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1 Program Information: Master of Science Degree

1.1 Guidelines for Preparing the MS Program Proposal

The Program Proposal form is [here](#).

The Program Proposal form must be approved by the student's faculty academic adviser and be submitted to the EE Degree Progress office (Packard 177) prior to the end of the first quarter of enrollment in the program (second quarter for HCP students). The faculty does not prescribe specific courses to be taken. Each student, with the help of their faculty adviser, prepares a program of study to meet his or her particular research interests and submits it to the faculty for approval. Guidelines for course programs that will normally be approved are listed below.

If your plans for meeting the degree requirements change, you must submit a revised program proposal to the department's student services office for approval early in your final quarter in the program. The University's minimum requirement for each master's degree is 45 unduplicated units of work done at Stanford. Students must also maintain a minimum cumulative GPA of 3.0 in order to maintain good academic standing.

There is a three year limit from the first quarter of enrollment in the Master's Program to conferral of the degree--the MS program is usually completed in five academic year quarters. For coterminal students, the three year period begins in the first quarter of graduate standing. Students in the Honors Cooperative Program have a five year limit for completing the degree. During your final quarter in the program, you must submit an *Application to Graduate for Advanced Degrees* through Axess.

In order to meet the requirements of the EE-MS degree, you must meet the following guidelines:

- **DEPTH:** A sequence of at least 3 letter graded EE courses, to provide depth in one area. At least one must be at the 300 level or above and the other courses must be at the 200 level or above (minimum of 9 units). The list of approved depth sequences is available below. *Depth sequences not specifically listed require special approval from the student's academic advisor and the EE Student Services Office.*
- **BREADTH:** 3 letter graded EE courses from 3 different areas outside of the depth area (minimum of 9 units). *The list of approved courses is available below. Two courses are not in different areas if they are both listed under the same depth area or in more than one depth area (a couple of courses appear in multiple depth areas).*
- **SEMINAR:** The seminar requirement can be fulfilled by either (i) enrolling in at least one seminar course in any math, science or engineering department for credit or (ii) attending a minimum of 8 informal research seminars (one-time events). *Students who attend 8 informal research seminars must submit, with their final MS program proposal, a list of the seminars with a paragraph describing the content, signed by their faculty advisor.*

Of the 45 units that are required to complete the requirements of the EE-MS degree:

o At least 36 units must be letter graded units. These are fulfilled through:

? 21 units in EE-Related courses (9 units 300 level or higher, 12 units 200 level or higher). These are comprised of the 18 units of Depth and Breadth, described above, plus an additional 3 units (excluding EE 278A). The list of approved depth sequences, approved breadth courses, and approved Related courses is in the EE Graduate Handbook below.

? 15 units may be any 100 level or higher courses in technical areas in any math/science/engineering department. You may include up to 6 units of EE 391 Special Studies (independent study).

o 9 units may be taken Credit/No Credit or for letter grades. This includes the 1-unit seminar requirement. All units must be at the 100 level or higher. No courses numbered below 100 count toward a graduate degree. The only exception is that you may count up to 2 units of Athletics courses.

Please note: EFSLANG (English for Foreign Students) courses do not count toward the 45 unit minimum. These are additional units above 45, if the university requires you to take any.

New students are strongly advised not to undertake a heavy academic program in their first quarter at Stanford, as they are adjusting to their new environment and the demanding nature of graduate work. Three regular courses (8-10 units) provide a full-time workload, particularly during the first quarter at Stanford. The student's adviser should be consulted for further guidance on this and other course-enrollment questions.

Because the M.S. degree is an advanced degree in electrical engineering awarded entirely on the basis of course work, the program should contain a substantial amount of advanced electrical engineering course work. Mezzanine (200 level) courses, suitable for advanced undergraduates or beginning graduates, may be used in partial satisfaction of this requirement, but at least part of the program should be in the more advanced 300 and 400 series courses.

1.2 Special Studies

Students are encouraged to take full advantage of the opportunities for individual work (Special Studies) under the direction of individual faculty members, under the heading of EE 390 (satisfactory/no credit) or EE391 (letter grade). Possibilities under this heading range from directed reading in an area of mutual interest to the equivalent of an M.S. thesis. *These courses cannot be applied toward the fulfillment of the depth and breadth requirements.*

1.3 Transfer Credit

Students may not transfer credits from a previously earned degree to count toward the requirements of the MS degree program. NDO students may, however, apply up to 18 units of applicable Stanford coursework toward their EE degree.

1.4 Deviations

Every attempt should be made to meet the above guidelines. Courses that deviate from one or more of the guidelines listed above must be approved by your faculty program advisor and the EE Degree Progress Office (via an independent faculty review). Students contemplating a special program should submit a current Master's Program Proposal along with a Deviation Petition form, describing their particular objectives and how the proposed program meets these objectives. Submit the forms to the Degree Progress Officer in Packard 177 for a final decision.

1.5 Out of Department Courses Considered as EE Courses (Related Courses)

Some specialized courses are offered only in alternate years (and a few are offered less frequently).

Course	Title	Equivalent EE Level
AA 244A	Introduction to Plasma Physics and Engineering	200-299
AA 272C	Global Positioning Systems	200-299
APPPHYS 202	Quantum Probability and Quantum Information	200-299
APPPHYS 203	Atoms, Fields and Protons	200-299
APPPHYS 207	Laboratory Electronics	100-199
APPPHYS 208	Laboratory Electronics	100-199
APPPHYS 227	Quantum Device Physics of Atomic and Semiconductor Systems	200-299
APPPHYS 272	Solid State Physics	200-299
APPPHYS 273	Solid State Physics II	200-299
APPPHYS 304	Lasers Laboratory	300-399
APPPHYS 305	Nonlinear Optics Laboratory	300-399
APPPHYS 387	Quantum Optics and Measurements	300-399
BIOE 301C	Diagnostic Devices Lab	200-299
BIOE 311	Biophysics of Multi-cellular Systems and Amorphous Computers	300-399
BIOE 332	Large-Scale Neural Modeling	300-399
BIOE 334	Engineering Principles in Molecular Biology	300-399
CS 107	Computer Organization and Systems	100-199
CS 108	Object-Oriented Systems Design	100-199

CS 110	Principles of Computer Systems	100-199
CS 140	Operating Systems and Systems Programming	200-299
CS 143	Compilers	200-299
CS 144	Introduction to Computer Networking	200-299
CS 148	Introduction to Computer Graphics and Imaging	100-199
CS 194	Software Project	100-199
CS 205A	Mathematical Methods for Robotics, Vision, and Graphics	200-299
CS 221	Artificial Intelligence: Principles and Techniques	200-299
CS 231A	Introduction to Computer Vision	200-299
CS 228	Probabilistic Graphical Models: Principles and Techniques	300-399
CS 229	Machine Learning	300-399
CS 229A	Applied Machine Learning	200-299
CS 240	Advanced Topics in Operating Systems	200-299
CS 242	Programming Languages	200-299
CS 243	Program Analysis and Optimizations	300-399
CS 244	Advanced Topics in Networking	200-299
CS 244E	Networked Wireless Systems	200-299
CS 245	Database Systems Principles	300-399
CS 246	Mining Massive Data Sets	200-299
CS 248	Interactive Computer Graphics	200-299
CS 255	Introduction to Cryptography	200-299
CS 315A	Parallel Computer Architecture and Programming	300-399
CS 315B	Parallel Computing Research Project	300-399
CS 316 (same as EE 382E)	Advanced Multi-Core Systems	300-399
CS 321	Information Processing for Sensor Networks	300-399
CS 343	Advanced Topics in Compilers	300-399
CS 344	Topics in Computer Networks	300-399
CS 347	Parallel and Distributed Data Management	300-399
CS 348A	Computer Graphics: Geometric Modeling	300-399
CS 348B	Computer Graphics: Image Synthesis Techniques	300-399
CS 448B	Data Visualization	300-399
ENGR 105	Feedback Control Design	100-199
ENGR 205	Introduction to Control Design Techniques	200-299
ENGR 206	Control System Design	200-299
ENGR 207B	Linear Control Systems II	300-399
ENGR 209A	Analysis and Control of Nonlinear Systems	300-399
ENGR 240	Introduction to Micro and Nano Electromechanical Systems	200-299
ENGR 341	Micro/Nano Systems Design and Fabrication	300-399
MATSCI 199/MATSCI 209	Electronic and Optical Properties of Solids	200-299
MATSCI 316	Nanoscale Science, Engineering, and Technology	300-399
MATSCI 323	Thin Film and Interface Microanalysis	200-299
MATSCI 343	Organic Semiconductors for Electronics and Photonics	300-399
MATSCI 347	Introduction to Magnetism and Magnetic Nanostructures	200-299
ME 358	Heat Transfer in Microdevices	200-299
MS&E 237	The Social Data Revolution: Data Mining and Electronic Business	200-299

MS&E 251	Stochastic Decision Models	200-299
MS&E 310	Linear Programming	300-399
MS&E 311	Optimization	300-399
MS&E 313	Vector Space Optimization	300-399
MS&E 321	Stochastic Systems	300-399
MS&E 322	Stochastic Calculus and Control	300-399
MS&E 336	Topics in Game Theory with Engineering Applications	300-399
MS&E 338	Advanced Topics in Information Science and Technology	300-399
MS&E 351	Dynamic Programming and Stochastic Control	300-399
MUSIC 420A	Signal Processing Models in Musical Acoustics	300-399
MUSIC 421A	Audio Applications of the Fast Fourier Transform (FFT)	300-399
MUSIC 422	Perceptual Audio Coding	300-399
MUSIC 424	Signal Processing Techniques for Digital Audio Effects	300-399
PSYCH 221	Applied Vision and Image Systems	300-399
RAD 226	In Vivo Magnetic Resonance Spectroscopy and Imaging	300-399
STATS 315A	Modern Applied Statistics: Learning	300-399
STATS 315B	Modern Applied Statistics: Data Mining	300-399
STATS 375	Inference in Graphical Models	300-399

The following courses were previously approved as Related courses but are no longer offered:

AA 251 Introduction to the Space Environment

ENGR 207A Linear Control Systems I

ENGR 209B Advanced Nonlinear Control

ENGR 210B Advanced Topics in Computation for Control

GEOPHYS 265 Imaging Radar and Applications

MS&E 339 Approximate Dynamic Programming

1.6 Acceptable Courses for the Depth and Breadth Areas

The following list satisfies the depth requirement for the different specializations shown. A depth sequence consists of three courses from a single lettered line and must contain a minimum of one class at the 300 level or above.

The breadth requirement is satisfied by courses from three different numbered areas other than the area from which the depth sequence is chosen. Two courses are not considered as being in distinct areas if they appear together in any numbered area (some courses appear in multiple depth areas). Courses such as 293A and B under General Breadth may be used as breadth but not as part of any depth sequence.

Any EE course or related course at the 200 level or higher that is not listed below (excluding EE 278A) may be taken as an "additional EE course" to satisfy the requirement for 21 units of EE courses.

Some specialized courses are offered only in alternate years (and a few are offered less frequently).

updated 4/9/13

1. Bio-Electrical Engineering
 - ◆ a. 202, 225, (264 or 265), 302, 303, 331, 369A, 369B, BioE 301C, BioE 311, BioE 332
2. Computer Hardware
 - ◆ a. 271, 272, 273, 282, 382C, 382E/CS 316, 386, CS 315A, CS 315B
3. Computer Software Systems
 - ◆ a. (EE 284 or CS 144), CS 140, CS 240, CS 242, CS 243, CS 244, CS 245, CS 246
 - ◆ b. CS 248, CS 348A, CS 348B
 - ◆ c. CS 143, CS 242, CS 243, CS 245, CS 246, CS 343
4. Control and System Engineering
 - ◆ a. 263, 365, ENGR 205, ENGR 207B, ENGR 209A
5. Communication Systems
 - ◆ a. 276, 279, 359, 360, 361, 379

- ◆ b. 361, 375, 376A, 376B, 376C, 379, 387, 388, 478
 - ◆ c. 247, 279, 345, 347, 348, 379
6. Dynamic Systems and Optimization
 - ◆ a. 263, 364A, 364B, 365, 464, MS&E 351, MS&E 339, MS&E 310, MS&E 311, MS&E 313, MS&E 321, MS&E 322
 7. Electronic Circuits
 - ◆ a. 214B, 271, 272, 292J, 313, 314A (formerly 314), 314B, 315A, 315B, (344 or 414), 371
 8. Electronic Devices, Sensors and Technology
 - ◆ a. 212, 216, 248, 292L, 309, 311, 312, 316, 317, 319, 320, 321, 410, ENGR 240, ENGR 341, ENGR 342
 9. Fields, Waves and Radioscience
 - ◆ a. 242, 252, 254, 256, 262, 303, 346, 355, AA 244, AA 251
 10. Image Systems
 - ◆ a. 262, 331, 366, 368, 369A, 369B, 369C, 469B
 - ◆ b. 368, 398 (formerly 398A), Psych 221, CS 231A, CS 248, CS 348A, CS 348B
 11. Lasers, Optoelectronics and Quantum Electronics
 - ◆ a. 234, 236A (formerly 268), 236B (formerly 235), 236C (formerly 231), 243, 332 (formerly 232), 334, 336, 340, 343, 346, 349, APPPHYS 304, APPPHYS 305
 12. Network Systems
 - ◆ a. (284 or CS 144), 382C, 384A, 384B, 384C, 384E/CS 244E, 384M, 384S, 384X, 384Y, CS 244, CS 344, MS&E 336
 13. Signal Processing
 - ◆ a. 278B, 263, 372, 373A, 378A, 378B, MS&E 339
 - ◆ b. (264 or 265 or 278B), Music 420A, Music 421A, Music 422, Music 424
 - ◆ c. CS 221, CS 228, CS 229, Stats 315A, Stats 315B
 14. Solid State Materials and Devices
 - ◆ a. 222, 223, 228, 243, 292L, 309, 319, 320, 327, 328, 329, MATSCI 199/209, MATSCI 323, MATSCI 343, MATSCI 347
 15. General Breadth (each line considered a separate area)
 - ◆ a. 293A, 293B
 - ◆ b. 204
 - ◆ c. 214A (counts as Electronic Circuits if Electronic Circuits is not the MS depth area)
 - ◆ d. 233 (counts as Electronic Circuits if Electronic Circuits is not the MS depth area)
 - ◆ e. CS 229A (counts as Signal Processing if Signal Processing is not the MS depth area)
 - ◆ f. EE 257/GP 258 (as long as the student's MS depth area is not Image Systems or Signal Processing)
 - ◆ g. EE 261 (as long as the student's MS depth area is not Control and Systems Engineering, Communication Systems, Dynamic Systems and Optimization, Image Systems or Signal Processing)

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2 Program Information:Engineer Degree

2.1 Contents

- 1 Applying to the Engineer's Degree Program
- 2 The Course Program

The degree of Engineer is intended for those who desire more graduate training than can be obtained in a Master of Science program. It differs from the Ph.D. primarily in looking toward professional engineering work rather than toward theoretical research or university teaching. The Engineer's degree is normally awarded at the completion of a comprehensive two-year program of graduate study.

2.1.1 Applying to the Engineer's Degree Program

Students who are working toward the M.S. EE degree must request permission to continue to study beyond the M.S. by submitting the "Graduate Program Authorization Petition" form in Axxess. Students applying to the Engineer's degree program must submit a statement of purpose and a letter of recommendation from a faculty member in the EE department who is willing to supervise the student's Engineer degree research. Students must also have maintained an overall graduate GPA of at least 3.5 at Stanford.

Complete applications must be submitted to EE's Admissions Office in Packard 173. The university assesses a fee of \$125 for adding a new degree program.

Candidacy for the Engineer's degree begins officially with the approval of the application, as stated above, and lasts for up to five years. Before completing the M.S. degree requirements, students should discuss the possibility of applying for the Engineer's degree with their program adviser.

2.1.2 The Course Program

The student and thesis adviser jointly develop a course program, which must be approved by the adviser and then submitted to the department for approval. The Engineer thesis advisor must be an EE faculty member. The Application for Candidacy for Engineer Degree form must be submitted by the end of the second quarter in the program (fourth quarter for Honors Cooperative Program students). It is signed by the student, program advisor and thesis advisor, then approved by the department chair.

The equivalent of at least one quarter is devoted to independent study and thesis work with faculty guidance. The thesis is typically a professional report on the solution of a design problem.

Units completed at Stanford toward a Master's degree in an Engineering discipline (up to 45 units) may be used toward the 90 units required to earn an Engineer Degree.

The following requirements assume that the student has completed the requirements for the 45 unit M.S. degree either at Stanford or elsewhere. The course requirements in addition to the M.S. degree (or an equivalent amount of graduate work) are as follows.

Total of 45 units beyond the M.S. degree:

- 6 units of lecture courses* in EE or cross-listed with EE, at the 300 level or higher, taken for a letter grade
- 21 units of lecture courses* in EE or cross-listed with EE, at the 200 level or higher, taken for a letter grade
- 3 units of lecture courses* at the 100 level or higher, taken for a letter grade
- 6-15 Thesis units (EE 400) taken with the Engineer thesis advisor

*Lecture courses do not include special studies (EE 390/391) and thesis (EE 400).

Additional units taken may include other math/science/engineering courses, seminars, research courses, and courses taken for CR/NC. All courses must be at the 100 level or higher.

Students must maintain a minimum GPA of 3.00 to continue candidacy for and receive the Engineer degree.

Some deviation from the above may be approved, but applications for such deviations should include a statement to support them, which is approved by the student's program adviser and thesis advisor.

Students must review the Directions for Preparing Theses on the Registrar's Office website before preparing the writeup of their thesis work for submission.

Next</div>

3 Program Information:Ph.D. Degree

3.1 Contents

- 1 Requirements to be Satisfied Before Applying for Candidacy
 - 2 Doctoral Candidacy
 - 3 The Course Program
 - 4 Grade Point Average Requirement
 - 5 Terminal Graduate Registration (TGR)
 - 6 Dissertation
 - 7 Residence and Tuition Requirements
 - 8 University Oral Examination
 - 9 Requirements for Minimal Progress
- ◆ 9.1

The major steps in earning the Ph.D. in Electrical Engineering are:

1. finding a research topic and supervisor;
2. passing the qualifying examination;
3. completing and filing the candidacy form, which involves
 1. completing the courses listed on the candidacy form;
 2. forming a dissertation reading committee;
4. passing the Special University Oral Examination in which the dissertation results are presented and defended;
5. submitting the dissertation and having it approved.

The material in this section has been compiled to aid students in preparing the form *Application for Candidacy for the degree of Doctor of Philosophy* and to inform them of University and Departmental requirements for the degree. The form *Directions for Preparing Doctoral Dissertations* is available online at registrar.stanford.edu/shared/publications.htm. The pamphlet entitled *Doctoral Dissertation Agreement Form* from UMI Dissertation Publishing ProQuest Information and Learning is also available in these offices and should be reviewed as the dissertation nears completion. You can also print the *Doctoral Dissertation Agreement Form off the Web* from www.il.proquest.com/dissertationagree/ using :

* User ID: Dissertations * Password: Publish

3.1.1 Requirements to be Satisfied Before Applying for Candidacy

? Passing the EE Qualifying Exam

Students in the Ph.D. program wishing to advance to candidacy must pass the Electrical Engineering Qualifying Examination, which takes place once each year, in the second or third week of winter quarter. Detailed information on the EE Qualifying Exam process is provided here: http://ee.stanford.edu/gradhandbook/Ph.D._Qualifying_Examination.

? Securing a Dissertation Advisor and Second Reader

The dissertation advisor is the primary faculty member who will supervise the student's research and fund the length of their study until graduation with the PhD. The second reader is an additional faculty member who agrees to review and sign off on the student's dissertation. The dissertation advisor must be regular Stanford faculty (not Consulting faculty or Senior Research Associate). The dissertation advisor and/or second reader must have some affiliation with EE -- either a full, joint or courtesy appointment. The appointing of emeritus faculty to a student's committee is subject to department approval.

3.1.2 Doctoral Candidacy

When the above requirements have been met, a student may file the application for Ph.D. candidacy; the application form may be downloaded under the ?Current Students? section (forms) of the EE website.

The Department recommends that the Application for Candidacy be completed by the end of spring quarter of the academic year in which the student has passed the qualifying exam. The University requires that all Ph.D. students file the Application for Candidacy by the end of the second year of doctoral study at Stanford. Hence students in the Ph.D. program are strongly encouraged to take the EE qualifying exam during their first year of Ph.D. study to meet the candidacy requirement. Students who first need to complete the requirements of the Master's degree should also file their candidacy form by the end of their second year of Ph.D. study. On the form the student will list courses that total 90 units beyond the M.S. program of study to be used for the Ph.D. degree, including graduate courses completed and Stanford courses to be completed. The Application for Candidacy must be signed by the Program Adviser, the Principal Dissertation Adviser and the Second Reader. Submit the form to the EE Degree Progress Officer in Packard 177, who will obtain the Department Chair's signature.

Candidacy is valid for five years from the date of approval by the department unless terminated by the department (for example, for unsatisfactory progress). All applications for extension must be filed by the student before the conclusion of the program's time limit. The department is not obligated to grant an extension. Students may receive a maximum of one additional year of candidacy per extension. Extensions require review by the department of

a dissertation progress report, a timetable for completion of the dissertation, and any other factors regarded as relevant by the department, and approval by the department.

Students should be aware of the University policies regarding minimum progress requirements for graduate students as spelled out in the Stanford Bulletin in the chapter titled "Graduate Degrees." In the rare event that an adviser or student decide to terminate their relationship, the student retains candidacy and remains in the PhD program, but the department expects that the student will actively seek and find a new adviser within one year in order to satisfy the minimum progress requirements.

3.1.3 The Course Program

The Ph.D. in Electrical Engineering is a specialized degree, built on a broad base of science, mathematics, and engineering skills. The course program must reflect competency in Electrical Engineering and specialized study in other areas relevant to the student's research focus. Normally the majority of units are drawn from EE department courses, often with 9 units from related advanced science, mathematics, or engineering courses.

The student and the principal dissertation advisor choose a course program. The program must satisfy the following minimum unit guidelines:

? 90 course units beyond the M.S. degree (for a total of 135 units). 21 units must be letter-graded lecture courses in technical areas such as science, mathematics, and engineering.

? 12 of the 21 units must be EE or approved Related (non-EE) lecture courses numbered 200 level or above.

? 9 of the 21 units may be lecture courses in other science, mathematics, and engineering departments numbered 100 level or above.

? The list of approved Related courses is here: http://ee.stanford.edu/gradhandbook/Program_Information:Master_of_Science_Degree#Out_of_De

? Thesis, Special Studies (e.g. EE 391), research units (e.g. EE 400), non-departmental units in nontechnical areas, seminar units, and courses taken CR/NC do not count toward the minimum 21 letter-graded units in technical areas. But they do count toward the 90 units beyond the MS degree needed to fulfill the course unit requirement.

? The proposed program of study must be listed on the "Application for Candidacy for Doctoral Degree" form. Any deviations from these guidelines must be accompanied with an explanation and the approval of the dissertation advisor. All deviations must be approved by the Associate Chair (submit all requests for program deviations to the Degree Progress Officer in Packard 177).

3.1.4 Grade Point Average Requirement

Students are normally expected to maintain a grade point average of 3.0 or better in their continued study toward the Ph.D.

3.1.5 Terminal Graduate Registration (TGR)

This is a reduced tuition rate available to advanced PhD students who have completed all 135 units of course work and now only need to work on their dissertation. Students who are on TGR status must enroll in EE 802. To be eligible, students must have:

? satisfactorily completed all courses on the Application for Candidacy (if the program has changed, a new Application for Candidacy form must be approved by the department)

? completed 135 units of study at Stanford to fulfill the residency requirement. Credit for work completed elsewhere (as described above) may be used to help meet this requirement.

? filed the Doctoral Dissertation Reading Committee form

? completed any other work required by the department or adviser.

3.1.6 Dissertation

The single most important part of a Ph.D. program is the research for and writing of a doctoral dissertation, which must be approved by a reading committee. The dissertation reading committee must be formed by the end of the fourth year after matriculation for students who are in the Ph.D. program and need to first complete the requirements of the M.S program and by the end of the third year for students in the Ph.D. program who already have an M.S. degree.

A dissertation reading committee consists of three faculty members. The first reader on your reading committee is your principal adviser; the second reader is your co-adviser. The University requires that the principal adviser be a member of the Academic Council. The University does not permit Consulting Professors to serve as principal dissertation advisers (see Stanford University Faculty Handbook, Chapter 9: Other Teaching Titles: Acting, Visiting, Consulting, By Courtesy, and Voluntary Clinical Appointments, www.stanford.edu/dept/provost/faculty/policies/handbook/ch9.html#consulting). The third reader often is a faculty member in a related research area but this is not required.

Two readers must belong to the EE faculty, and at least two members of the reading committee must be on the Academic Council. The second EE faculty reader can be a faculty with a joint appointment with the EE department or a faculty with a courtesy, research or emeritus appointment. The department does not allow consulting and visiting faculty to be a member of a student's reading committee.

A Senior Research Associate, or, in some cases, an outside scientist or engineer, may serve as the second or third reader. However, if any member of the proposed reading committee is not on the Academic Council, you must obtain Department approval by filling out a "Petition for Non-Academic Doctoral Committee Members" form available from the web site

http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_ctte_non_acad_council.pdf, including the curriculum vitae of the non-faculty member. The reader must have a Ph.D. or equivalent. Your dissertation will not be cleared through the EE Degree Progress Office unless it has

approval on record.

The form Directions for Preparing Doctoral Dissertations is available online at registrar.stanford.edu/shared/publications.htm. The pamphlet entitled Doctoral Dissertation Agreement Form from UMI Dissertation Publishing ProQuest Information and Learning is also available in these offices and should be reviewed as the dissertation nears completion. You can also print the Doctoral Dissertation Agreement Form off the Web from www.il.proquest.com/dissertationagree/ using :
* User ID: Dissertations * Password: Publish

3.1.7 Residence and Tuition Requirements

A minimum of 135 units of credit is required for the Ph.D. degree. Up to 45 units of a Master's degree earned at Stanford in a math, science or engineering department may be counted toward the 135 units required for the doctoral degree. Similarly, work done at other institutions and approved by the Registrar (see below) may be used to satisfy up to 45 units of credit. At least 90 units of work at Stanford are necessary to complete the 135 units.

Students admitted to the Ph.D. program who do not yet hold a Master's degree must complete the requirements of a Master's degree earned at Stanford in a math, science or engineering department. Those planning to complete the EE Master's degree must meet the requirements as outlined in this handbook. Students seeking candidacy in the Ph.D. program with a Stanford Master's degree will be credited with 45 units of tuition and coursework towards the Ph.D. degree. Students entering Stanford with a Master's degree from another university may transfer up to 45 units of residency credit for graduate level coursework counting toward the requirements of the Ph.D. program.

To transfer residency credits to the PhD program from another school, students must submit an "Application for Graduate Residency Credit" form. The work must have been completed after the conferral of the Bachelor's degree. Only courses with a grade of B or better (or its equivalent) will be considered. One semester unit counts as 1.5 quarter units. The completed form should be submitted to the Student Services Center after completing at least one full-time quarter of work at Stanford. The Registrar's Office will determine the admissibility of residency credit to be transferred. Transferred residency credits will count toward the 135 course units requirement needed to complete the Ph.D. program.

Students who do not have a previously earned Master's degree must request the addition of a new degree program (the M.S. degree) by submitting the form "Graduate Program Authorization Petition" in Axxess for approval by the Department. The university assesses a fee of \$125 for adding a new degree program.

3.1.8 University Oral Examination

Near the completion of the doctoral program, the student presents a 30-45 minute public seminar on his or her dissertation research. Following the public presentation, the student is examined in private by a faculty committee of at least five examiners approved by the Department. Details about the University Oral Examination are given here.

3.1.9 Requirements for Minimal Progress

3.1.9.1

Students enrolled for 11 or more units must pass 8 or more units each quarter. Students enrolled for fewer than 11 units must pass at least 6 units each quarter (this includes students registered for 8, 9, and 10 units). Exceptions will be made for students who are required to register for a very limited number of units (e.g., the SCPD program).

Each quarter the Registrar's Office informs the EE Department of the number of units passed and the cumulative GPA of all EE graduate students for the purpose of departmental review. Students identified as not meeting standards of progress will be given the opportunity to explain why the standard was not met. Students will also be asked to submit a proposed plan of action. Continued permission to enroll will be contingent on approval by the student's Research Advisor and the department. The department follows university policies regarding progress to degree as described in the University Bulletin.

4 Ph.D. Qualifying Examination

4.1 Ph.D. Qualifying Examination

More information to come.

4.1.1 Examination Format

The examination consists of ten separate 10-minute oral exams given individually in one day by the professors on the student's examination committee. The exams take place in faculty offices and are scheduled with at least 12 minutes between each exam.

The professors who make up each student's examination committee are selected by a scheduling program that is designed to ensure fairness based on the students' individual ranking of potential examiners. Students list their desired faculty examiners on a preference form. Each student must rank 20 professors in four groups of five. Professors are grouped according to question areas (listed below). No more than six professors from any one question area may be listed. The scheduling program constructs committees, choosing more examiners from the higher ranked groups than from the lower ranked groups. Typically, committees consist of four examiners from the first group and respectively three, two and one from each of the three remaining groups. The scheduling program also guarantees breadth of committees since no more than four examiners can be in any one question area.

More information about the question areas, including relevant courses, texts, and associated faculty, can be found in the qualifying exam Web page [[1]]. Questions from previous years can be found on CCNET at [2]. Please note the department does not release the immediate previous year's quals questions.

4.1.2 Scoring and Results

Examiners score each session on a scale of 0 to 10. The scores are normalized to account for faculty scoring variations, and the normalized scores are summed to arrive at the candidates' final scores.

The results of the Qualifying Examination are determined at a meeting of the Electrical Engineering Department faculty held shortly after the examination. The lowest passing score will be determined by faculty vote. The number of students passed depends on an estimate of the number of students the faculty are able to supervise in research. Students will also be notified of the examination results by email.

Students who are unsuccessful in their second attempt in the quals will be dismissed from the Ph.D. program by vote of the Faculty Executive Committee.

4.1.3 Warnings

Students should rely on published information about faculty question areas; they should not approach potential examiners with specific questions aimed at determining details of what the examiners intend to ask. Faculty should not reply to individual inquiries about question areas.

Students should not ask faculty examiners for an evaluation of performance, nor should students argue their scores with examiners, either immediately after the exam or at a later time. Except for clerical errors, no scores may be changed once the examiners have submitted them to the Department.

4.1.4 Summary Calendar

The important dates for the current year's qualifying examinations is available at <http://ee.stanford.edu/phd/quals>.

Next

5 Appeals of Qualifying Exam Results

More information to come.

Next

6 University Oral Examination

As part of the requirements for the Ph.D. degree, each doctoral candidate must take a Special University Oral Examination. This examination is intended to verify that the research represents the candidate's own contribution to knowledge and to test the candidate's understanding of the research. The oral examination is a dissertation defense in which the candidate is expected to:

1. Demonstrate his or her ability to explain and defend the thesis and its contribution to knowledge before experts in the field.
2. Present an understandable picture of the research and its setting to scholars whose special areas of interest lie outside the candidate's area of research.
3. Answer satisfactorily any questions deemed pertinent by the examining committee.

The examination begins with a public presentation of research results by the Ph.D. candidate, during which clarifying questions may be asked by any members of the audience. This part of the examination is open to the public. After a brief recess, the examination continues in a private session with only the candidate and members of the examining committee in attendance. The examination, including the public portion, should not exceed three hours in length.

The Special University Oral Examination committee consists of at least five examiners, generally all members of the Academic Council. The chair of the examination is a faculty member who is not in the laboratory of the candidate's research supervisor. Usually the chair is a member of the Electrical Engineering Department, but faculty from other departments are permitted to serve as chair. The other members will usually be the members of the dissertation reading committee, including the primary and associate dissertation advisers. The department requires that at least two members of their oral committee be EE faculty (this includes joint and courtesy faculty). In special circumstances it is possible to include examiners who are not Academic Council members.

It is the candidate's responsibility to arrange the examination date and time with the members of the reading committee and to reserve a room. The oral examination should be scheduled at least three weeks in advance to allow a notice to be placed in the Stanford Report. When you pick your Orals Chair, the faculty must be outside your lab and a member of the Academic Council. The candidate must be registered for the quarter in which the oral examination is given, and the Doctoral Dissertation Reading Committee form must be on file with the Department.

The candidate will provide the oral examination chair with a folder that includes the examination schedule, ballots, Department and University guidelines for the exam, and an abstract. For more information on this folder about arranging the oral examination, please contact EE Student Services Office.

Candidates for the Ph.D. in Electrical Engineering must pass the oral examination within one year of the date of completion of the other requirements for the degree. If the oral examination was passed more than one year prior to the date of completion, the examination is void and the candidate may be asked to repeat the examination. The 12-month period of validity for the orals examination may be extended by petition to the Department Coordinator of Doctoral Examinations, Prof. John Gill in Packard Room 266.

Complete information on the University Oral Examination, including procedures for scheduling, is available here: <http://ee.stanford.edu/phd/orals>

Next

7 Extension of Candidacy

If you are unable to complete the requirements of your Ph.D. program of study within five years after admission to candidacy, you must complete an Application for Extension of Candidacy.

The Extension of Candidacy form can be found on the Web registrar.stanford.edu/shared/publications.htm.

Review your situation with your principal adviser as soon as you realize that you will be unable to complete your Ph.D. program within the specified time limits. Submit this form before your candidacy expires. If you allow your candidacy to expire, your registration privileges will cease and you must apply for reinstatement to continue with your program. This could result in having to reapply for admission and repeat the qualifying exams.

This form may be used to extend the time limits for completion of your Ph.D. program for up to one year. Extensions require a review of your academic progress and approval from the department. After obtaining your principal adviser's signature, submit this form to the EE Student Services Office.

Next

8 Thesis Submission

Be sure to pick up a copy of the Directions for Preparing Doctoral Dissertations, which outlines University guidelines for dissertation preparation, from the Graduate Degree Progress Office or on the Web at : registrar.stanford.edu/publications/.

The final version of the dissertation must be submitted before the last day of classes during your final quarter to the Graduate Degree Progress Office in the Registrar's Office:

Office of the Stanford University Registrar 630 Serra Street, Suite 120 Stanford, CA 94305-6032

See the Stanford Academic Calendar 2009-2010 for Important Deadlines on the Web at : registrar.stanford.edu/calendar/.

Dissertations typeset using LaTeX should use a Stanford University thesis style file, such as `suthesis-2e.sty`, available from :

help-csli.stanford.edu/tex/suthesis.

Next

9 Ph.D. Minor

A Ph.D. Minor is a program outside a major department. A minor is not a requirement for any degree, but is available when agreed on by the student and the major and minor departments. Acceptance of the minor as part of the total Ph.D. program is determined by the major department.

Application for candidacy must be approved by both the major and the minor department. Ph.D. Minor Application forms can be found at registrar.stanford.edu/shared/publications.htm.

For a minor in Electrical Engineering, the student must fulfill the M.S. depth requirement, complete a total of at least 20 units of lecture courses at the 200 level or above in Electrical Engineering (of which 15 units must be letter graded) and be approved by the department. Be sure to list the course number, title, units and grade (if completed) of each course on your PhD Minor form. A grade point average of at least 3.35 on these courses is required. Forms are submitted to the EE Degree Progress Officer in Packard 177.

Next

10 Conferral of Degrees

10.1 Contents

- 1 Petition for Graduation Quarter
- 2 Application to Graduate
- 3 Spring Commencement

10.1.1 Petition for Graduation Quarter

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

1. All course work, degree requirements, and residency requirements have been completed; Graduate students must have enrolled in the applicable 801 or 802 section relevant to their degree during the Graduation Quarter.
2. The student has formally applied to graduate via Axxess.
3. The student has filed all necessary forms regarding Graduation Quarter before the first day of the term chosen as the Graduation Quarter.
4. A graduate student must have enrolled in the term immediately preceding the term chosen as the Graduation Quarter (not applicable for undergraduates).
5. A graduate must have passed the oral examinations and successfully defended the dissertation/thesis. The graduate student has only to submit the dissertation/project or Master's thesis by the deadline for submission in the term designated as the Graduation Quarter (not applicable for undergraduates).

Students on Graduation Quarter are registered at Stanford and, therefore, have the rights and privileges of registered students. There is a registration fee of \$100 for the Graduation Quarter; students will be assessed University health insurance (unless waived) and ASSU fees.

Only one Graduation Quarter may be requested for each degree program. Students who, for whatever reason, are not graduated during the Graduation Quarter will be assessed a higher, standard tuition rate in subsequent terms.

NOTE: Graduation Quarter is not available to undergraduate students who are completing an honors thesis.

Download the Graduation Quarter Petition here: registrar.stanford.edu/pdf/grad_qtr.pdf

The form must be submitted to the Registrar's Office by the first day of the term.

10.1.2 Application to Graduate

All students who intend to graduate must notify the University by filing an Application to Graduate in Axxess.

Applications are collected by Axxess for each conferral date within a set period of days. Axxess always tells the student which quarter or quarters it is collecting applications for at the moment; if there is a choice of quarter, the student chooses from a menu. The last date for which applications are accepted by Axxess is the one published in the University Calendar.

If you file an Application to Graduate and then do not fulfill the requirements before the deadline you must file another Application to Graduate in the next quarter.

Students who need to file a late Application to Graduate must submit a paper form to the Student Services Center in Tresidder.

To withdraw or change any part of your application (wrong quarter, wrong diploma name, etc.), students should contact the Student Services Center as soon as possible.

10.1.3 Spring Commencement

Commencement ceremonies are held each June for students who have received degrees in the previous summer, autumn, and winter Quarters and for students who are graduating in June. Students completing programs in June must submit an Application to Graduate by mid April to receive a diploma at the June Commencement and have their names appear in the Commencement Bulletin.

Information on Commencement activities and distribution of diplomas is sent by the Registrar's Office in early April to addresses provided on the Notice of Intention.

Students who wish to participate in commencement activities in advance of conferral of their degree may file a Graduate Student Petition to Walk Through Commencement Exercises with the Degree Progress Officer.

A WalkThrough petition should be requested only if there is no possibility of completing degree requirements for June conferral. Ph.D. students are required to have completed their oral exam, and need their adviser's signature on the petition. EE Student Services approves walk-through petitions.

Return to Degree Programs.

11 Registration and Enrollment

12 AXESS

Axess axess.stanford.edu is a student information system available via the web. It is generally available 24 hours a day, 7 days a week. Using Axess you can :

- File your quarterly registration commitments
- File or adjust your study list and elect grading options
- Review your grades
- Request an official transcript
- Print a history of your courses and grades
- Declare your major and minor
- Apply to graduate
- Update your address(es) (email, campus P.O. box, permanent, mailing)
- Apply for housing
- View financial aid

New students may use Axess at any time after receipt of the registration packet from the Registrar's Office. You will need a SUNet ID and password to use Axess.

12.1

13 Stanford Tuition Rates

Tuition rates are maintained by the Registrar's Office[1]. Please note that these tuition rates reflect Stanford's tuition policy that allows graduate students to enroll in 8, 9, or 10 units for the same tuition assessment. In addition, students who are assessed the standard graduate tuition rate or the Graduate Engineering tuition rates pay an additional per unit tuition charge for each unit above 18 units.

Next

14 Registering for Courses

Meet with your adviser to plan your program of study.

14.1 Satisfactory/No Credit Grading

The Department of Electrical Engineering policy with respect to satisfactory/no credit grading, is as follows:

1. courses taken to satisfy the requirements for a graduate degree (M.S., Engineer, or Ph.D.) normally should be taken for a letter grade (A,B,C, or D).
2. Exceptions to the general policy stated above may be made automatically under the following conditions:
 1. When a course is offered only on satisfactory/no credit basis.
 2. When the course consists of a seminar, directed study, or a thesis or dissertation, provided that the instructor and the student agree at the beginning of the course that the grading will be on a satisfactory/no credit basis rather than on the basis of a letter grade.

Next

15 Summary of Grading Policies and Enrollment Deadlines

This information comes from the Office of the University Registrar.

15.1 Enrollment Deadlines

See registrar.stanford.edu/academic_calendar/ for further information.

15.1.1 Preliminary Study List Deadline

Students must be "at status", i.e., students must have a study list with sufficient units to meet requirements of their status, whether full-time, 8-9-10 units (graduate students only). The late study list fee is \$200.

Autumn	2012-2013:	Monday, September 24
Winter	2012-2013:	Monday, January 7
Spring	2012-2013:	Monday, April 1
Summer	2012-2013:	Monday, June 24

15.1.2 Final Study List Deadline

Last day to add or drop a class; last day to adjust units on a variable-unit course. Students may withdraw from a course until the Course Withdrawal deadline and a "W" notation will appear on the transcript.

Autumn	2012-2013:	Friday, October 12
Winter	2012-2013:	Friday, January 25
Spring	2012-2013:	Friday, April 19
Summer	2012-2013:	Friday, July 5

Grading Basis Deadlines

Students have through the dates indicated below to elect the grading basis option of their choice, in courses where the option of letter or satisfactory/NC grading is offered.

Autumn	2012-2013:	Friday, November 16
Winter	2012-2013:	Friday, March 1
Spring	2012-2013:	Friday, May 24
Summer	2012-2013:	Friday, August 2

15.1.3 Withdrawal Deadline

A student may withdraw from a course after the drop deadline through the dates given below. In that case, a notation of "W" (for "withdrew") will automatically be recorded on the student's transcript for that course. Students who do not officially withdraw from a class by the end of the 8th week will be assigned the appropriate grade or notation by the instructor to reflect the work completed (or left incomplete as the case may be!). The following are the withdrawal deadline dates for the 2007-2008 academic year:

Autumn	2012-2013:	Friday, November 6
Winter	2012-2013:	Friday, February 20
Spring	2012-2013:	Friday, May 24
Summer	2012-2013:	Friday, August 2

15.1.4 DEADLINE FOR REQUESTING AN INCOMPLETE

If an instructor allows a student to take an "I" ("Incomplete"), the student must make the appropriate arrangements for that with the instructor.

Autumn	2012-2013:	Friday, December 7
Winter	2012-2013:	Friday, March 15
Spring	2012-2013:	Wednesday, June 5

15.2 Grading Policies

15.2.1 A. NOTATION

- "NP" ("Not Passed") is used in courses taken for a letter grade but not passed.
- "NC" is used to represent unsatisfactory performance in courses taken on a satisfactory/no credit basis.

"NC" and "NP" notations recorded for courses after Summer 1994-95 will be visible on student transcripts.

- "CR" ("Credit") is used when performance has been satisfactory in a course taken on a satisfactory/no credit basis.
- "S" is used in courses where satisfactory/no credit grading is not student-elected, but instructor-mandated.

Both "CR" and "S" require C- or better performance.

- "W" ("Withdraw") is used when a student withdraws from a course between the start of the 5th and the end of the 8th week of the quarter. This notation will be visible on student transcripts.

As stated below, the Registrar's Office will replace the original grade recorded for a course with a new notation, "RP"; ("Repeated Course"), when a student retakes the course. This notation will be visible on student transcripts.

15.2.2 B. INCOMPLETES

Incompletes must be changed to a permanent grade or notation within one year (i.e. prior to the last day of the fourth quarter which follows the course, including Summer Quarter). If the "I" remains uncleared after that time, it will be changed automatically by the Registrar's Office to a "NC" or "NP" as appropriate for the grading option selected. Also, students may not drop courses in which an Incomplete ("I" notation) was awarded, if those courses were taken in 1994-95 or later.

15.2.3 C. COURSE RETAKES

A student may retake ONCE any course completed (regardless of grade or notation earned - "NC", "I", "**") or from which the student withdrew and had the original grade or notation replaced by the notation "RP" (for "repeated course"). When retaking a course, the student must register for the same number of units as when the course was originally taken, and the course number must match EXACTLY the department number, course number, and suffix of the original course. Courses without matching numbers cannot be assumed to be equivalent and will not be accepted as retakes.

If the course is being offered with a choice of grading options (letter grade or CR/NC), the student may, adhering to the usual deadline for electing a grading option, elect whichever grading option s/he wants (regardless of which grading option was elected when the course was taken for the first time).

Upon completion of the retake, the Registrar's Office will automatically change three things in the student's record: the units for the first time the course was taken will be reduced to 00, the grade for that first time will be changed to an "RP", and the grade for the second time will be specially flagged on the student's transcript to indicate that it is a repeated course. The student's record would then carry entries similar to this:

Autumn 2011:	Physics 019	Intro to Physics	00 units	RP
Autumn 2012:	Physics 019	Intro to Physics	03 units	C #

Students may not retake a course again in the future (for a third time), unless they received an "NC" or "NP" when they took it for the second time. Upon completion of the third attempt, the Registrar's Office will automatically change the units for the second time to 00, and the third time will appear on the transcript with its units, grade, and the special flag to indicate that it is a repeated course. The end result will look like this:

Autumn 2010:	Physics 019	Intro to Physics	00 units	RP
Autumn 2011:	Physics 019	Intro to Physics	00 units	NP #
Winter 2012:	Physics 019	Intro to Physics	03 units	C+ #

Next

16 Advising Guidelines

The Associate Dean of Graduate Policy issued guidelines for good practices in the graduate student--faculty adviser relationship following review by the Stanford University Committee on Graduate Studies. The guidelines given here are adapted, with permission, from a document issued by the Vice Provost for Research and Dean of the Graduate School at the University of Oregon.

High-quality graduate education depends upon the professional and ethical conduct of the participants. Although the University is composed of many distinct disciplinary "cultures," its faculty and students together form a community of scholars. As such, they have complementary responsibilities for upholding academic standards and sustaining a creative and collegial environment.

Focused on the professional academic relationship between faculty advisers and graduate students, the following guidelines are based on the collective experience and wisdom of a number of major research universities. Their purpose is to encourage a heightened awareness of -- and conscious commitment to -- practices that the great majority of faculty and students here and elsewhere routinely follow as a matter of common sense, courtesy, and basic honesty. Although a few of these guidelines have more direct relevance to some fields than to others, most are applicable across the entire disciplinary spectrum.

16.1 Faculty advisers should:

- be knowledgeable concerning the academic and non-academic policies that pertain to graduate students.
- help students understand the requirements and timetable that each must meet, including course work, languages, research tools, specific research responsibilities, examinations, and thesis or dissertation.
- help more advanced students design research programs that take advantage of their individual interests and strengths and that can be completed in a timely manner.
- provide students with evaluation of their progress and performance in regular (at least twice quarterly) and informative ways. It is especially important for faculty to provide students with timely and candid advice when their performance is deficient or their lack of progress might prevent them from attaining the desired degree.
- help students develop artistic, interpretive, writing, oral, quantitative, or other relevant professional skills required by the discipline.
- encourage, by example and precept, a dedication to high-quality teaching.
- discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into collaborative projects.
- draw student's attention to University policies on Intellectual Property, Environmental Health and Safety, Scientific Misconduct, the Honor Code, and require that they be followed.
- encourage faculty-graduate student collaborations which entail the sharing of authorship or rights to intellectual property developed in research or other creative or artistic activity.
- promote free inquiry and the free exchange of information, subject to the University's policies regarding secrecy and confidentiality of research.
- acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
- encourage graduate students to participate in professional meetings, perform or display their work in public settings, and publish the results of their research.
- prepare students to be competitive for employment, providing a realistic view of the field and the current job market, making use of professional contacts for the benefit of their students.
- excuse themselves from participating in committee decisions regarding any student with whom they have a relationship that could result in a conflict of interest.
- never impede a graduate student's progress toward the degree or toward employment in order to benefit from the student's proficiency as a teaching or research assistant.
- interact with students, staff, and faculty colleagues in a professional and civil manner, and in accordance with University policies.

16.2 For their part, graduate students should:

- take primary responsibility for informing themselves of the regulations and policies governing their financial aid, degree and course requirements, and research activities (e.g., as made available through departmental notes or guidelines for graduate students, the Graduate Student Handbook, the Research Policy Handbook, and the Stanford Bulletin).
- seek clarification from the faculty adviser when they are uncertain about the precise meaning or application of a regulation or policy statement.
- be aware of time constraints and other demands imposed on faculty members and program staff.
- communicate regularly (at least twice quarterly) with faculty advisers, especially regarding matters related to research and progress with the degree program.
- recognize that the faculty adviser provides the intellectual and instructional environment in which the student conducts research, and, through access to teaching and research funds, may also provide the student with financial support.
- exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data. The University's policy on scientific misconduct is published in the Research Policy Handbook and included in extract form in the Graduate Student Handbook. This policy applies to researchers in all disciplines and to students as well as faculty and staff.
- take special care to preserve the data collected during experiments or noted during research (with precise identification of sources) in order to avoid future confusion or disputes about access or ownership.
- acknowledge the contributions of the faculty adviser and other members of the research team to the student's work in all publications and conference presentations. It is also appropriate to acknowledge the sources of financial support. Students should familiarize themselves with the statement on Academic Authorship published in part in the Graduate Student Handbook and in full in the Research Policy Handbook.
- recognize that the faculty adviser is responsible for monitoring the accuracy, validity, and integrity of the student's research and for ensuring that the contributions of all participants in the research are properly acknowledged in any publications. For these reasons and because the quality of that research reflects on the student, the faculty adviser, and the University, students should always consult with their advisers before attempting to publish the results of work carried out under the adviser's direction or in the adviser's studio or laboratory.
- maintain the confidentiality of the faculty adviser's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline.
- inform faculty of conflicts and work towards a clear resolution.

- interact with faculty, staff and other students in a mature, professional, and civil manner in accordance with University policies.

Next

17 The Stanford University Honor Code

Students should be aware of the Stanford University Honor Code which describes standards of acceptable and unacceptable student conduct. Of particular importance are the rules regarding receiving aid that is not explicitly permitted in exams and class work.

It is also important that students take an active part in seeing that the letter and spirit of the Honor Code are upheld by themselves and others.

Also of importance in these days of the ubiquitous Internet are the explicit prohibition of plagiarism. Penalties for violation of the Honor Code can be serious (e.g., expulsion from the University).

Detailed information regarding the Honor Code can be found at the web site www.stanford.edu/dept/vpsa/judicialaffairs.

Next

18 International Students

Make sure that you have an updated correct address in AXESS at all times.

Be aware of current requirements for international students through the Bechtel International Center.

In particular, international students should not let their program drop under 8 units at any time.

Next

19 Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides individual, couples and group psychological counseling for all registered undergraduate and graduate students at Stanford. Consultation and outreach services are provided for Stanford's faculty, staff, and student organizations.

caps.stanford.edu

Next

20 Treatment of Students Sustaining Injuries

Students sustaining the following injuries should be directed to the EMERGENCY DEPARTMENT, STANFORD UNIVERSITY HOSPITAL during all hours.

Cyanide poisoning
Ingestion of or skin contact with chemicals; inhalation of hazardous chemicals
Head injuries that affect vision
Significant burns, chemical or thermal (e.g., extensive, involving face)
Significant lacerations (e.g., if more than just skin deep; over joints; possibly involving tendons)
Significant fractures (e.g., long bones; open fractures)
Significant dislocations (e.g., ankle, elbow, wrist, shoulder, hip)
Significant crush injuries to bones, musculature, or abdomen
Significant penetration injuries

Students sustaining most other work-related injuries should seek care at VADEN STUDENT HEALTH CENTER, 866 CAMPUS DRIVE.

Injuries for which care is available at Vaden include, but are not limited to:

limited abrasions
limited contusions
superficial lacerations (skin only)
limited thermal and chemical burns
possible fracture

FOR OCCUPATIONAL EXPOSURES TO BLOOD, BODY FLUIDS, OR OTHER POTENTIALLY INFECTIOUS MATERIAL (resulting from needle sticks, lacerations, etc.)

Immediately consult the Vaden Student Health Center or the Stanford University Hospital Emergency Department.

Phone:
Paramedics 9-911
SUH Emergency Department 723-5111
Vaden Health Center 723-4841

Fax: Vaden Health Center 723-4999

Stanford University Hospital Emergency Department is open 24 hours a day

Vaden Hours:
Monday - Friday 8:00 AM to 8:00 PM
Saturday - Sunday 10:00 AM to 5:30 PM

After hours noted above, a physician is on call and can be reached by calling the Vaden Health Center phone number.

20.1 Campus Emergencies

After an earthquake or other campus emergency telephone service may be limited or unavailable. The University has set up a message number that families and friends outside the area can access to get recorded campus information:

800-89-SHAKE
602-858-5044 from outside the USA
650-725-4878 EE Emergency Hotline

Information will also be available from KZSU, 90.1 FM.

Next

21 Leaves of Absence

21.1 Contents

- 1 Health Insurance
- 2 University Housing
- 3 International Students
- 4 Financial Aid
- 5 Loan Repayment

Students currently registered and wishing to withdraw from Stanford during an academic quarter, or who wish to request a leave for future quarters, must obtain a "Leave of Absence Petition" and approval from EE Student Services Office.

You can print a Leave of Absence Form from the Registrar's Office website: www.stanford.edu/dept/registrar/pdf/leaveofabsence.pdf.

Students who annual registration within the first two days of instruction will receive a full refund. Leaves of absence are granted for a maximum of one calendar year. Students on leave of absence are not registered at Stanford and therefore do not have the rights and privileges of registered students. They cannot fulfill any official department or University requirements during the leave period.

Students on leave may complete course work for which a grade of "I" ("Incomplete") was awarded in a prior term and are expected to comply with the usual one-year time limit for resolving incompletes.

21.2 Health Insurance

Students who are not registered after their initial quarter may continue on the Stanford health insurance plan for a maximum of three unregistered quarters or through the end of the academic year, whichever comes first. Additional information is available from the Student Health Center (723-2135). An annulment received by the Academic Standing Office before the first two days of the quarter will automatically cancel insurance coverage unless other instructions are specified on the petition. If registration is annulled after the second day of class, the insurance and full cost of the premium will remain in effect.

21.3 University Housing

University housing is generally not available to students on leave. However, students who have medical disabilities that require university medical services and women graduate students on pregnancy/maternity leave may petition to remain in campus housing for a maximum of one quarter while on leave. Approval requires good academic standing, departmental recommendation, and no outstanding financial obligations to the university. Further questions may be directed to the Stanford Housing Center.

21.4 International Students

Non-immigrant students and their dependents must maintain their appropriate visa status at all times.

Please contact the foreign student adviser at Bechtel International Center when making plans to take a leave of absence.

When taking a leave of absence, the leave form must be signed by the foreign student adviser prior to being submitted to the Academic Standing Office.

21.5 Financial Aid

Prior to departure, students on Stanford fellowships should discuss with their adviser and Natasha Newson in the EE Office the partial funding issues which may arise as a result of a leave. Promises of financial aid upon return are conditional on availability of funds.

21.6 Loan Repayment

Students with outstanding loans should consider the effect of a leave on their loan status. The period of leave is counted by the lender as part of the total allowable grace period. If the lender requests information on a student's registration status, Stanford is required to report non-registration.

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22 Financial Assistance

22.1 TEACHING ASSISTANTS, COURSE ASSISTANTS, RESEARCH ASSISTANTS & GRADERS

The generic term *teaching assistant* includes a variety of positions defined by the university. Almost all appointments for Teaching Assistants in the EE Department are officially "Course Assistants" as defined by the university. A Course Assistant (CA) is a graduate or coterminal student who works part time helping an instructor with a class. The CA's responsibilities can include office hours for individual student assistance, review or study sessions, occasional lectures, preparation of assignments, grading exams and projects, and solutions. A CA for a laboratory class may also be responsible for laboratory supervision, equipment, or demonstrations.

22.1.1 Eligibility

By University regulations a CA must have graduate standing or be a coterminal student with at least 180 units completed. The CA appointments are not restricted to EE students, but priority is given to EE and CS students.

A student with TGR status can be appointed as a CA; however no matter which percent appointment is held ONLY the TGR fee will be paid. Any units taken will be at the CA's own expense.

The position of CA usually refers to a students deemed fully qualified by the department in terms of background, experience, language skills. In some cases, CA appointments may be made at lower salaries for students without full qualifications for limited responsibilities in assisting courses.

Matriculated Stanford graduate students may be appointed as Research Assistants. Co-terminal students who have completed 180 units in prior quarters are also eligible and may receive the accompanying tuition grant. Honors Co-op students are not eligible for CA/TA/RA appointments. Students must be registered during any quarter in which they hold an appointment

Non-matriculated students, graduates-at-large and undergraduates are not normally eligible for CA and RA appointments and are never eligible for tuition credit. Information on CA, RA, and grader appointments can be obtained through the EE Student Services Office.

22.1.1.1 Registration

All students holding assistantships must be registered for a minimum of 8 units and not more than 10 units in every quarter in which the assistantship appointment is held. The Department will not distribute assistantship checks until registration has been verified by a current-quarter student body card.

22.1.1.1.1 Percentage of Appointment

The normal assistantship appointment is for 25% or 50% time. Appointments for more than this percentage, or two concurrent appointments totaling more than 50% during the academic year, require the PRIOR approval of each of the following:

1. Department Chair
2. Dean of the School of Engineering

Recommendations for such appointments should indicate academic progress of student and anticipated degree completion date; students must have been admitted to candidacy. Approval will be granted only when such an appointment will not interfere with progress to their degree and will normally not be granted for more than a one-year maximum.

22.1.1.1.2 Summer Appointments

The *maximum summer quarter assistantship provided is 90%*, and this appointment includes three units of tuition allowance (or TGR). Unless they are TGR, *students with a 90% assistantship must enroll in 1-3 units of research, directed study, or course work.*

Students with 90% appointments who are eligible to register TGR should enroll in the usual TGR course; 801/802.

22.1.1.1.3 Work in Addition to Appointment or Fellowship

Students on full fellowship or 50%-time assistantship may work only an additional 8 hours a week. NOTE: International students on F or J visas may not work more than 50% time.

22.1.1.1.4 Graders

Grader assignments are available with payment on an hourly basis. Graders are appointed by the Instructor with the approval of the EE Student Services Office. There are no tuition grants available with grader jobs. The hourly rate of pay for graders is as follows:

Undergraduates	\$13.00 per hour
Graduates	\$14.00 per hour
Section Leaders	\$14.50 per hour

The number of hours per week depends on class size. It is the department's policy to provide 15 minutes of support per student per homework assignment.

A list of classes needing graders is posted each quarter to the EEWeb site. Contact the instructors listed directly regarding appointment. See <http://www-ee.stanford.edu/ta/grader.html> for Grader Applications. Contact the course instructor listed on the application regarding the appointment. Submit completed and approved grader application form to the EE Student Services Office.

22.1.1.1.5 Teaching Assistants

Most teaching assistants carry a 50% appointment and work about 20 hours per week. The Department also offers 25% (10 hours per week) and 10% (4 hours per week) appointments.

22.1.1.1.6 2012-2013 Academic Year TA Rates: Quarterly Salary (Effective October 1, 2012)

The rates for Course Assistants deemed fully qualified by the EE department are listed below. In a few cases students not having full qualifications may be appointed for limited duties at a lower salary determined by the department. The quarterly salaries are subject to withholding tax.

Appt	Pre-Quals CA	Post Quals CA*
50%	\$8,208	\$8,808
25%	\$4,104	\$4,404
15%	\$2,460	\$2,640

* Students must first be admitted to candidacy, as outlined in the 'EE Graduate Handbook,

in order to receive the Post-Quals rate.

Appt	Mentoring TA and Teaching Affiliate
50%	\$9,099
25%	\$4,550

Tuition Grant	
\$9,520	8- 10 UNITS FOR 50% APPOINTMENT
\$4,760	5 UNITS FOR 25% APPOINTMENT
\$2,682	TGR

Because of the shortened summer quarter, summer Assistants receive 80% of the listed stipend.

22.1.1.1.7 Research Assistants

A typical Research Assistantship appointment is from October 1 to June 30. A 50% RA is expected to work 20 hours per week on research, averaged over each three-month quarter. Breaks between quarters can be used as vacations as long as the RA maintains an average of 20 hours per week during the appointment. The salary and tuition scale for EE Research Assistants is listed below. The scale for RA's employed by other departments may vary.

22.1.1.1.8 2012-2013 Academic Year RA Rates (Effective October 1, 2012)

Maximum units of tuition per qtr 8-10 Maximum units of register per qtr 8-10 Percent of Time on RA 50% Pre-Quals (\$/mo) \$8,208 (\$1,368/per pay period) Post Quals* (\$/mo) \$8,808 (\$1,425/per pay period) *Students must first be admitted to candidacy, as outlined in the EE Graduate Handbook, in order to receive the Post-Quals rate. During the academic year, a maximum appointment is 50%.

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23 Honors Cooperative Program and SCPD

23.1 Contents

- 1 Introduction
- 2 General Standards and Arrangements
- 3 Admission
- 4 Stanford Center for Professional Development
 - ◆ 4.1 Advanced Degree Requirements

23.1.1 Introduction

The Honors Cooperative Program (HCP) was set up in 1953 to enable qualified engineers and scientists from nearby companies to pursue graduate degrees at Stanford on a part-time basis while maintaining full-time professional employment. Courses may be taken by Internet streaming video at the students' companies or on campus (HCP students only). A list of some 175 participating companies can be obtained from the Stanford Center for Professional Development:

Stanford Center for Professional Development
301 Durand Building
Stanford, CA 94305-4036
(650) 725-3000

23.1.1.1 General Standards and Arrangements

HCP students have the same privileges as any other Stanford student, plus the advantage of being able to attend classes on a part-time basis with company provided financial support. In order to be awarded a graduate degree, the following minimum grade point averages must be maintained during graduate study: 3.00 for the MS-EE degree and 3.10 for the Engineer's degree. Students and their advisers are notified if the grade point average standards are not being met.

All HCP students are encouraged to maintain an average course load of three units (minimum) per quarter, including summer quarters, and in general to make steady progress toward the target degree. Faculty (academic) advisers are provided for participating students. These advisers assist with program planning and any special problems that may arise.

23.1.1.1.1 Admission

See the Admissions section of the EE website for information on applying for admission to the Stanford graduate Electrical Engineering Program. HCP applicants are judged on the same basis as all other applicants for the graduate program in Electrical Engineering.

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24 Stanford Center for Professional Development

Each quarter about 70 graduate engineering and science courses are broadcast over the Stanford instructional television network of the Stanford Center for Professional Development. Of these courses, approximately 30 are Electrical Engineering courses, with the remainder from other departments in Engineering, Mathematics and Statistics. While Stanford does not intend to offer a fully televised degree program, it is possible that a majority of the coursework leading to an MSEE may be taken via the Network. The instructor may require that the student come to Stanford for tests. It is intended that HCP students can make more efficient use of their time and energy through this instructional network.

24.1 Advanced Degree Requirements

Every graduate student registered in the Department of Electrical Engineering must be actively working toward a specific advanced degree. Each student working toward the Master's degree must file a Program Proposal giving his or her proposed course program in full to the EE Student Services Office during the first quarter of graduate study. (This program may be easily modified by submitting a new MS Program Proposal.) Master's programs for Honors Co-op students are authorized for a maximum of 5 years.

Students who wish to study beyond the MS-EE must contact the EE Admissions Office. Students wishing to continue beyond the MSEE to the Ph.D degree must petition to take the qualifying exam. Generally the deadline for the qualifying exam eligibility petition is in October each year. The qualifying examination, given in January of each year, may be taken before completing the MS. A minimum grad point average 3.5 in all graduate work at Stanford is required for permission to take this examination. Please see subsection Continuing Beyond the MSEE at Stanford of this handbook for additional information about the Qualifying Exam Petition process. Upon approval of the Petition, students must change their status from part-time to full-time study.

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25 Non-Degree Option (NDO)

In accordance with requirements of the Registrar's office, NDO students must complete a registration form and submit official transcripts with the SCPD office. Transcripts must include grades through the last date of attendance and must show any degrees awarded. For admissions purposes, an official transcript, not a photocopied version, should be submitted. Official transcripts bear the official seal of the institution and the signature of the Registrar. Transcripts may be enclosed with the application or sent directly to the SCPD office.

NDO Eligibility - Any student that has completed an undergraduate degree in a related field with a minimum GPA of 3.00 (on a 4.0 scale) may apply for NDO status in the Electrical Engineering Department. EE students must maintain an NDO GPA of 3.0 (on a 4.0 scale) with no more than one C, D, or NC to continue in the program. Performance in the NDO program will be considered in connection with regular (or HCP) graduate admissions. NDO enrollment does not guarantee acceptance into the graduate Honor's Cooperative Program.

For general academic advising and information regarding the recommended prerequisites for a course, NDO students should contact the department student services office. All NDO students are bound by Stanford University's Honor Code. A violation of the Honor Code will result in the loss of NDO privileges.

Questions regarding admission may be addressed to the :

Office of Graduate Admissions
Department of Electrical Engineering
Stanford, CA 94305, (650) 723-4114.

Questions regarding company arrangements with the University should be addressed to the :

Stanford Center for Professional Development
Room 301 Durand Building
Stanford, CA 94305, (650) 725-3000.

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26 EE290A,B,C: Curricular Practical Training

EE290A,B,C,D : Curricular Practical Training

Course web site : [1]

EE290A,B,C,D offer course credit for EE majors who desire relevant work experience as part of their program of study. This is done in a manner consistent with the USCIS regulations and the Bechtel International Center. In order to be consistent with USCIS regulations, such work must be relevant to the curricular program pursued by the student. These policies are subject to change and the students should make sure that they have the most current information from the I Center. See, in particular, the circular Curricular Practical Training which can be found at [2].

Sign up for the EE 290A,B,C or D course on your study list for one unit only for the quarter during which you work. EE290A,B,C,D may each be taken only once. The "ONLY ONCE" restriction includes a quarter in which an I or NC is received, e.g., if 290A is taken during a quarter and a grade of I or NC is received, the student still may not take it again.

EE290B is restricted to students in EE Engineer or PhD program. (MS students who have not advanced to these programs DO NOT qualify.) EE290C is restricted to students in EE PhD program. (MS students who have not advanced to PhD program DO NOT qualify.) EE290D requires the permission of the instructor. See the "Handouts" section for "Enrollment Request". You must present strong reason why this course is essential to your program of study.

TGR student is not eligible to take CPT unless it is an essential part of the student's research.

If you are on a student visa, you will need to submit the PTA (Practical Training Application) form in Axxess and your CPT request to the Bechtel Center. Instructions on how to submit your CPT application are provided at http://icenter.stanford.edu/students/current/curr_prac_train.html. You can submit the on-line application form for CPT as early as Axxess allows you to enroll in a CPT course for the quarter you are doing an internship, but no later than 5 days before your internship start date.

The course is completed and a grade of "S" assigned following submission and approval of a final report which describes in competent English the work you performed and how it relates to your academic program (NOT your research).

1. An incomplete ("I") grade will be assigned if the report is not received by the last day of classes. A report must be submitted within the following quarter to clear the "I". Failure to complete this course will result in violation of USCIS CPT regulation.
2. Typical report is about 3 to 5 pages, single spaced, and should not contain company proprietary information.
3. The report cover page should include the student's name, Stanford ID, the course (EE290A, B, C or D), the quarter during which the course is taken, the company you work for, and signature of dissertation or academic adviser for EE290B, C and D.
4. The report must have a section describing how your work improves your skills relating to SPECIFIC Stanford class(es) that you have taken (NOT how your work improves your research skills, and NOT how these classes help your work).
5. Papers resulting from the work can be added as an appendix, but do not alone fulfill the requirement.
6. EE290A report should be submitted as a pdf file to Vice Chair by email to vicechair@eemail.stanford.edu. The pdf file should be named `course_number_last_name_first_name` (e.g., `EE290A_Simth_John`).
7. EE290B, C or D report must be read and signed by your dissertation or academic adviser on the cover page prior to submission as a pdf file by email vicechair@eemail.stanford.edu. The pdf file should be named `course_number_last_name_first_name` (e.g., `EE290B_Simth_John`).

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27 Computing Resources

Much of the work for your classes will be simplified if you have access to a computer. Many classes will even require computer assignments. However it is not necessary that you purchase a computer. Vast computer resources are available to Stanford students, including workstation, Macintosh, and PC environments. Various computer clusters can be found throughout the university: For a complete description of the University computing resources, visit the Computing and Communication website www.stanford.edu/home/computing/.

- Terman Library
- EMCC (usually referred to as "EMC2", located in Terman 104)
- Meyer Library (2nd Floor)
- Tresidder Union (2nd Floor)
- Packard basement, Room 051

Assistance at all of these clusters is provided usually by student consultants. They can help you use the various computer systems available. The machines in the various clusters usually contain a variety of software ranging from spreadsheet programs to word processors, to CAD-drawing packages, to numerical analysis packages. Ask the consultants on duty what software you may need for certain applications, and where to find it. Laser printing is usually available within these clusters. The price per print varies from cluster to cluster between 5 to 15 cents per page.

Most research groups have their own computing facilities, which are reserved for the use of those groups.

In recent years computer and network security have become extremely important to protect our systems and data from external attack. The Department of Electrical Engineering maintains its own security Website at island.stanford.edu with advice and information on current security software and upgrades.

27.1 Fax Machines

The Message Center, located in Forsythe Hall, room 195 (723-4081) offers telegram, telex (TLX 3722871 STANUNIV) and fax services (723-0010). You can send and receive documents for a fee. Be certain your name and telephone number are on documents sent to you.

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28 Student E-mail Address Requirement

Students in the Department of Electrical Engineering are required to enter their Electronic Mail address, as well as a day-time office and phone number (if applicable), in the Address portion of the student Axxess system.

International students must enter complete home addresses in AXESS.

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29 EE E-Mail Lists

The EE Department maintains several e-mail lists for the use of its students, staff, and faculty. The primary list is ee@mailman.stanford.edu and it is the official means of notifying the EE community of events and announcements of general information.

You can subscribe and unsubscribe from email lists at the following website mailman.stanford.edu/.

Only the EE Department front office can send mail to this list and it is reserved for official announcements of interest to students, faculty, and staff.

A second list is ee-students@mailman.stanford.edu. You can subscribe or unsubscribe to the ee-student list in the same manner as the ee list (replacing "ee" by "ee-students") and it is open to anyone with a Stanford email account in the sense that anyone on the list can mail messages to the list. This list is used for informal information such as meetings, student deadlines, qualifying exam study groups, as well as formal announcements. All announcements sent to ee@mailman.stanford.edu are also forwarded to ee-students@mailman.stanford.edu so you need not subscribe to both lists. It should not be used for announcements not related to the EE Department.

A third list, <https://mailman.stanford.edu/mailman/listinfo/ee-jobs-posters>, is specifically aimed for job announcements of interest to Stanford EE students. If you would like to know more about the Mailman listservers, including commands to query the list, visit the following website: mailman.stanford.edu.

For all but first-quarter students, failure to enter this information into the Axess system will prevent a student from submitting their study list on-line (which will most likely result in late fee charges). To prevent this, students are strongly encouraged to open a Stanford email account and to enter the data as soon as possible.

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30 EE Student Web Directory

31 Libraries

The Engineering Library, located on the second floor of the Terman Engineering Center, is part of a network of libraries serving the Stanford community. The Engineering Library contains approximately **1200** active serial titles, **50,000** monographs, and thousands of technical reports.

Of the five other science libraries on campus - the Math/CS library (for computer science materials) and the Physics Library (for optics and photonics) may be of particular interest. In addition to photocopiers and printers, the Engineering Library houses a computer cluster, which includes a scanner for use by students.

Further information can be found at www-sul.stanford.edu/depts/eng/.

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32 Student Mailroom

The only place where U.S. mail or university mail will be kept for a student is Packard 120, unless the student notifies the Department Office of an assigned office elsewhere in the university.

Current department publications and academic information are available in the **Basement of Packard**, in addition to announcement of seminars, job listing, and other items of possible interest.

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33 Career Development Center

The Career Development Center (CDC) (cardinalcareers.stanford.edu/students) assists graduate and undergraduate engineering students in exploring their passions, understanding their unique talents, and developing a successful career search strategy.

Step one is to register with the CDC by establishing a Cardinal Careers account. Go to cdc-secure.stanford.edu/login/. Your account will give you :

- access to the jobs database for full-time, part-time, internship and on-campus (including federal work study) opportunities
- the ability to set up job search agents which will work for you to deliver jobs of interest
- include your resume in one or more resume books
- get activated for our on-campus interview program, Cardinal Recruiting
- sign up to receive CDC CONNECT, our e-newsletter, and other targeted career information.

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34 Campus Emergency Information

emergency.stanford.edu

[Return to Student Information.](#)