21, 2025 is the only day that parents are permitted to enter student residences. After Welcome Weekend, guests and parents will no longer be allowed to enter.

At the Housing Service Center, students will either receive a physical key to their residence or have a key programmed to their student ID. Students may then access their building and room. There are no elevators. We recommend bringing a cart or hand truck. There is free parking located near residences.

## Packing List

In preparation for the summer, here is a list of items we recommend bringing:

### WHAT TO BRING:

- ☐ Government-issued photo ID/passport
- ☐ Health insurance card (unless purchasing Cardinal Care)
- ☐ Pillow and pillowcase
- ☐ Bed sheets (twin XL)
- ☐ Blanket or lightweight comforter
- ☐ Towels
- ☐ Laundry bag
- ☐ High-efficiency detergent
- ☐ Shower caddy and sandals
- ☐ Clothes hangers
- ☐ Personal health/grooming supplies
- ☐ Clothing for changing weather conditions
  - ☐ Northern California has many micro-climates, and weather can change drastically from hot to cold or cold to hot.
- ☐ Medication
- ☐ Book bag
- ☐ NOTE: All rooms are equipped with a \*twin bed, desk, desk chair, and dresser for each student. Pillows, bed linens, and towels are not provided. As desired, you can purchase items like pillows, bedding, and towels in the local area when you arrive at Stanford. Keep in mind potential waste and take your items with you when you leave the program. There will be an opportunity to donate items at move-out.

### WHAT **NOT** TO BRING

- ☐ Pets of any kind, including aquatic and reptilian
- ☐ Appliances with open heating elements, such as hot plates or toasters
- ☐ Weapons or ammunition
- ☐ Candles, torches, incense, and open-flame devices
- ☐ Halogen lamps
- ☐ Mercury thermometers
- ☐ Drugs and drug paraphernalia
- ☐ Cigarettes, e-cigarettes, and vapes
- ☐ Irreplaceable valuables
- ☐ Hobbyist drones or other Unmanned Flying Vehicles (UFVs)

- ☐ Alcohol and non-alcoholic liquor/spirits

#### OPTIONAL

- ☐ Computer
  - ☐ Computers are available in the computer clusters in the residences, as well as at several computing clusters around campus. Students are encouraged to bring their own computer if they have one and it is easy to pack.
- ☐ Small desk lamp
- ☐ Cell phone
- ☐ Musical instruments
- ☐ Semi-formal attire is optional for some events this summer, but not required
- ☐ Portable fan (Rooms are not air-conditioned)
- ☐ Power strip/surge protector
- ☐ Chargers and cables
- ☐ Mattress pad
- ☐ Sports equipment (golf clubs, tennis racket, cleats, etc.)
  - ☐ Bicycle / skateboard / method of transport around campus
- ☐ Students can rent a bike for Summer Quarter at the **Campus Bike Shop**.
- ☐ Bike lock
- ☐ A car
  - ☐ High school residential students cannot bring a car or drive a car during the duration of the program; however, high school commuter students may have a car on campus. Parking permits are required to park on campus during the day. A selection of permit classifications is available to fit individual needs. For more information, students should visit the **Parking and Transportation Services (P&TS)** website. Students must have their Stanford ID card and will need to wait until just before the start of the Summer Quarter in order to purchase on-campus parking permits.

## Class Materials & Personal Device

Each course will require different materials and textbooks. Instructors will notify students of what materials and textbooks they will need for their classes closer to the start of the program or during the first week of class.

Class materials and textbooks are typically listed on the course syllabus on the course's **Canvas page**. Please note that some instructors will only share the current syllabus with students enrolled in the course or on the first day of instruction. Instructors may also contact students via email before the first day of class, so we highly encourage students to practice checking their Stanford email regularly as soon as they receive access.

Students may also look up class materials through the websites listed below.

**It is recommended that students bring a personal device, such as a laptop or tablet for note taking and to complete assignments if possible.** If students do not have a personal device for the summer, students are welcome to use the computer clusters found throughout campus. Both commuter and residential students will have access to computer clusters located in the libraries on campus. Residential students will also have access to the computer clusters located in the residences.

*NOTE: For students planning to bring their own device for the summer, we highly recommend looking through **Stanford's Recommended Laptop Specifications** page on **Student Tech Resources & Support** website.*



## Student Move Out

The last day of instruction will be held on Thursday, August 14, 2025. Final exams will follow on Friday, August 15 and Saturday, August 16, 2025. Students are not permitted to move out of their residence and leave the Summer Session program before completing all final exams. **In order for students to receive a grade, they must complete all components of their courses, including completing all final exams.**

The final day of the Stanford Summer Session program is Sunday, August 17, 2025, and students must depart their residence by noon (12 p.m.). Although this is the designated move-out day for residential students, many students will check out in the days leading up to the final day. To notify Stanford Summer Session staff of students' expected date, time, and mode of departure, parents/legal guardians are required to complete the Departure Form on behalf of their student. Students cannot complete the Departure Form. The form is emailed directly to the parents/legal guardians on file in late July.

As students prepare to move out, they are required to follow the following protocol:

- ▶ Remove ALL personal belongings, ensuring to check the bathroom
- ▶ Appropriately donate or dispose of unwanted items
- ▶ Return the room to move-in condition, including placing furniture in the arrangement found upon move-in condition
- ▶ Students must return their room key at the Housing Service Center front desk during business hours or use the drop box after hours unless students have tap card access

NOTE: Students will be charged a Rekey Fee for any missing or lost room keys.

# General Information

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## Visitor Information

Stanford University's **Visitor Information** website has an abundance of travel-related information, as well as a searchable campus map. Information on driving directions, nearby airports, public transportation, and lodging are also available on this website.

### WEBSITE

**Visitor Information**

## Student Safety

### EMERGENCY PLANNING AND RESPONSE

In an emergency, the University's first priority is to protect life and safety, and there is a broad network of departments and staff that play an active role in emergency response. The University's ability to communicate accurately and in a timely manner is crucial, so university departments work together to build response plans and to conduct response exercises where staff practice coordination, decision making and emergency communication.

### ALERTSU

If an event is considered sufficiently serious, the University uses **AlertSU** to distribute a mass notification to students, staff, and faculty. AlertSU delivers time-sensitive emergency notifications via phone, email, text messaging, and outdoor warning sirens. The AlertSU text message provides immediate information and instructions in an emergency.

**Stanford Emergency Information** is the single source of accurate information updated by University Communications throughout the emergency.

Summer session students **are required** to:

1. provide current contact information for themselves, and
2. designate at least one person—usually a parent, legal guardian, immediate family member, or close friend— who the University can notify in an emergency on behalf of the student.

**To meet this requirement, once you have received your SUNet ID log in to Axxess and enter contacts for yourself and at least one person the University can notify in an emergency.**

**If you do not enter contact information into Axxess, you will not receive an emergency notification from the AlertSU system.**

Summer Session high school students are encouraged to keep an open line of communication with their families during the summer, especially during urgent or emergency situations. Staff members' first priority is the safety and care of our students. We work with appropriate personnel—police officers, hospital workers, and others—to ensure

proper notification during an emergency, and we always encourage students to contact their families regarding such situations.

It is important to keep in mind that in certain emergency situations, phone lines may be down, rendering both text and phone calls unavailable. Therefore, maintaining regular communication with families is highly encouraged.

## EMERGENCY INFORMATION WEBSITES

<b>WEBSITE</b>	<b>Stanford Emergency Information</b>
<b>RADIO</b>	KZSU 90.1 FM
<b>TELEPHONE</b>	650.725.5555
	844.ALERTSU (844.253.7878) (Out of Area)
	01.602.241.6769 (for callers abroad)

<b>WEBSITE</b>	<b>AlertSU</b>
<b>TELEPHONE</b>	650.723.9633
<b>TELEPHONE</b>	01.602.241.6769 (for callers abroad)

## PLANNING AND PREPAREDNESS

The Department of Environmental Health and Safety, Office of Emergency Management provides preparedness information for staff, faculty and students. An excellent resource for preparedness information is the Stanford **CardinalReady** website, where information on different types of emergencies and how to prepare is readily available. You can also review “**Be ‘Quake Safe’ at Stanford.**”

Another great site for family preparedness and planning is the US Federal Emergency Management Agency (FEMA) **READY.GOV** website.

<b>WEBSITE</b>	<b>CardinalReady</b>
	<b>Be ‘Quake Safe’ at Stanford</b>
	<b>READY.GOV</b>

## THREAT AND VIOLENCE PREVENTION

Stanford University has developed resources for how to prevent, assess, and respond to threatening situations on campus. For information, including warning signs to recognize, personal protection strategies, and active threat response, visit the **Threat and Violence Prevention Website.**

<b>WEBSITE</b>	<b>Threat and Violence Prevention</b>
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## Stanford Dining and Meal Plans

Stanford Dining offers high-quality, locally grown, sustainable foods throughout the dining halls that remain open for the summer quarter. Fresh soup and salad bars are available along with a daily variety of delicious, nutritious entree options, including vegetarian, vegan, gluten-free, kosher, and halal.

## MEAL PLANS FOR COMMUTING STUDENTS

Summer Session students who attend the program as commuters and who wish to purchase a summer meal plan should call or email the Dining Plan Office or purchase their meal plan at the Arrillaga Family Dining Commons once they arrive on campus.

## MEAL PLANS FOR RESIDENTIAL STUDENTS

Summer Session high school students who attend the program as residential students will note that their housing application includes information about meal plans. Meals play a key role in community building, student well-being, and learning opportunities beyond the classroom.

Residential students are automatically enrolled in a meal plan as part of their housing assignment, and have the option of upgrading their plan for an additional fee. Residential students may not reduce their default meal plan, which is 15 meals per week. Detailed instructions on applying for housing and selecting a meal plan will be sent via email beginning in early April, shortly before the housing application opens for student use.

*\*Please note that high school students may only access the **Wilbur Dining Hall**.*

<b>WEBSITE</b>	<b>Stanford Dining, Hospitality &amp; Auxiliaries</b>
<b>EMAIL</b>	<b>diningplans@stanford.edu</b>
<b>TELEPHONE</b>	650.725.1508
<b>MEAL PLANS</b>	650.723.4751
<b>MEAL PLAN OFFICE</b>	Arrillaga Family Dining Commons

## General Dining Details

### ADDITIONAL DINING OPTIONS ON CAMPUS (NOT INCLUDED IN THE STANFORD MEAL PLANS)

A variety of restaurants and “to-go” establishments are available on campus in addition to the residence dining halls. Many of these facilities offer specialized or regional menu selections, and more flexible hours of operation. The Stanford Dining website maintains up-to-date information about dining venues on campus, along with summer hours of operation. Stanford Meal Plans are not accepted for payment at most of these establishments, so students choosing to dine at these eateries will have to pay out-of-pocket. No refund is given for students who choose to eat in these venues rather than the dining hall associated with their meal plan.

<b>WEBSITE</b>	<b>Stanford Dining, Hospitality &amp; Auxiliaries</b>
<b>EMAIL</b>	<b>diningplans@stanford.edu</b>
<b>PHONE</b>	650.725.1508

## RELIGIOUS FOOD PRACTICES

Stanford Dining values the cultural and religious diversity that is intrinsic to the Stanford community and takes pride in its efforts to honor dietary requirements and constraints in each of the dining halls.

Stanford Dining has worked in partnership with students, **Hillel**, and **Residential Education** to help students who maintain a kosher diet find options in the dining halls. If you have kosher needs, please be in touch with Stanford Dining to discuss your options.

Halal meat is available upon request at the dining hall grills during lunch or dinner. Stanford Dining has invested in cookware at each dining hall designated for exclusive use in preparing halal meat to prevent cross-contamination and to ensure that halal meat preparation standards are met.

You may request an exemption to the meal plan requirement if you still have concerns about meeting religious dietary requirements. Each exemption request must be accompanied by acceptable written documentation from an independent (non-relative) clergy. Religious exemption applications should be directed to the Summer Session office, which will work with the **Office for Religious & Spiritual Life** to process the request.

**WEBSITE**                      **Residential Education**  
                                     **Office for Religious & Spiritual Life**  
                                     **Hillel**

## FOOD ALLERGIES

Students with food allergies should speak with the Stanford Dining Manager in their assigned dining hall upon arrival on campus to make an appropriate plan for their particular situation. To address concerns about your food allergies before arriving on campus, please contact Stanford Dining's central office via email at **nutritionist@stanford.edu** or by calling 650.725.1508.

**WEBSITE**                      **Residential & Dining Enterprises: Food Allergies & Special Dietary Needs**

## Privacy of Student Records

Summer Session high school students are registered as visiting undergraduate students at Stanford University during the summer. As such, the laws and regulations affecting students in higher education govern their student information (education records). It is important that students and their families review the information regarding the privacy of higher education student records carefully, as those laws and regulations are much stricter than privacy laws concerning secondary school student records.

## NOTIFICATION OF RIGHTS UNDER FERPA

Educational institutions are required to annually notify enrolled students of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). The **Stanford University Notification of Rights Under FERPA** fulfills this obligation and serves as the annual FERPA notification to students at Stanford University.

FERPA inspection and review rights belong to students that have been in attendance at the university. **Recently admitted students are able to submit a FERPA request on or after their first day in attendance, but not prior to this date.**

## SHARING INFORMATION WITH PARENTS OR LEGAL GUARDIANS

Students are encouraged to maintain an ongoing, open dialogue with parents or legal guardians throughout their time at Stanford about academic progress and personal development. Most student difficulties are resolved at Stanford without involving parents or legal guardians. The University does recognize, however, that there are some exceptional situations where parental involvement may be appropriate to assist a student through a difficult circumstance. Under those circumstances, Stanford may choose (but is not required) to disclose information to parents or legal guardians, if permitted by law.

**WEBSITE**

**Student Privacy Policy Statement**  
**Notification of Rights Under FERPA**  
**FERPA Request**



# Student Health at Stanford

A student's health is one of the most important elements of their well-being while at Stanford. Students and parent(s)/legal guardian(s) are strongly encouraged to review all necessary health information relevant to the student's particular circumstances before arrival on campus.

## Stanford Health Requirements

All Summer Session students must meet the following Health Requirements before joining the Stanford community:

### 1) Measles/Mumps/Rubella (MMR) - proof of vaccination or positive titers

- ▶ To meet the MMR vaccination requirement, you must upload proof of two MMR vaccinations, spaced at least 28 days apart, the first of which must have occurred after your first birthday. *If you have not been vaccinated for MMR, you still have time to obtain the required two doses if you start now.*

**OR**

- ▶ If you are unable to find proof of vaccination, and do not want to be re-vaccinated, you may submit results from blood testing (i.e., antibody titers) that show laboratory evidence of protection against Measles, Mumps, and Rubella. The titer results must each be positive to meet the university's requirements. If your results do not display an adequate concentration of antibody titers, you will need to be re-vaccinated. ***Your blood test should be scheduled no more than 6 months prior to arrival on campus.***

### 2) Tuberculosis (TB) - screening and potential testing

- ▶ Complete TB Screen questions online. Answers to the TB Screen questions are used to assess your risk for TB and are required of all students.
- ▶ Answering "Yes" to any of the screening questions may require you to undergo testing. You will be prompted to complete TB testing after answering the TB Screen questions.
  - *International students or students born outside the U.S. may be more likely to be required to show a negative TB test. More information about TB testing is available on **Vaden's** website.*

*Although the university no longer requires COVID vaccinations and boosters, they are still strongly recommended. Students are not required to show proof of vaccination for COVID-19.*

Proof of full vaccination for MMR (or laboratory evidence of positive titers, if preferred), completion of a TB Screen online questionnaire, and result from your TB test (if applicable) need to be submitted to Vaden Health Services' secure patient portal at **vadenpatient.stanford.edu** no later than **June 1, 2025**. All results and reports must be translated into English.

You will need your Stanford ID number to access this portal. Instructions will be shared with you as soon as your access to the VadenPatient secure web portal is active. **Failure to meet these Health Requirements by this deadline will impact your ability to attend Stanford Summer Session.**

Vaccine exemptions will only be available to individuals with documentation from a medical provider which identifies a contraindication supported by the Centers for Disease Control and Prevention for individuals with allergies. Individuals looking to request a medical exemption from immunization requirements for required vaccines must submit a medical exemption form to Vaden Health Center through **ServiceNow** by **May 1, 2025**.

Questions about TB testing, as well as vaccine exemption requests and questions about options, if, for example, you are an international student and not fully vaccinated because the vaccine is not available for your age group in your country, may be submitted to Vaden Health Center, via **ServiceNow**.

Please refer to the **Vaden Health Service's** website for more information on health requirements and Vaden services.

<b>WEBSITE</b>	<b>Vaden Health Services</b> <b>Health Requirements</b> <b>TB Test Information</b> <b>Medical Exemption Form</b> <b>ServiceNow</b>
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## Health Insurance Requirement

All students enrolled in courses at Stanford are required to have adequate medical insurance and should always have their health insurance card on their person at all times, along with their Stanford University ID Card. **The University will automatically enroll students in Stanford's Cardinal Care health insurance plan and charge \$1,905 for the Summer Quarter.** All students must acknowledge the **Cardinal Care Enrollment Policy** in Axess. Students are able to waive this fee with proof of acceptable alternative health insurance coverage.

Students looking to waive Cardinal Care health insurance may do so by submitting proof of insurance through the waiver portal. The coverage that students submit will be assessed to ensure that it is active and meets the **Minimum Health Insurance Coverage Requirements** set by the university. If students' coverage is approved, Cardinal Care will be removed from their bill. If coverage is denied, Cardinal Care will remain on the student's bill. The deadline to waive Cardinal Care is June 15, 2025.

*Note that the duration of Cardinal Care insurance coverage is from June 1, 2025 to August 31, 2025. Any waiver request submitted after the June 15, 2025 deadline will not be considered and students will need to keep their enrollment in Cardinal Care.*

<b>WEBSITE</b>	<b>Vaden Health Center   Insurance &amp; Referral Office</b>
<b>TELEPHONE</b>	650-498-2336

## Testing Positive for COVID-19 During the Summer

Please see **COVID-19 Testing Information for Students**. Check the aforementioned site regularly for the latest information about COVID-19 resources and guidance to help you navigate life on the Stanford University campus.

## Medical Services

### VADEN HEALTH CENTER

Summer Session high school students are registered as visiting undergraduates, which provides them with access to Vaden Health Center, Stanford's student health center. Vaden offers medical, counseling, and psychological services. The Vaden medical staff has expertise in general medicine and sports medicine. Some specialty services are available at Vaden as well. If you require specialty care that is not offered at Vaden, the clinical staff will refer you to an appropriate nearby provider. See the Vaden website for summer hours of operation.

<b>WEBSITE</b>	<b>Vaden Health Services</b>
<b>WEBSITE</b>	<b>Medical Services at Vaden</b>
<b>TELEPHONE</b>	650.498.2336

### CAMPUS HEALTH SERVICE FEE

A mandatory **Campus Health Service Fee** is charged to the University Bill of all students enrolled in summer courses, and covers the costs of most services at Vaden Health Center—Stanford's on-campus student health center. The Campus Health Service Fee cannot be waived, and the fee offers students access to a variety of medical services available at the Vaden Health Center. More information is available at the Vaden Health Center website.

<b>WEBSITE</b>	<b>Campus Health Service Fee</b>
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### COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Counseling and Psychological Services (CAPS) offers urgent crisis support, consultation, referral support, resource information, and brief counseling for Stanford students. CAPS maintains strict confidentiality. However, there are exceptions to the confidentiality of counselor-patient information set by federal and state law, which include harm or potential harm to self or others, or potential harm to someone under age 18.

For students who have ongoing mental health care needs, and who will only be on Stanford campus briefly (for example for a single quarter, or for a summer session), CAPS recommends you work with your current mental health provider(s) to determine how to maintain your current treatment plan, including provision of medication. If your provider(s) cannot support your care during your time at Stanford, or if they recommend you engage in local care, CAPS can provide consultation prior to your arrival to determine appropriate local resources.

<b>WEBSITE</b>	<b>Counseling and Psychological Services</b>
<b>ADDRESS</b>	866 Campus Drive Stanford, CA 94305
<b>TELEPHONE</b>	650.723.3785

### PALO ALTO MEDICAL FOUNDATION (PAMF) URGENT CARE, EXPRESS CARE AT HOOVER PAVILION, AND STANFORD EMERGENCY ROOM

For illnesses and injuries outside of Vaden Health Center operating hours, or for more severe medical concerns, students may be taken by Summer Session staff to Urgent Care at Palo Alto Medical Foundation, Express Care at Hoover Pavilion, or the Stanford Emergency Room. Additionally, some diagnostic tests and specialty services are not available at Vaden Health Center (such as MRIs) and patients may be referred to these medical providers on an as-needed basis.

## **Mental Health and Wellness for Summer Session High School Participants**

Summer Session high school students have access to a range of resources to support their mental and physical well-being. However, students may experience situations that significantly limit their ability to perform the basic academic and/or nonacademic activities of student life. In circumstances where: the level of care required for a particular student exceeds the resources and staffing that the program can appropriately provide; objective evidence indicates that a student poses a significant risk to the health or safety of one or more members of the community; a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety; or a student's behavior severely disrupts the program or the University environment, the student may be removed from the residential portion of the program or withdrawn from the program entirely. Such situations will be evaluated on a case-by-case basis.

In such circumstances, the program will notify a student's parent, legal guardian, emergency contact, or other individual who will be expected to come to campus to take responsibility for the student and coordinate the student's departure. Any transportation costs in connection with a student's departure from the program are the responsibility of the family. Students who are withdrawn from the program may be eligible to receive a refund of portions of the tuition cost in accordance with the University's published refund schedule.

# Resources and Student Support

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## Residential Support Resources

Summer Session residential students have access to the Summer Session residential staff team who support students via a variety of resources, outreach, and community-based engagement and events. Staff members, such as House Directors and Summer Resident Assistants, help coordinate and plan social activities, direct students to program-wide opportunities that are available to all Summer Session students and serve as guides to help students navigate their Stanford experience. Students are encouraged to consult their residential staff members for assistance with conflict resolution, roommate issues, safety concerns, lockouts, guidance, and interpretation of policies.

## Academic Support Resources

### COURSE INSTRUCTOR AND TEACHING ASSISTANT (TA) OFFICE HOURS

Instructors and Teaching Assistants (TAs) hold regular office hours during the Summer Quarter where students can ask questions or discuss the course material. Some instructors have regular weekly office hours, while others are available by appointment. Students should identify the office hours policy for each of their courses—which can typically be found on each course’s Canvas page and syllabus.

### SUMMER ACADEMIC RESOURCE CENTER (SARC)

SARC offers free academic advising, tutoring, and academic workshops to students enrolled in Stanford’s Summer Quarter.

**Academic Advisors** — SARC Academic Advisors serve visiting students enrolled through Stanford Summer Session. During pre-summer advising (April through June), advisors are available via email to assist students with course selection, prerequisites, and program requirements. During Summer Quarter, students can meet with advisors by appointment. Advisors assist with course selection or changes, add/drop procedures, selecting and changing grading options, course withdrawal and annulment processes, and the academic petitions associated with each of these areas. The role of the advisor is to help students explore options so they can make the decisions that are right for them.

**Tutoring** — SARC provides free subject-area tutoring and foreign language conversation partners to all students enrolled in summer courses. Tutors are specially trained Stanford graduate students.

**Academic Workshops** — Students can participate in a variety of workshops during the summer. Topics range from academic skills, such as time management and studying for exams, to programming languages, and writing and research skills.

**WEBSITE** [Summer Academic Resources Center](#)  
**EMAIL (Advising only)** [summeradvising@stanford.edu](mailto:summeradvising@stanford.edu)

## STANFORD LIBRARIES AND SUBJECT LIBRARIANS

The Stanford Libraries are an integral part of the academic life of Stanford, providing an extraordinary array of resources and services to the community. Stanford students have access to world-class print and digital collections at nearly 20 libraries. Subject librarians are available to provide research consultation to students across all disciplines. Through the libraries, you will have access to over 1,000 licensed databases to browse journal articles and other scholarly resources and may use **SearchWorks** to discover books, films, and maps. The libraries also provide a variety of individual and group study spaces, basic and specialized computer clusters, and wireless Internet access.

<b>WEBSITE</b>	<b>Stanford Libraries</b>
<b>TELEPHONE</b>	650.725.1064
<b>CATALOG SEARCH</b>	<b>SearchWorks</b>

## Technical Support & Resources

### STANFORD SERVICENOW

For help with any questions regarding transcripts, housing and dining, IT/tech help, billing/tuition, etc., please submit a ServiceNow ticket request. Summer Session does not have any authority over tuition/billing, transcripts, housing and dining, and IT help.

- ▶ Log into the **Student Services Portal** with your SUNet ID.
- ▶ Select the category for your request.
- ▶ To submit a ticket, select a form under "Submit a Help Ticket".
- ▶ To browse help articles, select an article under "Browse Knowledge".
- ▶ If you are not sure which form to submit for assistance, you can submit the **Report a Problem form**.

### STANFORD TECH RESOURCES AND SUPPORT

For technical support, please contact the Tech Resources & Support website. Their team will be able to help resolve technical issues with software, network registration, WiFi, Cardinal Print, Axxess, SUNet ID, two-step authentication, Cardinal Key, and more. On their website, you can contact a support team member via ticket, phone, or live chat.

<b>WEBSITE</b>	<b>Tech Resources &amp; Support</b>
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## Office of Accessible Education

The **Office of Accessible Education** (OAE) offers an array of accommodation and auxiliary aids and services to students with documented disabilities. Students who may be eligible for services have a variety of accessibility needs, including mobility impairments, chronic illnesses, sensory disabilities, learning disabilities, and psychological disabilities. The goal of OAE is to enable students with disabilities to participate fully in the educational experience at Stanford while meeting the academic standards maintained by the University.

Direct support services include but are not limited to note-taking, conversion of documents to Braille or electronic text, sign language interpretation, examination accommodation, and disability-related housing accommodations. Computing clusters are situated at **multiple locations** throughout the campus. These computers provide access to assistive technology, including screen magnification, speech recognition, and screenreading software that is native to MacOS or Windows. Windows machines also include NVDA screenreader software.

In addition, students have access to **Speechify** text-to-speech software and to **SCRIBE**, Stanford's online document conversion system that supports the transformation of text and image-based files into a format that may work better with the student's assistive technology.

It is important for students and families to be aware that US law concerning students with disabilities differs between secondary schools and institutions of higher education. Summer Session high school students are registered as visiting undergraduate students at Stanford University. As such, the laws and regulations affecting students in higher education, rather than students in secondary/high schools, govern their student records and accessibility accommodation.

**Students who may need academic or other accommodations due to the impact of a disability should contact OAE as soon as possible since timely notice is needed to coordinate accommodations and because accommodations are not retroactive. It is the student's responsibility to initiate contact with OAE and to work with their office directly.**

<b>WEBSITE</b>	<b>Office of Accessible Education</b> <b>Computer Clusters</b> <b>Speechify</b> <b>SCRIBE</b>
<b>TELEPHONE</b>	650.723.1066
<b>TTY</b>	650.723.1067

## **SHARE (Sexual Harassment/Assault Response & Education) Title IX & Title VI Office**

The **SHARE (Sexual Harassment/Assault Response & Education) Title IX & Title VI Office** website provides comprehensive education dedicated to sexual violence awareness, prevention, and support as well as information on harassment and discrimination based on race, color, national origin, shared ancestry or ethnic characteristics. The site contains information on how to get help, provides a list of resources, and includes a summary of reporting options. Staff at the SHARE Title IX & Title VI Office can explain your options and the resources available to you both on- and off-campus.

Patrick Dunkley is the Acting Title IX and Title VI Coordinator at Stanford University. You can contact him at [titleix@stanford.edu](mailto:titleix@stanford.edu) or (650) 497-4955.

<b>WEBSITE</b>	<b>SHARE Title IX and Title VI Office</b>
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**TELEPHONE** 650.725.1056

If you want to talk to someone anonymously, call the YWCA Sexual Assault & Domestic Violence Crisis Line, a 24-hour local crisis counseling hotline, at 800.572.2782. Services delivered over the phone include healthy-relationship education, crisis counseling, safety planning, legal information, and referrals.

## Confidential Support Team

The **Confidential Support Team** (CST) offers emotional support, consultation, and short-term individual counseling to Stanford students impacted by sexual assault and relationship violence. CST is staffed by a team of trained psychologists and social workers specializing in trauma-informed services for students. At CST students can receive information and guidance about their rights and reporting options. There is no charge for CST services.

In most cases, confidentiality is strictly maintained. However, there are exceptions to the confidentiality of counselor-patient information set by federal and state law, which include harm or potential harm to someone under the age of 18.

**WEBSITE** **Confidential Support Team**  
**CST 24/7 HOTLINE** 650.725.9955

## Diversity and Access Office

The **Diversity and Access (D&A) Office** monitors compliance with laws pertaining to non-discrimination, equal opportunity, and ADA/Section 504 Compliance. The office administers the Student ADA/Section 504 Grievance Procedure and the Student Non-Academic Grievance Procedure and assists individuals with concerns regarding discrimination. The office is also responsible for ensuring that University facilities, programs, and activities are accessible to individuals with disabilities and provides oversight for the All-Gender Restroom Conversion Program. The office continues to support schools, departments, and business units in fostering a respectful environment that values diversity and inclusion.

**WEBSITE** **Diversity and Access Office**  
**EMAIL** **[disability.access@stanford.edu](mailto:disability.access@stanford.edu)**  
**TELEPHONE** 650.725.0326

## Office for Religious & Spiritual Life

The **Office for Religious & Spiritual Life** guides, nurtures, and enhances religious and spiritual life at Stanford University. During the summer, the office hosts weekly ecumenical Christian services and provides access for students from many diverse traditions to connect to their own religious communities.

**WEBSITE** **Office for Religious & Spiritual Life**  
**TELEPHONE** 650.723.1762

## Department of Public Safety

The Department of Public Safety (DPS) strives to provide a safe and secure environment for all Stanford students, staff, and faculty and their property within the constraints of federal, state, and local laws and ordinances. The DPS website contains helpful links to bike registration, lost and found, and important campus alerts and announcements. This site also provides instructions for reporting a multitude of concerns such as complaints, security concerns, and thefts.

<b>WEBSITE</b>	<b>Department of Public Safety</b>
<b>TELEPHONE</b>	650.723.9633
<b>EMERGENCY</b>	911 (9911 from main campus phone)

## Bechtel International Center

Bechtel International Center provides information about and assistance with obtaining and maintaining legal status in the US to international students, scholars, and Stanford departments. They enable international students, scholars, and their family members at Stanford to receive maximum academic, cultural, and personal benefit from their stays in the US.

<b>WEBSITE</b>	<b>Bechtel International Center</b>
<b>TELEPHONE</b>	650.497.5475

# Summer Session High School Student Behavioral Agreement

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Although Summer Session high school participants are ages 16 through 19, it's important to note that all students, regardless of age, are required to adhere to the same set of behavioral guidelines and expectations and are personally responsible for meeting expectations of good judgment and making mature choices. Summer Session has established a number of policies designed to ensure student safety and success. Students who do not exercise good judgment may be found responsible for a violation and incur sanctions, up to and including termination of enrollment and dismissal from the program. These expectations are in place to ensure the health and well-being of the entire academic community.

## Freedom of Expression at Stanford

Stanford is committed to freedom of expression, free inquiry, and the open exchange of ideas as fundamental values for the university's academic mission. The website listed below furnishes interim guidance on the application of freedom of expression principles in different contexts around campus. Students are expected to remain updated on current policies and procedures regarding expression on campus.

**WEBSITE**                      **Freedom of Expression and Academic Freedom at Stanford**  
**Protected Speech, Discrimination, and Harassment**  
**Campus Disruptions Policy**

## Values and Standards

Integrity and civility toward others in both academic and community life are expected of all students, faculty, and staff. The following standards and policies are central to promoting the welfare of the Stanford community.

### COMMITMENT TO INCLUSION AND MUTUAL RESPECT

We are proud of the wide range of life experiences and backgrounds represented by Stanford's students, faculty, and staff. Diversity at Stanford means more than geographic, racial, or ethnic differences. The Stanford community embraces a broad range of socioeconomic, religious, cultural, and educational backgrounds. We believe that the best education can develop only in a vibrant, diverse community that actively affirms both the differences among its members and their numerous points of connection.

## The Honor Code

The Honor Code is an undertaking of the Stanford academic community, individually and collectively. Its purpose is to uphold a culture of academic honesty.

Students will support this culture of academic honesty by neither giving nor accepting unpermitted academic aid in any work that serves as a component of grading or evaluation, including assignments, examinations, and research.

Instructors will support this culture of academic honesty by providing clear guidance, both in their course syllabi and in response to student questions, on what constitutes permitted and unpermitted aid. Instructors will also not take unusual or unreasonable precautions to prevent academic dishonesty.

Students and instructors will also cultivate an environment conducive to academic integrity. While instructors alone set academic requirements, the Honor Code is a community undertaking that requires students and instructors to work together to ensure conditions that support academic integrity

## HONOR CODE VIOLATION

Examples of conduct considered a violation of the Honor Code include but are not limited to:

- ▶ Copying from another's assignment and/or examination
- ▶ Allowing another to copy from one's own assignment and/or examination.
- ▶ 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 one's own work as 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.

Some of the most frequent violations of the Honor Code by high school students have included:

### ENGAGING IN "UNPERMITTED AID"

Students are responsible for finding out what constitutes "permitted aid" in coursework. Some websites, discussions with classmates, parents or legal guardians, mentors, tutors, or editors can sometimes be considered unpermitted aid. It is essential that students seek clarity from their professors about the permitted forms of aid in particular courses.

### IMPROPER CITATION/PLAGIARISM

Some high schools and international schools have different standards of citation from Stanford and other US universities. Since academic integrity is essential to the core of the US university and to Stanford, it is essential that students always cite the source when using someone else's ideas or words, even when paraphrasing. Slight changes in meaning or wording without properly citing the source are often adequate to constitute a violation of the Honor Code. It is imperative that you always present your own work and ideas and clearly distinguish them from the work and ideas of your sources. Using proper citation is critical for your academic success. When in doubt, ask your professor, instructor, or TA for proper citation formats and examples.

It is important to note that while it has become easier to engage in various forms of plagiarism (e.g., using the Internet), it is also becoming incredibly easy for faculty to find instances of plagiarism. Summer Session students should realize that violating the Honor Code is not only a serious offense that affects their status at Stanford and

Summer Session—possibly leading to removal or adversely affecting a course’s grade—but also can affect their future academic career, including college applications.

Discipline and instances of violations of the Honor Code by Summer Session students are handled by the Summer Session office rather than Stanford’s Office of Community Standards. The Summer Session Community Standard Review Process is described in this handbook.

## **RECORDING LECTURES**

Except with permission from the Office of Accessible Education or the instructor in question, students may not audio—or video—to record lectures. Even with permission, students may only use such recordings for personal use; posting or further distribution or use is not permitted.

## **HONESTY**

Students are expected to be honest and forthcoming in all of their dealings with University staff and faculty, particularly when a disciplinary matter is being investigated, and may incur assigned sanctions, up to and including dismissal from the program, for being willfully untruthful.

## **MISREPRESENTATION ON ADMISSION MATERIALS**

By applying for admission to Stanford University academic programs, including Summer Session, applicants certify that the information they provide in their applications is their own work and to the best of their knowledge is complete and accurate. Stanford reserves the right to withdraw an offer of admission or financial aid, or to remove a student from a program and/or rescind any financial aid grant, under the following certain circumstances, including but not limited to:

- ▶ if there is a significant drop in academic performance, or a failure to satisfy a prerequisite or condition of admission;
- ▶ if there has been a misrepresentation in or a violation of any of the terms of the application process; or
- ▶ if the University learns that an applicant has engaged in behavior prior to the first day of class that indicates a serious lack of judgment or integrity.

Stanford may rescind an applicant’s admission at any time, including after attendance and after a transcript has been issued, if it determines, for example, that an individual has been admitted to Stanford on the basis of having provided false information or has withheld requested information.

The University further reserves the right to require applicants to provide additional information and/or authorization for the release of information in support of an inquiry and to place a hold on the issuance of a transcript during the investigation into any such matter.

Students with unmet financial (or other University) obligations resulting in the placement of a hold on their student account cannot receive a transcript, statement of completion, degree certificate, or diploma until the hold is released; as a condition of attending Stanford, students accept this provision.

Summer Session students are expected to adhere to the highest standards of good citizenship, honesty, and integrity in their academic work and in their personal conduct. By accepting the offer of admission and attending the program, Summer Session students and their parent(s)/legal guardian(s) agree to uphold the behavioral expectations described above and throughout this Program Handbook.

## USE OF GENERATIVE AI

Students must adhere to the policy on Generative AI outlined by the instructor in the course syllabus. Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI (other than incidental use) and default to disclosing such assistance when in doubt.

Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

More information about Honor Code implications of Generative AI can be found on the **Office of Community Standards** website.

## WEBSITES

**The Honor Code**  
**Generative AI Policy Guidance**  
**Plagiarism Definition**

## The Fundamental Standard

Summer Session high school students are registered as visiting undergraduates and are considered visiting Stanford students for the Summer Quarter. All students at Stanford are held to the same core values that govern personal conduct and academic integrity.

**The Fundamental Standard** has set the standard of conduct for students at Stanford since 1896. It states:

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

Over the years, the Fundamental Standard has been applied to a great variety of situations, but the expectation remains that students will appropriately enjoy the freedom granted to them by the University by giving conscious thought to the impact of their behavior on others in the community.

Although violations may result in outcomes ranging from a warning to dismissal from the program, depending on the severity and context of the violation, all violations are taken very seriously.

## WEBSITE

**The Fundamental Standard**

## The Residence Agreement

All Summer Session students (residential and commuter) are responsible for reading and understanding the expectations outlined in the Residential & Dining Enterprises (R&DE) Residence Agreement. All students are held to the behavioral standards as stated in the Agreement, regardless of whether they are living on campus or commuting to Stanford.

The Residence Agreement outlines obligations and expectations for students on Stanford's campus, whether they live in housing, visit students in the residences, or attend courses as commuting students. Disciplinary action can result, up to and including dismissal from the program, if a student violates the standards and expectations of the Agreement. Students are especially asked to be respectful of others with regard to noise, both during the day and at night. Noise can be disruptive in many ways, and all residents are required to be mindful of the needs of others in this regard.

## WEBSITE

## 2024-2025 Residence Agreement

### Building Safety

There is an expectation that students understand the importance of personal safety and realize the value of respecting and maintaining public property. Students should not enter or exit buildings through windows, nor should they remove window screens, except when instructed to do so in case of emergency. Students are not permitted to climb on buildings or other structures on campus. Students are not permitted to give their key, ID card, or other method of access to another person. Students found in violation of these policies face disciplinary consequences.

### Behavioral Expectations

In addition to the University's core values, the following list highlights the fundamental behavioral expectations established for Summer Session high school students. Together with the information in this Program Handbook, as well as the Residence Agreement, the Fundamental Standard, and the Honor Code, these expectations are the foundation of conduct for every high school student attending Summer Session.

Although this list may not encompass all the responsibilities that Summer Session high school students undertake at Stanford, it provides a crucial framework for them to consider as they strive to make responsible and mature decisions during their time in the program. Summer Sessions high school students must adhere to the following expectations:

- ▶ Adhere to the highest standards of good citizenship, honesty, and integrity in their academic work and personal conduct.
- ▶ Show courtesy and respect for their fellow students, Stanford University personnel, and University visitors.
- ▶ Do not take part in nor facilitate discrimination of any kind. Discrimination based on any aspect of someone's identity or background, including but not limited to race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status, or the perceived versions of these, is prohibited. As mentioned before, diversity at Stanford means more than geographic, racial, or ethnic differences. The Stanford community embraces a broad range of socioeconomic, religious, cultural, and educational backgrounds, along with many others.
- ▶ Show respect for and take reasonable care of University property, including the residences, dining halls, classrooms, and other Stanford facilities, equipment, and furnishings (including but not limited to course materials, computers, sports and recreational equipment, street signs, and other structures).



- ▶ Respect the belongings of their fellow program participants. They shall not borrow, use, or disturb items belonging to other participants or Summer Session staff without clear prior permission. Summer Session high school students are also expected to respect the belongings of others, such as participants in other programs, visitors, Stanford students, and community members.
- ▶ Attend every class session of their courses during the program. Missing class without cause (i.e., properly documented medical or family emergency) is grounds for dismissal from the program.
- ▶ Be well behaved and follow the reasonable instructions of the residential staff, instructional staff, and other University personnel.
- ▶ Do not commit acts of violence on persons or property, nor shall they threaten to commit any act of violence.
- ▶ Do not engage in any form of harassment or bullying. Harassment consists of conduct of any type (including but not limited to written, verbal, graphic, or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance or which creates an intimidating, hostile, or offensive learning, residential, or working environment.
- ▶ Do not engage in any form of sexual harassment or misconduct.
- ▶ Adhere to the policies concerning alcohol, illegal drugs, drug paraphernalia, and misuse of prescription medicine/drugs, as described in the Summer Session (High School Students) Program Handbook.
- ▶ Do not use or possess nicotine or tobacco products, as well as related paraphernalia, as outlined in the Summer Session (High School Students) Program Handbook.
- ▶ Comply with all federal, state, and local laws.
- ▶ Be mindful of the shared nature of common spaces. In order to maintain a respectful and comfortable environment for everyone, students shall refrain from watching content rated above PG-13 in these areas. This includes, but is not limited to, movies, TV shows, or videos that contain mature themes, explicit language, graphic violence, or other adult content.

Summer Session high school students and their parent(s)/legal guardian(s) are expected to have read the expectations listed above and understand and agree that the student will abide by them. We strongly encourage students and their supporters to discuss the additional freedom and responsibilities that students will be required to manage while at Stanford. Students in violation of the behavioral expectations are subject to the Summer Session Community Standards Review Process.

## **Alcohol, Drugs, Prescription Medicines/Drugs, Drug Paraphernalia, and Smoking**

Stanford University is committed to student safety and well-being. Summer Session high school students may not use, possess, distribute, solicit, assist in the acquisition of, transmit, traffic, manufacture, or attempt to manufacture alcohol (or non-alcoholic liquor or spirits), illegal drugs (including cannabis), drug paraphernalia (including empty alcohol containers), or tobacco or nicotine products (including electronic cigarettes or “vapes”), at any time while a student in the Summer Session program, whether on or off campus, or at a private gathering.

Prescription drugs may only be used by the person for whom the legal prescription is written and in accordance with the instructions contained in the prescription. Any other use, possession, distribution, solicitation, assistance

in the acquisition of, transmittance of, trafficking of, manufacturing of, or attempted manufacture of a prescription medicine/drug, whether on campus or off campus, is prohibited. Students in violation of these policies are subject to immediate dismissal from the program.

Participation in an incident or attendance at a gathering involving alcohol, illegal drugs, or the misuse of prescription drugs as described above is cause for immediate dismissal, even if the student did not consume or intend to consume these substances. Students who unexpectedly find themselves in such a situation must remove themselves and contact a Summer Session staff member as soon as possible.

The use of items or methods designed to produce effects akin to intoxication or impairment—regardless of their legal status—are also prohibited (e.g., “whip-its,” “bath salts,” misuse of over-the-counter medications, asphyxiation, etc.). In instances where these items are legal to possess, the determination of student dismissal will be based on the intent to use them for intoxication or impairment purposes.

Students who come to Stanford from another state or country should be aware that it is illegal to drink alcohol if you are under 21 years of age in California. Additionally, it is illegal to buy alcohol for or serve alcohol to individuals under 21 years of age. It is also illegal to possess a fake ID. The Stanford Department of Public Safety enforces the drinking-age requirement. Also, recreational drugs, including marijuana, tobacco, and electronic cigarettes, are illegal for those under the age of 21 in California. Stanford policy prohibits possession or use of marijuana or cannabis-derived products, even with a prescription.

Finally, the health and safety of our students remains our top priority. Summer Session students are expected to prioritize the health and safety of individuals and community by contacting appropriate emergency personnel when an intoxicated or impaired person needs assistance. In case of a medical emergency, students should call 911 for assistance by police, fire safety, or medical professionals.

## **PRESCRIPTION MEDICINE AND DRUGS**

Prescription drugs may only be used by the person for whom the legal prescription is written and in accordance with the instructions contained in the prescription. Students are responsible for storing and administering or arranging for the storage and administration of their own prescription medications as needed.

Stanford University, Stanford Summer Session, and their staff and employees make no promise, implied or otherwise, to the students or parent(s)/legal guardian(s) of high school students that University personnel will assume responsibility for or monitor a student’s prescription(s). Summer Session students are responsible for their own medication(s).

## **TOBACCO, NICOTINE, AND SMOKING**

Summer Session high school students are prohibited from using tobacco or nicotine products, including electronic cigarettes or “vapes”, regardless of their age. Students found to have used tobacco or nicotine products during the program can expect outcomes up to and including dismissal from the program.

## **Fake ID**

Any Summer Session high school student found to be in possession of a fake ID will have it confiscated, not to be returned, and incur disciplinary action.

# Hazing

Hazing is illegal under the Penal Code of California and is not permitted at Stanford University. No individual, recognized student organization, club, team, or any other Stanford-affiliated student group is permitted to plan, engage in, or condone hazing, on or off the Stanford campus.

## DEFINITION OF HAZING AT STANFORD UNIVERSITY

Hazing includes any activity done in connection with a student organization, regardless of whether the organization is officially recognized at Stanford, that causes or is reasonably likely to cause another student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation or humiliation in fact results.

Hazing might occur during initiation or pre-initiation into a student organization but is not limited to these time frames. Any individual who plans or intentionally assists in a hazing activity has engaged in hazing, regardless of whether that individual is present when the hazing activity occurs.

Stanford University and Summer Session expects its students to conduct themselves in socially responsible and respectful ways. Thus, participation in hazing, either as an individual or as part of any student group, may result in serious individual and organizational consequences including but not limited to disciplinary action up to and including dismissal from the program, and if an organization is involved, permanent loss of organizational recognition. Consent, implied or expressed, is not a defense to any complaint or charge alleging a hazing violation.

## Title VI Reporting

Title VI of the Civil Rights Act of 1964, provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All members of the Stanford community can play a role in preventing harassment and discrimination, and the university is committed to taking action to prevent and remedy these acts. To do this, the university needs to be made aware of them if they occur. The **Harassment/Discrimination - Title VI Website** details this process.

You should report an incident if:

- You have experienced an incident of harassment or discrimination.
- You witness an incident of harassment or discrimination.
- You are aware of someone who has experienced an incident of harassment or discrimination.

**Completing the Title VI Reporting Form** will enable the Title VI Officer to initiate the process of addressing the concerns raised in the report.

The Title VI process is focused on providing support for students who have been harmed from bias. Most reports come from student to student harm outside of academic engagement (academic engagement includes any pedagogical, research and/or educational activities). Concerns relating to any incident related to academic engagement, should be reported to the dean of the school (or their designee) connected to the incident. A matter

involving conduct that rises to the level of a hate crime or unlawful discrimination, or harassment may be referred to law enforcement or another appropriate process on campus.

A student who witnesses or views the evidence of a Title VI matter is encouraged to report the incident to a Summer Session staff member who will then escalate the report. Incidents will be addressed by the University on a case-by-case basis with immediate attention focused on the well-being of the targeted individual or group and the community members impacted by the incident.

Summer Session works closely with Stanford Student Affairs to ensure the development of appropriate educational tools for students, faculty, and staff. Instances falling under Title VI by staff or students will be addressed by the Summer Session office in alignment with Stanford University protocol.

## WEBSITE

## Title VI

### Consent

Consent is an affirmative nonverbal act or verbal statement expressing consent to sexual activity by a person that is informed, freely given and mutually understood. It is the responsibility of the person(s) involved in sexual activity to ensure that he/she/they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent to one act by itself does not constitute consent to another act. The existence of a dating relationship between the persons involved, or the fact of past sexual relations, should never by itself be assumed to be an indicator of consent. Whether one has taken advantage of a position of influence over another may be a factor in determining consent.

### Conduct Prohibited by Stanford Policies

Stanford University is committed to promoting healthy, consensual relationships. Sexual assault, sexual misconduct, relationship abuse, and stalking are unacceptable and will not be tolerated at Stanford University. You are expected to remain updated on current University policies on **Conduct Prohibited by Stanford**.

The University urges an individual who has been subjected to sexual misconduct or sexual assault to make an official report, whether or not they intend at that time to seek criminal or civil redress or pursue internal disciplinary measures. To make a report, contact a Summer Session or University staff/faculty, submit a **SHARE Title IX and Title VI Office report**, and/or contact the Department of Public Safety.

A report of the matter will be dealt with promptly and equitably. Confidentiality will be maintained to the extent possible; however, confidentiality is not always possible in cases with minors. The University is committed to responding to those who have experienced unwanted sexual contact with sensitivity and respect, and to providing information regarding on- and off-campus services and resources. Resources for those who have experienced sexual misconduct or sexual assault, or for those supporting a survivor, are listed below. Support is available on campus through the **SHARE (Sexual Harassment/Assault Response & Education) Title IX and Title VI Office**, and through the resources described in this Program Handbook.

The outlined conduct is not tolerated at Stanford. **If you experience these forms of abuse, it is not your fault.** There are people at Stanford who can help you. You can contact any Summer Session staff member to assist, including referral to resources, housing relocation, or other accommodations.

**WEBSITES**                      **Conduct Prohibited by Stanford  
SHARE Title IX and Title VI Office  
Stanford Policy on Sexual Harassment**

**CONTACT**                      **Department of Public Safety:  
911 - Emergency  
9911 - from Campus Phone**

## **Additional Policies Governing Student Behavior**

### **COMPUTER AND NETWORK USAGE POLICY**

Stanford has a **Computer and Network Usage Policy** that translates the University's general business practices into the electronic domain and conforms to federal, state, and local laws. This policy defines the appropriate usage of computers and networks with respect to intellectual property rights, privacy issues concerning information belonging to others, and the integrity of information resources. A key piece of the policy is that your campus identifiers (such as your Stanford ID, SUNet ID, and password) should never be shared with anyone.

Additionally, Stanford prohibits the unlawful distribution of intellectual property. While the law provides limited exceptions, it is generally a violation of law to either upload or download copyrighted content, such as music, movies, shows, games, software, and textual works, without the express permission of the copyright owner.

All students should read and become familiar with the Computer and Network Usage Policy, as well as the related **Student Computing Acceptable Use Policy**.

**WEBSITE**                      **Computer and Network Usage Policy  
Student Computing Acceptable Use Policy**

### **POLICY ON CAMPUS DISRUPTIONS**

All students are required to familiarize themselves with and adhere to the Stanford **Policy on Campus Disruptions**.

**WEBSITE**                      **Policy on Campus Disruptions**

### **USE OF STANFORD NAMES AND MARKS**

The use of the names and marks of Stanford University and Stanford Summer Session is only permissible as governed by the **Stanford Administrative Guide Policy 1.5.4**. Use by third parties, including those suggestive of a relationship with Stanford University and/or Stanford Summer Session, is prohibited except as permissible under the policies set out by the University and the Summer Session office.

**WEBSITE**                      **Stanford Intellectual Property Policy**

### **BUSINESS OPERATION, STANFORD CONTACT INFORMATION**

No student may operate a business, agency, nonprofit, or firm out of their University residence, nor may they include their Stanford University address, phone number, or email as contact information for a business, agency, nonprofit, or firm with which they are connected.

## GAMBLING

Gambling is prohibited, whether it involves money, valuable items, or services.

## DANGEROUS OBJECTS

Endangering another person or property is strictly prohibited, including use of fireworks, pop-its, bang snaps, or projectiles, whether thrown or launched by any device (e.g., slingshot or catapult).

## SOCIAL MEDIA

Bullying, harassment, and intimidation are prohibited, including on the Internet and social media platforms. This includes sharing or posting images, videos, or private conversations without someone's consent. For more information, please see **Digital Safety**.

## DATING APPS

High school students participating in Summer Session are prohibited from using dating apps, meet-up apps, or similar platforms during the program. If a student is found using such applications, they will be required to remove the app from their device. It also may result in a Community Standards Review Process, particularly if they are discovered impersonating another individual or providing false information about themselves (e.g., misrepresenting their status as a Stanford undergraduate or their age).

## VISITING OTHER ON-CAMPUS RESIDENCES & DINING HALLS

Summer Session high school students, regardless of whether they are residential or commuter, are not permitted in Stanford residences or dining halls that are not designated for Summer Session high school students. This includes residences for undergraduates or graduate students, or residences for other programs. The only exception where residential students may enter an undergraduate residence hall would be to attend a Summer Session Headline Event, Academic Program, or high school dance, which is typically held in Toyon Hall. Summer Session high school students are only permitted to dine in the dining hall designated for their use. Summer Session high school residential students may be a guest of another student in another Summer Session high school residence hall during visiting hours. Guests must be escorted at all times. Commuting students are not allowed inside the high school residences.

# High School Commuter Policies

## HIGH SCHOOL RESIDENCE HALLS

Summer Session high school residence halls are open only to high school students participating in the residential program. High school commuter students are not permitted to enter any Stanford residence hall, even if they are accompanied by a high school resident. High school commuter students who enter residence halls will be asked to leave and face disciplinary consequences. The only exception where commuter students may enter a residence

hall would be to attend a Summer Session Headline Event, Academic Program, or high school dance, which is typically held in Toyon Hall.

## USE OF VEHICLES

Some high school commuting students drive their own vehicles to Stanford campus. This is not the case for Summer Session high school residential students, as they are not permitted to have motor vehicles on campus, drive, or ride in the private vehicles of others without **prior approval**. High school commuter students are prohibited from allowing a residential high school student to enter their vehicle at any point in the program, even on the last day. This includes driving or sitting inside the vehicle.

## High School Residential Policies

### CO-ED HOUSING & ROOMMATE PAIRINGS

Summer Session residence halls are gender inclusive. Rooms are equipped with an extra-long twin bed, desk, desk chair, and dresser for each student. Within a residence hall, individual rooms and most floors are single-gender. It is possible that a single-gender floor will have a staff member of a different gender. Some floors may have separate men's and women's bathrooms, all-gender bathrooms, or a staff-only bathroom. Summer Session recognizes that not all students or staff identify on the male/female gender binary. We work with students individually to place them in a residential setting that is the most comfortable and appropriate for them.

Summer Session does not accept roommate requests and does not provide the name of your roommate prior to move-in. This parallels the practice used by Stanford in welcoming first-year students to campus. The policy is rooted in the belief that the relationship that roommates have with each other will be more positive and successful if it begins with face-to-face interactions. Roommate assignments, determined by your Housing questionnaire, are carefully evaluated with an eye toward making each residence a microcosm of the larger Summer Session community. High school residential students who are roommates will create a contract outlining mutually agreed upon guidelines for guests and noise in their shared room during permitted guest hours.

### PROHIBITED ITEMS

The items listed below are prohibited in the residence halls:

- ▶ Pets of any kind, including aquatic and reptilian
- ▶ Appliances with open heating elements, such as hot plates or toasters
- ▶ Ammunition and dangerous weapons, including but not limited to firearms and knives\*.
- ▶ Candles, torches, incense, and open-flame devices
- ▶ Halogen lamps
- ▶ Mercury thermometers
- ▶ Drug paraphernalia, including e-cigarettes and vape pens
- ▶ Hobbyist drones or other unmanned flying vehicles (UFVs)



- ▶ Motor vehicles, including e-scooters, e-bikes, and hoverboards. Battery-operated vehicles must be kept outside of the residence hall for safety reasons.

\*The **Stanford University Firearm Policy** is available on the Stanford University Department of Public Safety website.

The items listed below are prohibited:

- ▶ Motor vehicles, including cars, golf carts, scooters (mopeds), motorcycles, etc. Note: enrolled commuter students may have a motor vehicle.
- ▶ Card-skimming devices and pen-testing tools (i.e. Flipper Zero)

## USE OF VEHICLES

Summer Session high school residential students are not permitted to have or drive motor vehicles during the program. Bicycles and scooters are permitted. Commuting high school students who are commuting to class via personal vehicles are not permitted to transport or have residential students in their motor vehicles.

## HOUSING ACCOMMODATION

Students with documented disabilities and/or medical conditions that require housing considerations should register with **OAE | CONNECT** as soon as they are admitted to Summer Session, as timely notice is needed to coordinate accommodation. Similarly, it is the student's responsibility to notify the OAE immediately if they experience any problems in obtaining housing accommodation and services. Students who submit requests after the deadline published by OAE may not be able to be accommodated by the start of the Summer Quarter.

As with student privacy laws, the fact that Summer Session high school students are registered as visiting undergraduate students means that the laws that govern their rights and responsibilities, and those of the University, concerning documented disabilities and/or medical conditions are the laws and regulations governing students in higher education, not secondary/high schools. For questions about the laws and regulations concerning students in higher education, please contact the **Office of Accessible Education** directly.

**WEBSITE**                      **OAE | CONNECT**  
**Office of Accessible Education**

Students with sexual orientation or gender-identity considerations who have concerns about their roommate match and/or housing assignment in relation to their sexual orientation or gender identity may request assistance from the Summer Session office. They may either include this information in their housing questionnaire or contact the Summer Session office directly. Students will not be asked to provide more information than is necessary. All inquiries will remain private.

## RENTER'S INSURANCE

Stanford University does not carry insurance to cover personal property and is not liable for losses, damages, or injuries of any sort that may occur to personally owned property, furniture, or equipment, including malfunction, failure, or any cause whatsoever. In addition, the University does not assume responsibility for theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of a student attending

courses on campus or living in residence, or any cause whatsoever, whether such loss occurs in the resident's room or in a storage area, a classroom, or public areas.

## UNAUTHORIZED ENTRY OR PRESENCE

Unauthorized entry into or presence in a closed or restricted building or area of a building on campus, including but not limited to an unoccupied room, closet, bedroom, office, or construction area, is not permitted. Violation of this restriction will result in disciplinary action, and possible referral to legal authorities.

## WINDOWS, WINDOW SCREENS, AND BALCONIES

Students may not remove screens or windows from any Stanford building, except in the case of emergency. Students are not permitted to climb through a window, sit on a window, lean out of windows, climb on the side of a building, or be on the roof of a building. Students are not allowed to jump off balconies or down staircases. These activities place the student, and possibly others, in danger, and may result in outcomes up to and including dismissal from the program.

## GENERAL GUEST POLICIES

Summer Session high school residential students may have guests in their residence hall between 7:00 a.m. and 10:30 p.m.. These visiting hours coincide with curfew, discussed below.

- ▶ Only guests who are participating in Summer Session as residential high school students may ever be in a high school student bedroom, hallway, or residence hall. Commuting students are not permitted in the residence halls. Students who have been removed from the program, removed from housing, or have voluntarily withdrawn are not permitted in the residences.
- ▶ In all cases, hosts are responsible for informing their guests of relevant program and residential policies, and the host remains responsible for their guests' behavior.
- ▶ Once visiting hours are over and curfew has begun, Summer Session high school residential students must be in their assigned residence hall, and congregating may only occur in the common areas. Hallways and bedrooms during these hours are reserved for students studying or sleeping in their rooms, using the bathrooms, or getting ready for bed, and not for congregating, playing music, or talking loudly.
- ▶ Summer Session high school students must sleep in their assigned room overnight every night.
- ▶ No overnight guests are permitted in Summer Session high school student residences.

## UNDERGRADUATE AND GRADUATE STUDENT GUESTS AND STUDENT RESIDENCES

- ▶ Summer Session high school students may not enter residential buildings designated for undergraduate or graduate students, nor may they host undergraduate or graduate students unaffiliated with Summer Session in a designated Summer Session high school student residential building.
- ▶ Summer Session high school students are responsible for determining whether a building they will enter houses a prohibited population and will be held accountable for entering such a building. Students can consult with Summer Session staff to determine permitted and prohibited buildings.
- ▶ Prohibited buildings include residences on The Row (i.e. row houses), whether or not they are privately owned.

- ▶ College-age undergraduate and graduate students may not host Summer Session high school students in the undergraduate or graduate residences or at undergraduate- or graduate-only events.
- ▶ Summer Session high school students who wish to participate in a study session with college-age undergraduate students must do so in a nonresidential building, such as a library or the student union, or outdoors.
- ▶ Violation of the above policies is grounds for immediate dismissal from the program.

## PARENT/LEGAL GUARDIAN GUEST POLICY

Other than move-in and move-out days, parents/legal guardians may not be present inside high school residences. In the unlikely event that a parent or legal guardian requires access to a high school residence, they should communicate with program staff and receive approval before the visit. Parents and legal guardians are not permitted to stay overnight in the residence. Parent(s)/legal guardian(s) may be present in the residence only to help with move-in and move-out.

## NOISE AND QUIET HOURS

“Quiet Hours” are the time periods when students may be trying to sleep or study and therefore require quiet. Quiet Hours in the residence halls are Sunday through Thursday 10 pm to 7 am, and Friday and Saturday 11 pm to 7 am. Quiet Hours includes but is not limited to no loud conversations, loud music, hall activities, and noise within student rooms that is bothersome to neighbors. Outside of the designated overnight Quiet Hours, noise in and around the residence hall must be always kept at a moderate, courteous level. Quiet Hours are extended to 24 hours a day beginning at 12 am on Sunday, August 10, 2025 in anticipation of final exams.

Failure to abide by the noise regulations will result in sanctions. Roommates are advised to include their expectations for noise, studying, and sleep time in their roommate contract.

## VIOLATION OF GUEST AND NOISE POLICIES

Students who violate visiting hours or Quiet Hours, or the agreements contained in a roommate contract, can expect outcomes including revocation of privileges, education, or formal warnings. Other possible outcomes are further outlined within this Program Handbook. Repeated violations (i.e., more than three during the summer) are grounds for dismissal from the program.

## CURFEW POLICY

Summer Session high school students must be in their assigned residential building from 10:30 p.m. to 7:00 a.m. Students must check in for curfew every night of the program, as directed by their residential staff. There is an early curfew check-in and a final curfew check-in option. Students must physically show up to check in with staff at one of the two curfew check-in windows each night. After students check in at curfew, they must remain in their assigned residence hall until 7 am. Students who need to leave the building before 7 am (e.g., for early morning exercise or practice) must seek and receive advanced approval from residential staff.

Students may spend recreational time in their own residence hall’s common areas until 12 am. After 12 am, only students studying or working on coursework may be in the common areas. After 2 am, students must be in their own bedroom or assigned hallway.

Failure to abide by these curfew guidelines will result in sanctions. Repeated failure to do so (i.e., more than three times in the summer) is grounds for dismissal from the program.

## OFF-CAMPUS OVERNIGHT, DAY TRIPS, 20-MILE TRAVEL DISTANCE, & PRIVATE VEHICLES

**High school students in Summer Session are expected to remain on campus at the program (except for Summer Session-sponsored trips) until Thursday, July 3, 2025.** Starting July 3, off-campus travel, overnight trips, day trips, travel beyond a 20-mile distance, and private vehicle travel requests are considered in accordance with Summer Session policy.

A Travel Permission Form with parental signatures is required for each instance where the Summer Session high school residential student is staying overnight off-campus, traveling over 20 miles from campus (distance, not radius), or riding in private vehicles (including taxis and rideshares). The 20-mile distance is driving distance (not radius). For example, San Mateo and Santa Clara are within a 20-mile travel distance from Stanford, but San Francisco, San Jose, Berkeley, and Santa Cruz are not.

For overnight travel, forms must be submitted to the Summer Session office two business days in advance of the travel date (e.g., Thursday by 5pm Pacific if leaving for on Saturday or Sunday, Monday by 5pm Pacific if leaving Wednesday). Forms will be reviewed by residential staff within 24 business hours (note: business hours are 9am-5pm Pacific Time on non-holiday weekdays, Monday-Friday). Individuals on the form will receive a decision via email of approval or denial for travel.

For day travel on the same date that is more than 20 miles of travel distance away from Stanford campus and/or travel in a private vehicle (including rideshare), the form must be submitted prior to student travel and an automatic email receipt will be sent to the parent/legal guardian and student. Unless a student has lost travel privileges due to misconduct, the student may travel after the parent has submitted the form. Parents should submit a new form for each date of daytime travel. Blanket forms or multi-date daytime travel forms are not accepted.

The online Travel Permission Form will be made available to parents directly via email in the first week of the program. Students are not permitted to access or submit the form themselves, and doing so would result in disciplinary action.

Summer Session high school residential students are not permitted to have motor vehicles on campus or ride in the private vehicles of others, except for University-sponsored events led by the staff or preapproved rides from adult family members, family friends, or ride services. This restriction includes any private vehicles that require registration and licensing to operate on public streets as well as golf carts and motorized scooters (mopeds). Failure to abide by this policy will result in sanctions that may include immediate dismissal from the program.

Drivers of private vehicles must be at least 21 years old.

Summer Session reserves the right to deny travel requests that it deems excessive, such as consistent day travel or overnight travel that is more than 3 days at once or in the 8-week summer quarter.

Failure to adhere to the travel policies may result in disciplinary action, including but not limited to revocation of travel privileges and dismissal from the program.

For emergency medical travel concerns or religious accommodation travel requests, please contact **[summersession@stanford.edu](mailto:summersession@stanford.edu)**.

**EMAIL** **[summersession@stanford.edu](mailto:summersession@stanford.edu)**

## LOCAL OFF-CAMPUS TRAVEL WITHIN 20-MILE RADIUS & PUBLIC TRANSPORTATION

Starting July 3, 2025, students may independently travel off-campus within a travel distance of 20 miles by submitting a **Local Off-Campus Travel Form**. The 20-mile distance is driving distance (not radius). For example, San Mateo and Santa Clara are within a 20-mile travel distance from Stanford, but San Francisco, San Jose, Berkeley, and Santa Cruz are not within 20 miles and would require a parent-submitted Travel Permission Form. “On-campus” is generally considered as the area within the Campus Drive loop; however, students may also travel to their assigned classes that may be located slightly beyond that boundary, such as the Stanford medical campus. As desired, students may use public transportation (e.g., local buses, Stanford shuttles, Caltrain) as part of the local off-campus travel process. The Local Off-Campus Travel Form will be made available directly to students before July 3. The form is only accessible by students through their Stanford credentials.

Failure to adhere to the travel policies may result in disciplinary action, including but not limited to revocation of travel privileges and dismissal from the program.

**WEBSITE**                      **Local Off Campus Form**

# Community Standards

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The Summer Session Community Standards Review Process is notably different from the community standards review process that applies to Stanford-matriculated students. Students and their parents or legal guardians should familiarize themselves with the policies and expectations governing participation in the Summer Session program and are expected to cooperate in the information gathering processes involving a potential policy or behavioral expectation violation.

## Low-Level Response to Misconduct

In cases involving lower-level student conduct matters with minimal community impact, a House Director may resolve the issue without raising the matter to an Incident Review Meeting. In such cases, outcomes and sanctions may include consultation/notification with parents/legal guardians, early curfew, apology letters, temporary revocation of privileges, community service, and/or verbal warning.

## Student Rights

1. To be informed, in writing, of any formal concern of alleged misconduct against them.
2. To be informed, in writing, of their rights.
3. To be informed that this matter will be kept private to the extent possible, and any limitations to the scope of privacy.
4. To be given reasonable access to the information available regarding the incident. Summer Session reserves the right to withhold the personal identifying information of reporting parties and other potential witnesses and to withhold information that implicates the privacy rights of others.
5. In the event the responding student is away from the Stanford campus, the process will be scheduled in such a way as to allow the student a reasonable opportunity to participate.
6. To be sent a written outcome notification.
7. To appeal the outcome if the criterion is met, as described in the Community Standards Process (See *Appeals* section).
8. To be assured that no record of any violation or alleged violation will be placed on their academic record (transcript). When the sanction of an Honor Code violation is modification of a grade, no reference will be made on the transcript to the cause of the grade change.
9. To be offered reasonable protection from retaliation, intimidation, harassment, and/or malicious prosecution.

## **Student Expectations**

1. To cooperate in any instigation and be truthful with all University staff regarding the incident. Including, but not limited to providing relevant information during the information gathering process. Willful dishonesty is a Fundamental Standard violation and can lead to dismissal from the Summer Session program.
2. To represent themselves. A student may request and identify a support person, as needed. A support person is a Stanford staff, faculty, or student who chooses to accompany and/or support the involved party in the Community Standards Process but may not speak on their behalf. A Release of Information (ROI) form must be completed for each support person in advance and submitted to the Conduct Administrator.

## **Incident Review Meeting**

An Incident Review Meeting involves student conduct matters with a significant program impact or violations of Summer Session and/or Stanford policies. Examples include but are not limited to ongoing interpersonal disputes that are disruptive to the larger community; repeated curfew violations; repeated noise complaints; behaviors that require ongoing staff mediation to an unsustainable level; building safety and access violations; alcohol or drug use; possession or use of weapons; acts or threats of violence; sexual harassment or misconduct; hazing; destruction of property; theft; discrimination as referenced in the Summer Session Behavioral Expectations; possession or use of a fake ID; harassment or bullying; failure to regularly attend classes; and honor code violations. A member of the Summer Session professional staff is the Conduct Administrator assigned to these matters. In some instances such as adherence to the Protection of Minors Policy, an additional Summer Session professional staff member may be present in a Conduct Review Meeting. Possible outcomes include Housing Contract Cancellation and/or program dismissal.

## **Community Standards Administrators**

### **INVESTIGATOR**

A member of the Summer Session professional staff serves as the primary investigator for community standards violations and is overseen by the Assistant Director of Residential Experience or Assistant Director of Academic Programs. The investigator or their designee will gather information and create an investigation summary report to be presented to the assigned Conduct Administrator.

### **CONDUCT ADMINISTRATOR**

A Conduct Administrator is a Summer Session professional staff member whose role is to determine outcomes and sanctions in the Community Standards Review Process.

### **ADVISOR**

A student whose conduct is under community standards review may elect to have an advisor. Advisors are Summer Session professional staff members who are not directly involved with the incident, investigation, or outcome. The role of the advisor is to clarify the community standards process and expectations. Advisors will not provide assistance in writing statements or preparing for interviews and will not represent a student during the review process.



# Community Standards Process

The Community Standards Process will entail the following:

## INVESTIGATION

An investigation begins once a concern is brought to a Summer Session staff member. At this stage, the Investigator gathers information to determine whether or not a violation has occurred. In Honor Code cases, evidence includes materials from the instructor/s, as well as a student statement, if submitted.

As part of the investigation, the investigator may meet or be in communication with the student(s) involved and notify the student(s) of any accusations or concerns about them. The student(s) then have the opportunity to give their account of the incident, clarify the context in which it occurred, provide exculpatory evidence, and share any additional details that may be helpful.

Additional information gathering can include visiting the residence, interviewing potential witnesses, and reviewing text messages, images, videos, or other evidence furnished to the investigator.

## DELIBERATION AND DETERMINATION

The evidentiary standard applied is a preponderance of the evidence—in essence, that it is more likely for the behavior to have occurred than not. Note that this differs from the beyond a reasonable doubt standard used by other judicial bodies. In Honor Code cases, the Conduct Administrator will deliver the outcome to the student, and the instructor will determine and communicate the grade-based assigned outcome.

## OUTCOME NOTIFICATION

Once the Conduct Administrator arrives at a decision, they will notify the student of the outcome in writing. Students have 24 hours from the issue of the outcome notification to file an appeal.

## APPEALS

Students have the right to appeal a decision only if there is compelling new evidence that was unavailable to the Conduct Administrator at the time of the Incident Review Meeting. Failure or refusal to participate in the original process is not grounds for appeal. After the appeal window has passed, the Community Standards Review is closed and not open to further investigation.

Appeal instructions and contact information is provided in all outcome notification letters when a student is found responsible. For appeals to low-level response of misconduct decisions, the Assistant Director of Residential Experience serves as the Appeals Administrator. For appeals of Incident Review Meeting decisions, the Associate Director of Residential Experience and Curriculum Management serves as the Appeals Administrator. For appeals of Honor Code violation decisions, the Associate Director of Academic Programs serves as the Appeals Administrator.

If the appeal is found to have merit, the Appeals Administrator will initiate the appeals process. Students will have between 24 and 72 hours, at the discretion of the Appeals Administrator, to provide additional supporting statements and evidence. The Appeals Administrator has the following options:

- ▶ Deny the appeal;

- ▶ Reduce assigned sanction(s); or
- ▶ Dismiss the original outcome(s) of responsibility and/or sanction(s).

## SANCTIONS

If a student is found responsible for violating Stanford or Summer Session policy, sanctions may be imposed. These can include but are not limited to:

- ▶ Consultation with and notification of parent(s)/legal guardian(s).
- ▶ Education, including attending workshops, conducting interviews, creating presentations, and writing reflection papers.
- ▶ Apology letters to impacted parties.
- ▶ Community service, with the intent of repairing the harm that was caused.
- ▶ Restitution, in the case of theft or damaged property.
- ▶ Revocation of privileges, such as registration for workshops, events, excursions, or other Summer Session-sponsored activities.
- ▶ Formal warning. Students who receive a warning should expect escalated sanctions for subsequent violations, even if the new incident is unrelated to the original incident and outcome.
- ▶ Probation. Probation is the strongest warning from the program. Students who are placed on probation should expect escalated sanctions for subsequent violations, even if the new incident is unrelated to the original incident and outcome. A student found in violation of policy while on probation may result in Housing Contract Cancellation or dismissal from the program.
- ▶ Housing Contract Cancellation. This may result if a student's behavior egregiously infringes on the rights and/or security and safety of self or others in the community. This sanction may result in ineligibility to participate in Summer Session-sponsored extracurricular activities for the remainder of the summer. A student whose Housing contract is canceled due to the Community Standards Process may also be ineligible to enroll in Summer Session programs for visiting students in future summers.
- ▶ Program Dismissal. This may result from egregious and/or repeated violations of Summer Session and/or Stanford University policies. A student who is dismissed from the program for a community standards violation is ineligible to participate in Summer Session-sponsored activities for the remainder of the summer, and may not visit the residences for the remainder of the summer. A student who is dismissed from the program for a community standards violation is ineligible to enroll in Summer Session programs for visiting students in future summers.
- ▶ In the case of Honor Code violations, instructors will determine the academic assigned sanction. This could include giving no credit for the assignment in question, or no credit for the course as a whole. A Summer Session Conduct Administrator may also apply additional assigned sanctions.

## Important Notes

## INTERIM ACTION

The Assistant Director of Residential Experience may impose appropriate, immediate interim action to ensure the safety of the students, staff, program, and community. Interim actions can include but are not limited to involuntary removal from a course, program, activity, or residence; modification of living arrangements; no-contact orders between individuals; and notification of law enforcement or other non-University/non-program agencies.

## FINANCIAL OBLIGATIONS

Financial obligations resulting from Housing Contract Cancellation and/or dismissal from the program are the responsibility of the student and parent(s) or legal guardian(s). Should a student be removed from housing and/or the program for any reason, the student and parent(s) or legal guardian(s) forfeit rights to any refunds for program-related expenses. Parent(s) or legal guardian(s) may also be billed for costs related to the dismissal of a student (including but not limited to travel, lodging, and food) paid by the University to a third party with or without the consent of the student and/or a parent or legal guardian at the time of purchase.

## BEHAVIORAL EXPECTATIONS NOT SPECIFIED

Due to the nature of the Fundamental Standard and the Honor Code, as well as the expectation that students will always exercise good judgment, not every type of student misconduct, behavioral expectation, or possible outcome and sanction is included in this Program Handbook. The designated Summer Session staff, in their roles as the University's Conduct Administrators for visiting students, must consider each matter before them on an individual basis, and are the final authority at the University in matters pertaining to Summer Session visiting students.

## TIMELINE

Once the appeals window has passed and the student has been notified of the outcome, Community Standards cases are concluded. They are no longer open to further investigation.

## CONSULTATION

Summer Session Community Standards Administrators may choose to consult with colleagues in the University with relevant jurisdiction or expertise (e.g., SHARE Title IX and Title VI Office, Residential Education, the Department of Public Safety, faculty, and the Office of General Counsel) during the investigation of an incident.

## MORATORIUM ON VOLUNTARY WITHDRAWAL

Students are not permitted to voluntarily withdraw from Summer Session while being investigated for community standards matters. If a student attempts to voluntarily withdraw while subject to an ongoing Summer Session Community Standards Review, the student will be prevented from officially withdrawing from the program until an outcome is reached, even if the student leaves campus, stops going to class, or is collected by a parent/legal guardian. Should the outcome of the review result in Housing Contract Cancellation or dismissal from the program, the outcome will supersede the intent to voluntarily withdraw, the student's Summer Session record (not their transcript or academic record) will reflect the community standards violation, and the student will incur the penalty, including forfeiture of the right to relevant refunds.

Should the outcome be less than Housing Contract Cancellation or dismissal from the program, then the voluntary withdrawal will be accepted, effective on the date of the outcome of the Community Standards Review, not the original date of submission to withdraw. The student in this case will have the right to relevant refunds, if any, from that date.

## RELATIONSHIP OF SUMMER SESSION COMMUNITY STANDARDS PROCESS TO LEGAL PROCESS

The Summer Session Community Standards Process is distinct from any federal, state, or local legal or police undertakings. For certain matters (e.g., cases involving sexual assault, weapons, or physical violence, among others), the two processes will occur concurrently. When this happens, the Summer Session community standards and legal procedures differ and proceed in parallel with each other, with interview priority going to law enforcement. It is important to note that there are different standards of behavior, evidence, and culpability in the two systems.

While violation of law does constitute a violation of the Summer Session and University policies, and may be met with programmatic outcomes and sanctions, not every student so charged will necessarily incur legal ramifications. The Summer Session Community Standards Process does not necessarily follow the lead of the legal process, and the two processes work on different timelines and standards of decision-making. Students who are not charged in the legal realm are still subject to Summer Session and University policies and the Community Standards Process outlined in this Program Handbook.

When students are charged in the legal realm, their proceedings are not exculpatory evidence within the Summer Session Community Standards Process. Legal outcomes in a student's favor, if any, will not exonerate the student from a prior assigned outcome and sanction decision by Summer Session, which is the final arbiter of matters related to Summer Session students and their relationship to Stanford University. Additionally, a Summer Session investigation and review may be conducted and concluded within a matter of days, while a legal matter may take weeks or months.

It is also important to note that neither the University nor its staff can be understood to be providing protection or sanctuary from existing federal, state, or local laws. Similarly, education records, including any disciplinary/judicial statements retained by Summer Session, are subject to the laws governing the privacy of student records.

## PARENT(S)/LEGAL GUARDIAN(S) AND THE COMMUNITY STANDARDS PROCESS

Students are encouraged to keep strong and open lines of communication with their parents or legal guardians for all matters related to Summer Session, and particularly the Community Standards Process. However, parents and legal guardians must be aware that neither the law nor Summer Session or Stanford University policy requires that parents or legal guardians be informed of an ongoing investigation or community standards review concerning a violation of Summer Session or University policies. Additionally, student privacy laws (see the **Privacy of Student Records** section) may prevent Summer Session from sharing information relevant to the Summer Session Community Standards Process with third parties (including parents, legal guardians, families, lawyers, and others).

Similarly, if the student is subject to a criminal investigation, it is their responsibility to inform a parent or legal guardian. Summer Session may choose to do so, as permitted by law, but the safety of the entire student community and the integrity of the behavioral review process will be given priority in such considerations. For more information, see the Relationship of Summer Session Community Standards Process to Legal Process section.

# Statement of Consent

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Being part of a university community that upholds high standards of academic integrity and personal responsibility offers an exceptional educational experience. However, it also necessitates that individuals exercise care and judgment in their daily lives as students on campus. The policies described in this Program Handbook are ones that Stanford University constituents are expected to understand and adhere to, and this expectation includes students admitted by Summer Session to attend courses offered during Summer Quarter.

**By accepting an offer of admission to Stanford Summer Session, students and parents or legal guardians acknowledge that they have read and will abide by all policies and expectations described within this Program Handbook, as well as all policies and expectations described within the Residence Agreement. In addition, by attending Stanford University as part of Summer Session, students consent to be subject to the Summer Session Community Standards Process and agree to cooperate in any investigation that arises from a violation of the guidelines and policies described and referenced within this Program Handbook.**

Agreement to this statement will be indicated by your electronic signature within the Summer Session online application. By electronically signing your acceptance of Stanford University Summer Session's offer of admission, you and your parent or legal guardian are verifying that you have read the information in this Program Handbook, understand the policies, and agree to abide by them.

05.19.2025