

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

From: Provost Persis Drell

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

Experiential learning opportunities such as research, Cardinal Quarter or other public service projects, and internships are valuable aspects of our students' undergraduate education, allowing them to apply classroom learning in new and unscripted arenas and to use those experiences to enrich their academic work. We are committed to continuing to make such experiences available to students during the upcoming academic year.

This memo sets out interim policies related to these opportunities for AY 2020-21. These policies apply to Stanford-funded opportunities for which students receive a stipend; they do not apply to hourly employment. Stanford funding includes any monies that flow through the university, including support through VPUE, the Haas Center, and any School, Department, Program, or Institute funding. This funding may originate from private sources.

During AY 2020-21, undergraduates are expected to enroll in three quarters as they would have typically in any other year. They will receive one Flex term, analogous to the typical Summer quarter. Students who plan to enroll in fewer than 3 quarters will need to take a Leave of Absence in at least one term, since only one Flex quarter is allowed. During their Flex term, students will be able to enroll in up to five tuition-free units of coursework. In addition, they will remain active and may be eligible to apply for a variety of Stanford experiential learning opportunities. Students may opt to take their Flex term during any quarter, but some opportunities are only available with specified prior quarters of enrollment (see restrictions below).

Full-time Opportunities

In order to be eligible to apply for a full-time Stanford-funded opportunity (e.g., research, Cardinal Quarter or other service projects, internships) in a Flex term, students must have been enrolled full-time for at least two prior quarters during the academic year. (The quarters need not be consecutive.) Therefore, these opportunities will only be offered during the Spring and/or Summer Quarter of 2020-21. Eligible students must be in their Flex term and not on Leave of Absence. Full-time is defined as 35+ hours per week in 10 consecutive weeks. A student may only receive one full-time Stanford-funded experiential learning opportunity in the 2020-21 academic year.

Students engaged in an approved full-time opportunity during their Flex term are eligible to reside on campus if it is their cohort's assigned on-campus quarter.

Part-time Opportunities

Part-time experiential learning opportunities may be offered to students during any quarter. Students may either be enrolled full-time or taking their Flex term, but they may not be on Leave of Absence. A part-time opportunity is defined as up to 10 hours per week or an opportunity equivalent in scope to a 3-unit independent study.

Participation in a part-time opportunity by an unenrolled student (i.e., a student in their Flex term) does not make the student eligible to live on campus.

Implementation

Departments, programs, and institutes will be expected to administer the application, selection, and stipend support processes to students as they typically do. Information about how to check students' enrollment status will be made available, and additional mechanisms are being developed to assist in coordinating these efforts. More information and guidelines will be coming soon to department managers and student service officers.