March 1, 2021

To: Deans, Department Chairs and Program Directors, Directors of Undergraduate Study, Directors of Research Institutes

From: Provost Persis Drell

Subject: Update to Policies on Stanford Funded Experiential Learning for Undergraduates, 2020-21

This memo provides an update regarding policies and procedures for undergraduate experiential learning opportunities (ELOs), including research, Cardinal Quarter or service projects, and internships, during the Spring and Summer quarters of 2021. (See the original August 24, 2020 guidance here.) We continue to be committed to making such experiences available to students during the coming quarters and appreciate your efforts to provide opportunities for undergraduates. Please note, however, that as health conditions or state, county, or local regulations change, university policies may also change.

Definition of a full-time ELO
*35+ hours per week
*Duration of ELO may vary by organization. VPUE-funded opportunities are typically 9 or 10 weeks; other funding organizations may impose different durations. Eligibility for housing (see below) requires a 6 week minimum duration.
*Paid by stipend, not hourly appointment
*Funded by money that flows through the university, for example, support through VPUE, the Haas Center, and any School, Department, Program, Institute, or faculty-controlled funding, including funding from private sources.

Note: Faculty may work with Human Resources to hire students who are on a Leave of Absence hourly. These students are not participating in an ELO and are not eligible for on-campus housing in Spring quarter if their cohorts are on campus or other ELO benefits.

Student eligibility for a full-time ELO
*Students must be on their Flex term when they have a full-time ELO funded by Stanford.
*Students must have been previously enrolled full-time for two quarters during AY 2020-21.
*Students may only receive one full-time Stanford-funded ELO stipend in AY 2020-21.

Unit responsibility for administering an ELO
*Units are expected to administer the application, selection, and stipend support processes to students as they typically do.
*Units must also confirm that the student met the above criteria prior to finalizing the award.
*Once units have finalized the list of students awarded stipends, they will share this information through rosters to create a centralized repository. For Spring quarter ELOs, we ask that you submit rosters by March 8 if possible; and for Summer quarter ELOs by May 3.
Instructions for how to check a student's eligibility via SIRIS and submit a roster may be found [here](#) in a downloadable spreadsheet.

**Eligibility for housing during a Flex term**

**Spring 2021**
*Juniors and seniors whose cohort is already assigned to live on campus in Spring 2021 may live on-campus during their Flex term while participating in an approved full-time ELO (minimum six weeks duration).*
*Students must apply for housing separately from their ELO application, and should do so if they may participate even if they have not yet received notification of an ELO award. (Spring housing information available [here](#).)*
*In general, first year and sophomore students are not eligible to be on campus in Spring quarter. Those who have special circumstances and have been granted an exception to stay on campus, however, may use their Flex term and engage in a full-time ELO (minimum six weeks duration).*

**Summer 2021**
*First year students and sophomores will be invited back to campus for the summer quarter and may take their Flex term while living on campus if they are participating in an approved summer activity or program.*
*Health conditions (including state, county, and campus guidelines) and space permitting, juniors and seniors will be permitted to live on campus either while enrolled or during their Flex term while engaged in approved summer activities. More information about eligibility for summer campus housing will be communicated to students as soon as available [here](#) and through additional campus communications.*

**Eligibility for in-person activities**

**Spring 2021**
With limited exceptions for open campus buildings, all Stanford-funded ELOs should remain remote opportunities only.
- Undergraduates who are living on campus or locally may be permitted to engage in in-person research activities in open campus buildings such as labs, studios, or libraries with the approval of the relevant PI and dean’s office.
- In-person activities at off-campus locations are currently not permitted.
- Stanford-sponsored travel for undergraduates also remains prohibited.

**Summer 2021**
Because we cannot predict with certainty whether health conditions will permit in-person activities this summer, Stanford-funded ELOs should be designed so that they can be performed remotely, though in person restrictions may be relaxed as conditions allow.

**Helpful links**
- [Re-Approaching Stanford](#)
- Flex Term Frequently Asked Questions
- Registrar’s Office Undergraduate Enrollment Framework for 2020-21
- Undergraduate Research On-Campus Policy
- General Stipend Request Information from the Financial Aid Office