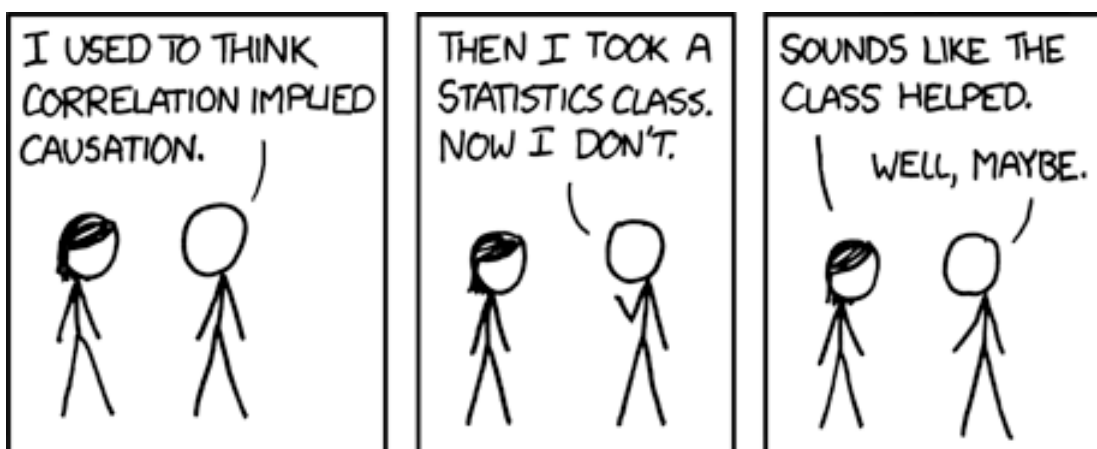


Stanford University
Department of Statistics
Ph.D. Student Handbook
2021-22



<https://xkcd.com/552/>

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Introduction

This document augments the Bulletin and other University publications and contains policies, procedures, and degree requirements specific to the Department of Statistics. Further information and resources are available from the Student Services Manager (SSM), the Director of Graduate Studies (DGS), and the department website.

It is the students' responsibility to familiarize themselves with this information and to seek clarification as needed. Additionally, it is the students' responsibility to review this handbook on an annual basis. Unless otherwise stated, any reference to a quarter or quarters refers to one or more of the academic quarters, i.e., Autumn, Winter and/or Spring, and does not include Summer Quarter. Similarly, unless otherwise stated, any reference to a year refers to three sequential academic quarters, i.e., Autumn, Winter and Spring.

Department rules, policies and program requirements may be more restrictive than those of the University. Any requests for exceptions to these are subject to approval by the department chair and/or DGS, and, where relevant, the student's advisor.

Requirements for the Ph.D.

Coursework

Students enroll in 10 units each quarter until they reach Terminal Graduate Registration (TGR) status, except for winter and spring of the first year, when only nine units are required. In these two quarters, students may elect to add one unit of activity or non-academic credit. The typical first year academic program follows.

Year 1

Autumn

Stats 300A Theory of Statistics I
Stats 305A Applied Statistics I
Stats 310A Theory of Probability I
Stats 303 Stats Faculty Research Presentations

Spring

Stats 300C Theory of Statistics III
Stats 305C Applied Statistics III
Stats 310C Theory of Probability III

Winter

Stats 300B Theory of Statistics II
Stats 305B Applied Statistics II
Stats 310B Theory of Probability II

Summer

Stats 302 Qualifying Exams Workshop

Year 2

- Take Stats 319, Literature of Statistics, once each year after passing the qualifying exam until the year after passing the dissertation proposal meeting, to develop knowledge of the field and improve communication and presentation skills. Therefore, a student taking the qualifying exams in the Summer Quarter after Year 1 and having the dissertation proposal meeting in Year 3, would take Stats 319 in Years 2 and 3

- In each of Years 2 and 3 (or twice in Year 2) take Stats 390, Consulting Workshop. Stats 390 provides students with the opportunity to interact with a broad range of people, thus improving interpersonal and listening skills, and developing proficiency in problem-solving
- Beginning in Year 2 and prior to TGR, take a minimum of three statistics courses (nine units) at the 300 level in the department (depth), and a minimum of three courses (nine units) outside the department (breadth), plus additional approved courses bringing the total of breadth and depth units to at least 24 units. These courses may be taken for a letter grade or credit. Students should note the details below.

Depth Courses

Recommended courses include Stats 311, 314A, 315A, 315B, 317, 318, 322, 325, 350, 359, 361, 362, 367, 370, EE364A and EE364B. Stats 319, 390 or 399 may not be included. Mainstream statistics courses in other departments may also be considered for this requirement with the Graduate Director's approval. Any course by another department with co-designation STAT 3xx may be counted, provided the totality of such courses is strictly under half of the required nine units.
<http://explorecourses.stanford.edu>

Breadth Courses

A minimum of three courses of three units at a graduate or advanced undergraduate level in an approved department, e.g., CS, EE, MS&E, GENETICS. Any additional units can be at the 100 level or above. Courses used to meet the breadth requirement should be unrelated to coursework in statistics and probability, thus broadening the student's foundations. Such courses may include Statistics or cross-listed courses with co-designation STAT 2xx or 3xx taught by faculty who have a full, joint, or courtesy appointment in Statistics. Students may use the same courses to meet a Ph.D. minor and the breadth requirement, and therefore the requirement is usually automatically fulfilled when a student completes a Ph.D. minor. Although students may opt to take the breadth courses in different departments, they are advised to choose an area of concentration in a specific scientific field of statistical applications. The Breadth Requirement form should be signed by either your advisor (if internal) or the Director of Graduate Studies.
<http://exploreddegrees.stanford.edu/schoolofhumanitiesandsciences/statistics/#doctoraltext>

NB: Students with a graduate degree in a scientific area that is not essentially mathematics or statistics may petition to waive this requirement. Contact the SSM for more information.

- Begin taking research units (Stats 399) with multiple professors (you will need three recommendations for a job!)

Year 3 onwards

- Continue taking courses towards the depth and breadth requirements
- Continue taking research units with professors
- Take Stats 390 (until the requirement is fulfilled) and Stats 319 as described above

Milestones

In addition to coursework, the degree requirements for the Ph.D. in Statistics include the following University and department milestones.

<http://gap.stanford.edu/ch3.html>

Year 1

Qualifying Exams (University milestone) – by end of Summer Quarter

These five-hour open book exams are intended to test the students' level of knowledge when the Year 1 program has been completed. There are separate exams in the three core subjects of statistical theory and methods, applied statistics, and probability theory, typically with six questions per exam.

Students are expected to attempt all three examinations and show acceptable performance in at least two of them. Letter grades are not given. After passing the qualifying exams, students must file for Ph.D. Candidacy, a university milestone, by the end of Spring Quarter of their second year. See candidacy section below for details.

While nearly all students pass the qualifying examinations, those who do not can request to have their financial support continued for up to three quarters while they make alternative plans.

With very few exceptions, all students will be able to complete requirements for the M.S. degree in Statistics within two years (whether or not they have passed the Ph.D. qualifying exams) and can petition to add this degree to their graduate career at no additional tuition cost. See page 14 for details.

Qualifying Exam Schedule

The qualifying exams are held between the last day of the Summer Quarter and the first day of the following Autumn Quarter. The first-year cohort select their preferred dates, with the approval of the Faculty Examination Committee. These are typically non-consecutive days. Students are informed of the results in early October.

Qualifying Exam Coaches and Readers

Three senior statistics Ph.D. students are selected by the first-year cohort (subject to faculty approval) to coach the first-year cohort in the three core subjects of the exam during the Summer Quarter via Stats 302, Qualifying Exams Workshop. Three different students are selected (as above) to serve as qualifying exam readers to review and proofread the exams.

Year 2

Advancing to Candidacy / Confirmation of Advisor (University milestone) – by early Spring Quarter

Admission to candidacy for the doctoral degree is not an automatic process following completion of program requirements such as qualifying exams. It is a judgment by the department faculty of the student's ability to conduct original research and of their potential to successfully complete the requirements of the degree program.

The *Application to Candidacy* form must be submitted by the final study list deadline in Spring Quarter of the second year. This application requires the signatures of your principal dissertation advisor and the

department chair. Candidacy is valid for five years during which time students are expected to complete their degree.

<http://gap.stanford.edu/4-6.html>

<https://stanford.app.box.com/v/appcanddoct>

Extension of Candidacy

Ph.D. candidacy is valid for five years after the pre-candidacy period has ended (end of second year). Students can see their candidacy expiration date in Axxess by viewing their unofficial transcript. If the candidacy end date is approaching or has expired, the *Application for Extension of Candidacy or Master's Program* form should be completed, signed by your advisor and submitted to the SSM for review and processing.

<https://stanford.app.box.com/v/appcandextens>

Year 3

PhD Dissertation Proposal Meeting (Department milestone) – by mid Spring Quarter

The dissertation proposal meeting is intended to demonstrate students' depth in some areas of statistics, and to examine the general plan for their research. It also confirms that students have started to work with their Ph.D. advisor on a research topic.

The Dissertation Proposal Meeting Committee usually comprises the same faculty members who will serve on the Dissertation Reading Committee (and adheres to the same membership policies as the DRC), including at least two from the Statistics Department with a full or joint appointment in Statistics, but not those with only a courtesy appointment. Normally, all committee members are members of the Stanford University Academic Council or are emeritus Academic Council members; the principal dissertation advisor must be an Academic Council member. Professors who have recently become emeritus and have been recalled to active duty may serve as principal dissertation advisors, though they are no longer current members of the Academic Council.

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-4/subchapter-8/page-4-8-1>

In the 60-minute meeting the student gives a 45-minute presentation involving ideas developed to date and plans for completing a PhD dissertation, and for another 15 minutes answers questions posed by the committee. (Students should reserve a room for 1.5 hours in case the questions run longer). The meeting must be successfully completed by the end of the fifth week of classes of spring quarter of the third year. Note that the appearance of this milestone under Year 3 does not preclude the possibility to complete the requirement earlier. "Successful completion" means that the general research plan is sound and has a reasonable chance of success. If the student does not pass, the meeting may need to be repeated. Repeated failure by the end of Year 3 may lead to a loss of financial support.

IMPORTANT: Effective September 2021, the fourth-year funding of PhD students will be contingent upon passing the proposal meeting by the above deadline. Those who fail to do so must have their adviser submit by the end of Spring Quarter a justification for an exceptional extension of support, with a firm deadline for passing the proposal meeting. Even if such a request is approved, failure to meet the extended deadline may result in the immediate loss of all departmental support.

Beginning in the student's third year, students working with an outside advisor are required to meet with their dissertation proposal meeting committee annually, up to (but not including) the year in which the oral defense is completed.

NB: The dissertation proposal meeting is a department milestone required for the degree, and therefore is not required to petition for Terminal Graduate Registration (TGR) status.

Dissertation Reading Committee (University milestone) – by mid Spring Quarter

The Dissertation Reading Committee consists of the student's advisor (who may be in or out of the department) plus two faculty readers, all of whom are responsible for reading the full dissertation. Of these three, at least two must be members of the Statistics Department (faculty with a full or joint appointment in Statistics but excluding for this purpose those with only a courtesy or adjunct appointment). There will be no exception for the latter rule as far as the proposal meeting is concerned. Normally, all committee members are members of the Stanford University Academic Council or are emeritus Academic Council members; the principal dissertation advisor must be an Academic Council member. Professors who have recently become emeritus and have been recalled to active duty may serve as principal dissertation advisors, though they are no longer current members of the Academic Council.

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-4/subchapter-8/page-4-8-1>

The *Doctoral Dissertation Reading Committee* form should be completed and signed at the Dissertation Proposal Meeting (end of the fifth week of classes of Spring Quarter of the third year.) Changes of committee members may be made later pending approval of the department chair. The form must be submitted before approval of TGR status or before scheduling a University Oral Examination.

<http://gap.stanford.edu/4-8.html>

<https://stanford.app.box.com/v/docdiss-reading-committee-form>

Years 4/5

Terminal Graduate Registration (TGR) Tuition Status

Students who have completed 135 units and all university milestones except for the oral exam and submission of the dissertation must apply for TGR status. Students with English for Foreign Students requirements must ensure that these have also been completed. Students with more than one active degree program must satisfy the requirements for TGR status in all programs prior to applying. Students who delay TGR for any reason, including failure to comply with course and milestone deadlines or due to a desire to complete a non-Stats master's degree or Ph.D. minor, are responsible for paying the balance of any quarterly tuition costs exceeding those of TGR fees.

TGR students enroll in their advisor's section of Stats 802 (or outside department equivalent) for zero units each quarter and have the option of taking up to three additional units (not required for a degree) at no extra cost. Students taking additional units must still enroll in Stats 802. International students should note that TGR status meets the minimum enrollment requirement for them to remain in good standing and that taking an additional three units does not affect the F1 or J1 visa status. TGR students enrolling in Summer Quarter should meet with the SSM regarding enrollment.

<https://registrar.stanford.edu/resources-and-help/student-forms/graduate-student-forms>

NB: TGR could occur earlier than Year 4 if the student was previously in a master's program at Stanford or transferred a significant number of units of graduate credit from an approved institution.

<http://gap.stanford.edu/6-1.html>

Oral Exam (University milestone)

The oral examination consists of a public, approximately 60-minute, presentation on the dissertation topic, followed by a 60-minute question and answer period attended only by members of the examining committee. (Students should reserve a room for 2.5 hours in case the questions run longer*). The questions relate to the student's presentation and explore the student's familiarity with broader statistical topics related to the dissertation research. The oral examination will normally be completed within the last few months of the student's Ph.D. period and should only be scheduled when the student is confident of a successful outcome.

While in-person oral exams and dissertation defenses are the norm per university policy (GAP 4.7.1), exceptions are allowed for remote participation. Furthermore, for 2021-22 'prioritizing classrooms for teaching and learning means that many departmental functions (e.g., guest speakers, **thesis defenses, faculty and staff meetings, and program activities) will likely need to be held online this year unless they do not conflict with classroom needs.' Check with the SSM for the latest guidelines.*

The committee consists of at least five members: four examiners, including the three members of the Dissertation Reading Committee, plus an outside chair who serves as an impartial representative of the academic standards of the University. Students should prepare ahead to take the lead in finding the outside chair, noting the following university regulations:

The chair must be a member of the Stanford Academic Council or may be a Professor Emeritus. The chair may not have a full or joint appointment in the department of the student or of the advisor but may have a courtesy appointment in the department. The chair can be from the same department as any other member(s) of the examination committee and can be from the student's minor department, provided that the student's advisor does not have a full or joint appointment in the minor department. The committee chair may have co-authored a paper with the student if the remaining committee members and the department chair have no objections.

With the agreement of the primary advisor and student, a member of the University oral examination committee may participate by telephone or video conferencing during an in-person exam. The primary advisor, the student, and the outside chair must be present and may not participate virtually. If the conferencing technology fails and the examiner cannot participate, the committee may fail to reach its quorum. In this case, the examination must be rescheduled.

If a committee member misses a significant part of the examination, another academic council member can be appointed as an understudy. At the end of the examination, the committee chair can decide whether the original member or understudy should participate in questioning the candidate. If the original faculty member is from the academic council, then the understudy should also be. If the original faculty member is from the statistics department, then the understudy should also be. A late substitution of the committee chair requires approval from the Department Chair. There can be no substitution for the student's advisor.

Four passing votes (secret ballot) of the five members of the committee are required; no grades are given. Nearly all students can expect to pass this examination, although it is common for specific recommendations to be made regarding completion of the written dissertation. A reading committee must also read and provide signature approval of the dissertation.

Students must be registered in the quarter in which the University oral examination is taken. Candidacy must also be valid. The *University Oral Examination* form must be submitted to, and recorded by, the department at least ten business days prior to the examination date. A written draft of the dissertation approved by the advisor must be provided to the Oral Exam Committee at least ten business days prior to the examination.

When the student is deemed to have passed the exam, the orals committee chair should sign the above form and submit it to the SSM so it can be recorded in Axxess.

<http://gap.stanford.edu/4-7.html>

<https://stanford.app.box.com/v/doc-orals>

Dissertation (University milestone)

The dissertation is the capstone of the Ph.D. degree. It is expected to be an original contribution to scholarship or scientific knowledge and of publishable quality, to exemplify the highest standards of the discipline, and to be of lasting value to the intellectual community. The dissertation must properly attribute published papers and multiple authorship. If the manuscript includes joint group research, the student's contribution must be clearly explained in an introduction. If previously published materials are included in the dissertation, publication sources must be indicated, and written permission must have been obtained for copyrighted materials. Such acknowledgement and citations of connected work are an important part of the scholarly record.

Each dissertation is read and approved by three members of the Stanford faculty to ensure that standards for departmental and university quality are met. The Reading Committee, as proposed by the student and agreed to by the prospective members, is endorsed by the chair of the major department on the *Doctoral Dissertation Reading Committee* form. The student is required to present a written draft of the dissertation to the Oral Exam Committee at least 10 business days prior to the date of the oral exam, and the final version to their advisor at least 10 business days prior to the dissertation submission deadline. The advisor must have approved the draft before the student may circulate it to the committee.

<https://registrar.stanford.edu/students/dissertation-and-thesis-submission>

Orals/Dissertation Practical Matters

Reserving a Room Students should email the SSM at the earliest opportunity to reserve a room.

Oral Exam Announcement The SSM will typically send out an email announcing your oral exam to your fellow students and department faculty/affiliates. Information regarding this will be sent to you prior to your scheduled defense date.

Signature Page

The Registrar's Office has created a new Reading Committee Page eForm. This new procedure should be used by PhD, JSD, DMA, and Engineer students who need to virtually gather signatures from each reading committee members and will enable them to fully satisfy both the title page and reading committee signature page requirements. Students will need to provide documentation of an email to each individual reader, asking for approval of their signature page, and then upload the email approval from each reader to the eForm platform. Students may use this [sample template](#) as a guide.

Before the eForm is submitted, students must first confirm the departmentally approved reading committee members are correctly listed in Item 2 "Confirm Reading Committee" as shown in the [Axess eDissertation/eThesis Center](#).

If the committee is not correctly listed, such as a missing committee member or a committee member that should be removed or simply no reading committee members are listed in Axess, students contact their department Student Services Officer to have the information updated **before** beginning the eForm process. Without successful completion of the eForm, students will not be able to clear Item 3, "Signature Page Submitted".

Refreshments It is traditional to provide refreshments for your committee and guests. Ensure that you have somewhere to serve them either before or after the exam if food is not permitted in your exam room. The Sequoia Library, which can be reserved via the SSM, is a good option for this.

Writing and Submitting the Dissertation Students work with their advisor in planning and preparing the dissertation. A final copy of the dissertation must be presented to the advisor at least 10 business days prior to the quarterly dissertation submission deadline to allow them sufficient time to review and approve it in Axess prior to the deadline. [eDissertation/eThesis Center](#).

Committees at a Glance

Committee Name	Min # Members	Composition	Min # Stats Faculty (Full/Joint Appt)
<i>Dissertation Reading Committee</i>	3	<i>Advisor and two readers (or advisor/co-advisor/one reader) (or co-advisor/co-advisor/one reader)</i>	2
<i>Dissertation Proposal Committee</i>	3	<i>As above</i>	2
<i>Oral Exam Committee</i>	5	<i>As above, plus fourth member in the role of 'examiner' and outside chair</i>	2

Academics

Advising

First and second year students are advised on course selection and other academic matters by the Director of Graduate Studies who is available by appointment to consult with students about any graduate student related matter, including degree progress. By the final study list deadline of Spring Quarter of the second-year students are expected to have selected a research advisor who will later serve as their principal dissertation advisor.

Outside Advisors

Statistics graduate students have a wide range of research choices available to them and may select an advisor from outside of the Statistics Department. Students working with an outside advisor are not required to have a Statistics co-advisor. Instead, beginning in the student's third year, their dissertation proposal meeting committee will be required to meet annually, up to (but not including) the year in which the oral defense is completed. The two Statistics committee members are responsible for ensuring that the student's dissertation has a statistical component that is sufficient to allow the granting of a Ph.D. in Statistics.

A student with an outside advisor is responsible for ensuring that the advisor is aware of their funding responsibilities for that student. The advisor should complete the *External Advisor Funding* form which is available from the SSM.

Students from other departments whose advisor is in Statistics should record their Ph.D. program as that of their home department and not that of Statistics.

Co-advisors

Students may opt to have two co-advisors rather than one principal advisor. It is the responsibility of the student to ensure that both advisors are aware of their funding responsibilities for their joint advisee, and that the department is kept informed of this information. If one of the advisors is from outside of the department, they should complete the *External Advisor Funding* form which is available from the SSM. Students with two co-advisors will require one additional committee member for both the dissertation proposal meeting and the dissertation reading committee.

Ph.D. Minor

Students may pursue a Ph.D. minor in another department. This consists of a minimum of 20 units of approved graduate level courses in or related to the department. These units may also fulfill requirements for the Ph.D. but may NOT be used to meet requirements for a master's degree. The Ph.D. minor must be approved by the chairs of both departments using the *Application for Ph.D. Minor* form.

<https://stanford.app.box.com/v/app-phd-minor>

NB: Students who delay TGR due to a desire to complete a Ph.D. Minor are responsible for paying the balance of any tuition costs exceeding those of TGR fees.

Some departments such as Computer Science require a representative from their department to be on the University oral examination committee.

Master's Degree – Statistics

Statistics Ph.D. students who are not pursuing a master's degree in another department, do not already have a Stanford master's degree, and have not transferred any graduate units from another institution to their Ph.D., can add an M.S. in Statistics without incurring any additional tuition costs by taking the following steps. Courses for the M.S. cannot also be counted towards a Ph.D. minor.

- 1) Apply to 'add' the M.S. in Statistics in Axxess by completing and submitting the Graduate Program Authorization Petition electronically (from the "Academics" panel in the Axxess Student Center, select "Petitions and Forms" from the drop-down menu). This will route to the SSM for approval (and then to Bechtel International Center for international students). There is an application fee of \$125 which will be reflected in the student bill
- 2) Fill out the *Program Proposal for a master's degree* form which is a university milestone for all master's degrees. Students should list 45 units of courses (see SSM for details), obtain their advisor's signature, and submit the form to the SSM
- 3) Apply to graduate: once the program has been added (which will show in Axxess) students can apply to graduate in either the same or a future quarter, depending on 'application to graduate' deadlines (check the Academic Calendar for details)

<https://stanford.app.box.com/v/progpropma>

Master's Degree – Other Department

Students pursuing a Ph.D. in one department are eligible to add a master's degree in another department without incurring any additional tuition costs. The University requirements for a master's degree are a minimum of 45 units of unduplicated course work after the bachelor's degree. All 45 units may be applied to the 135 units required for the Ph.D. but cannot be used to fulfill the requirements for a Ph.D. minor. Courses for the master's degree may also be used to meet any requirements for the Ph.D. Other departments may have additional course requirements including project, research, or thesis work. Students should confer with the Student Services Administrator for the department in question regarding the specific application and degree requirements.

NB: Students who delay TGR due to a desire to complete a non-Stats master's degree are responsible for paying the balance of any tuition costs exceeding those of TGR fees.

Transferring Units (Graduate Residency Credit)

After at least one quarter of enrollment, students pursuing a Ph.D. may apply for transfer credit for graduate work done at another institution (Graduate Residency Transfer Credit).

A maximum of 45 units for graduate work completed at another institution or completed at Stanford towards a master's degree may be applied to the Stanford requirements for the degrees of Ph.D., D.M.A., or Engineer.

Applications for transfer credit should only be made after successful completion of at least one quarter of graduate work at Stanford. Students enrolled at Stanford who are going to study elsewhere during their degree program should obtain prior approval of any transfer credit sought before their departure.

The following criteria are used by the degree program in determining whether, in its discretion, Stanford will award transfer residency credit for graduate-level work done at another institution:

1. Transfer of units earned for graduate work completed at another institution including coursework completed partially or fully online must be approved by the student's degree program.
2. The graduate work must have been completed after conferral of the bachelor's degree; the only exception is for graduate work taken through program structured like the Stanford coterminal bachelor's/master's program.
3. Up to 12 units of graduate work completed when a student is not enrolled in a graduate degree granting program (e.g., extension courses or non-matriculated enrollment) are eligible for transfer; with degree program approval.
4. Graduate work must have been completed with a grade of B or better in each course. Degree programs may accept a course with a lower grade provided the graduate work accepted for transfer received an overall grade point average (GPA) of 3.0 (B) or better. Pass grades may be accepted at the discretion of the degree program.
5. Graduate work must have been completed at a regionally accredited institution in the U.S. or at an officially recognized institution in a foreign country. Graduate work completed at foreign universities must be at the level of study comparable to a U.S. graduate program.
6. Units of graduate work accepted for transfer do not automatically exempt a student from completing Stanford course requirements for their degree.

The [Application for Graduate Residency Credit](#) is reviewed by the degree program and the Office of the University Registrar. For transfer credit done under a system other than the quarter system, the permissible maximum units are calculated at an appropriate ratio of equivalence.

NB: If a student transfers units from another institution towards their Ph.D. degree and adds a master's degree to their current graduate program, they will need additional units beyond the 135 (equal to the number they transferred) to graduate with both degrees for which they will be financially responsible.

<https://stanford.app.box.com/v/grad-res-credit>
<http://gap.stanford.edu/3-2.html> (section 1.5)

Curricular Practical Training / Pre-completion Optional Practical Training

Curricular Practical Training (CPT) is an authorized period of employment that is an integral or important part of a student's curriculum and allows international students the opportunity to work off-campus while maintaining their legal student status.

The statistics department offers a CPT course, Stats 398, for which the student receives academic credit. The student must obtain an advisor from the statistics faculty and complete a final report acceptable to the advisor outlining work activity, problems investigated, key results, and any follow-up projects they expect to perform. The report is due at the end of the quarter in which the course is taken. Students with outside advisors who have completed the dissertation proposal meeting should enroll in the Stats 398 section of one of their two Stats committee members. Those who have not yet

completed the meeting should enroll in the Graduate Director's section. The CPT course must be taken during the same quarter as the internship period. An international student's failure to enroll in and complete the class while pursuing such an internship results in an immediate violation of the student's legal status. It is the student's responsibility to fulfill all requirements of CPT.

Statistics students are allowed to take CPT during the Summer Quarter except for first year students who are taking the qualifying exam. During each academic year students who have selected an advisor and have not yet obtained TGR status may take up to one quarter of CPT, if it is research related, with advisor approval.

Students who have already completed all course/unit requirements for their degree are not eligible for CPT except when employment is required for their dissertation (see the SSM for more details). Eligible TGR students may take one quarter of pre-completion OPT with advisor approval, during which time the department will not provide any funding.

<https://bechtel.stanford.edu/immigration/employment/f-1-employment/curricular-practical-training-cpt>
<https://bechtel.stanford.edu/immigration/employment/f-1-employment/optional-practical-training-opt/pre-completion-opt>

Teaching

The department believes that a demonstrated ability to teach is an important part of a graduate-level education in statistics. Teaching duties vary from course to course but can include leading discussion or laboratory sections, meeting with students informally through office hours, and grading homework and exams. Teaching Assistantship (TA) appointments in the Statistics Department are typically for 10 hours per week and are classified as 25% appointments by the University.

TA Assignments and Obligations

TA assignments are made to be as consistent as possible with students' interests in particular courses and preferred quarters of assignment, but with priority given to departmental staffing requirements. The typical TA obligation pattern for students in years one through five during the academic year is 2-3-2-3-2. Students on full fellowship usually have their TA obligation reduced by one during each academic year.

Students are required to enroll in summer quarter only in their first year. Students in year two and above who elect to receive funding from the department in summer must be enrolled and are typically assigned as TA/RAs. Students (in any year) who are on full fellowship funding are not required to TA in summer.

NB: the TA obligation pattern and fellowship reduction are subject to change in any year pending the TA needs of the department.

TA Office Hours

Office hours are required of all TAs and should be held for a minimum of two hours per week unless otherwise noted by the instructor. Office hours should not be held in student offices.

TA Orientation and Training

The Vice Provost for Teaching and Learning (VPTL) provides excellent orientation sessions immediately prior to Autumn Quarter, and in early Winter and Spring Quarters, plus valuable training available at any time. All new students are required to attend the autumn session as part of the Statistics Department New Student Orientation.

<https://ctl.stanford.edu/ta-training-support/ta-orientation>

English Proficiency for TAs (International Students Only)

The University requires that international graduate students be screened for proficiency in the English language before being assigned as Teaching Assistants. The screening is conducted by the English for Foreign Students Program in the Stanford Language Center. The Language Center also offers courses in English as a second language for international students. International students must arrange to be screened no later than the second week of Autumn Quarter.

<https://language.stanford.edu/programs/efs/languages/english-foreign-students/international-teachingcourse-assistant-screening>

University Requirements

Continuous Registration

Students must be registered for 10 units of coursework and/or research every term* during the academic year (Autumn, Winter and Spring Quarters). Students in receipt of university or department funding during the Summer Quarter must also enroll in 10 units. Students register for 10 units via AXESS. TGR students register for Stats 802 (TGR Dissertation) for zero units. Students requiring seven units or less in order to qualify for TGR status may enroll in the reduced number of units when necessary, with approval of the department. International students are not eligible for this enrollment status unless it occurs in Summer Quarter. <http://gap.stanford.edu/3-1.html>

**Except for winter and spring of the first year for Stats Ph.D. students*

Residency Requirement for the Ph.D.

The University requires students studying for the Ph.D. to complete 135 units of study. Students who have completed 135 units and all university milestones except for the oral exam and submission of the dissertation must apply for Terminal Graduate Registration (TGR) status, which usually occurs in the fourth or fifth year of study. See page 9 for more details.

<http://gap.stanford.edu/3-2.html>

Leaves of Absence

Stanford requires graduate students to maintain continuous enrollment for all quarters of the academic year (excluding summer quarters) from admission through conferral of the degree. However, the University also recognizes that circumstances may arise where this is not possible. In such circumstances, a student may request a leave of absence for up to one year (four quarters) or be placed on a mandatory leave of absence. During the period of an approved leave, the student will not be registered.

Leaves of absence for employment related purposes will not be granted for students who have not yet reached TGR status. If instead the student chooses to withdraw from the program, there is no guarantee of reinstatement. Requests for reinstatement will be reviewed and decided upon by the Department.

<http://gap.stanford.edu/5-3.html>

<https://stanford.app.box.com/v/leaveofabsence>

All leaves of absence are granted for a fixed period, normally one year or less. Students who have completed all residency requirements (including advancement to candidacy) may request an additional year of leave if special circumstances exist. If no approved extension is on file, a hold is automatically placed on future registration. A student who wishes to return later must file for reinstatement and an extension of candidacy. This applies whether it is the same major and degree program or a different one.

Status While on Leave

Students on approved leave retain their current degree program status but are not considered officially registered. No official departmental or University requirement, e.g., University Oral Examination, may be met while a student is on leave. However, an incomplete course grade may be submitted when a student is not registered.

Returning Early from a Leave of Absence

Graduate students returning early from an approved leave of absence must file the *Returning Graduate Student Request to Register* form before the beginning of the quarter in which they wish to return.

<https://stanford.app.box.com/v/returning-student-request>

Withdrawal from the Program

A student who wishes to terminate study in a program must submit a *Request to Permanently Withdraw from Degree Program* form to the SSM.

<https://stanford.app.box.com/v/permanent-withdraw>

<http://gap.stanford.edu/5-4.html>

Inactive Status/Discontinuation

A student who has not resigned and fails either to maintain registration or to secure a formal leave of absence will be declared inactive. A student whose candidacy is not extended is also considered inactive. A student who wishes to resume study either in Statistics or a different field must apply for reinstatement. Reinstatement is not automatic and must be approved by the department.

<http://gap.stanford.edu/5-4.html>

Reinstatement

A student who has withdrawn and later wishes to return to the same degree program must follow the normal procedure for reinstatement.

<https://stanford.app.box.com/v/appgradreinstate>

<http://gap.stanford.edu/5-4.html>

Graduation Quarter Tuition Status

Registration is required for the term in which a student defends and/or submits a dissertation or in which their degree is conferred. Students who meet the conditions listed below are eligible to file a Petition for Graduation Quarter, and, upon approval, are assessed a special tuition rate of \$150 for the quarter.

Students must enroll in the appropriate TGR course during their Graduation Quarter. To be eligible for a Graduation Quarter, the following conditions must be met.

1. All course work, degree requirements, and residency requirements for all graduate degree programs, including joint degree programs, must be completed
2. A graduate or professional student must have enrolled or have been on an approved leave of absence in the term immediately preceding the term chosen as the Graduation Quarter
3. The student must have formally applied to graduate
4. The student has only to defend and/or submit the dissertation, project, or master's thesis by the deadline for submission in the term designated as the Graduation Quarter
5. The student has filed all necessary forms regarding graduation quarter before the first day of the term chosen as Graduation Quarter

Students on graduation quarter are registered at Stanford and, therefore, have the rights and privileges of registered students. Graduation Quarter status may be used only once during a degree program, and thus must revert to TGR status if they do not graduate during that quarter. Students in Graduation Quarter status and enrolled in a course numbered 801 or 802 are certified as enrolled full time.

<http://gap.stanford.edu/6-1.html>

Conferral of Degree

To be cleared for conferral of the Ph.D. or master's degree, a student must apply to graduate via Axxess by the due date indicated on the Registrar's Office website. Check with the SSM to ensure all requirements have been met and all grades have been cleared, including those for Stats 802.

<http://gap.stanford.edu/5-7.html>

Commencement Ceremony

For detailed information about participating in the university-wide commencement ceremony, visit the link below.

The Statistics Department allows Ph.D. students near completion to 'walk through' at the departmental ceremony. This means that you may participate if you have successfully completed the oral exam and have only to submit the dissertation in the quarter following the commencement ceremony. To be eligible to walk through you must complete and submit the *Commencement Walkthrough Petition* form.

<https://commencement.stanford.edu>

<https://stanford.app.box.com/walkthrough>

Grades

It is the student's responsibility to check grades in AXESS each quarter to make sure they have been correctly reported for every term of registration at Stanford. See the instructor regarding grade disputes and missing grades and see the SSM about the procedure for grade changes. Be sure that Incomplete ("I") and Continuing Course ("N") grades are cleared when courses are completed. "I" grades will be changed to Not Passed ("NP") after one year. GNR (grade not reported) notations must be changed to either a letter grade/NP, S/NC, CR/NC or I.

<https://registrar.stanford.edu/students/definition-grades>

Stanford Policies and Procedures – further information

See the *Stanford University Bulletin* and the *Graduate Academic Policies and Procedures Manual* for further information on university requirements such as grading policies, course adds, drops, withdrawals, etc.

<https://bulletin.stanford.edu>

<http://gap.stanford.edu>

Financial Support

Teaching Assistantship (TA) and Research Assistantship (RA) Appointments

During the academic year, students can be paid for a 'full' support (25% + 25%) TA/RA appointment or a 'full' support (50%) RA appointment. Support includes 10 units of tuition or TGR tuition. Students are required to register for 10 units every quarter to progress more quickly to TGR status and thus, a lower tuition rate.

U.S. citizens/Permanent Residents can work an additional eight hours per week on campus. International students cannot.

Fellowships

Fellowships, typically including a full or partial tuition payment and a stipend for living expenses, are awarded as a form of financial support to a student. They are not provided in exchange for any services by the student. They may be awarded by Stanford University, or any of its departments, or by external sources, based on merit. Full fellowships are supplemented by the department up to the current Stanford Graduate Fellowship (SGF) rate. Fellowship funding provided by the department and/or the University is typically disbursed to the student as a single payment at the beginning of each quarter.

Both U.S. citizens/Permanent Residents AND international students who are in receipt of a full fellowship are permitted to work an additional eight hours per week on campus OR accept an additional 25% (10 hours per week) TA or RA appointment. It is the responsibility of students with external fellowships to be aware of any restrictions relating to additional hourly work or TA/RA appointments.

Applying for fellowships is strongly encouraged. All eligible first year students who are U.S. citizens or Permanent Residents should apply for an NSF fellowship. See page 24 for links to various fellowships.

Taxes

The federal and state governments tax the salaries for virtually all current students. International students may wish to consult an advisor in Payroll or at the Bechtel International Center regarding possible tax exemption based on a treaty between the US and their home countries. International students receiving taxable scholarships or fellowships may claim any applicable treaty exemption by filing the appropriate forms with Student Financial Services.

<https://bechtel.stanford.edu/practical-matters/taxes>

<https://sfs.stanford.edu/taxes>

http://web.stanford.edu/group/fms/fingate/staff/payemployee/quick_steps/declare_withholding_allowance.html

Health Insurance Subsidy (for waiver information see Payroll Deduction section below)

Stanford subsidizes the Cardinal Care premium for graduate students who are employed in research or teaching assistantships, and for students receiving the equivalent level of fellowship support. New students matriculating in the Autumn Quarter are covered by Cardinal Care from September 1st.

The following enrolled graduate students (who do not waive Cardinal Care and do not have an outside fellowship source paying the full cost of insurance) will receive the FULL subsidy:

- Those with a Research or Teaching Assistantship appointment of 25% or more
- Those with a fellowship paying a non-tuition stipend at or above the minimum salary for a 25% assistantship (CA or RA)

The following enrolled graduate students (who do not waive Cardinal Care and do not have an outside fellowship source paying the full cost of insurance) will receive the PARTIAL subsidy:

- Those with a Research or Teaching Assistantship appointment of less than 25%
- Those with a fellowship paying a non-tuition stipend at or above the minimum salary for a 10% assistantship (CA or RA)

Students not meeting the above criteria are not eligible for a Cardinal Care subsidy.

The full benefit consists of a payment of 50% of the Cardinal Care premium, and the partial benefit consists of a payment of 25% of the premium. The University matches the subsidy so that those receiving full benefits have nothing further to pay, while those receiving partial benefits need to pay the remaining half of the premium.

For the purposes of calculating the amount of this subsidy, the Cardinal Care premium is defined as the cost of the 12-month coverage, divided by three academic quarters.

<https://vaden.stanford.edu/insurance/health-insurance-overview/how-us-health-insurance-works>

<https://vaden.stanford.edu/insurance>

<https://vaden.stanford.edu/insurance/cardinal-care-overview-and-benefits/cost-and-coverage-dates>

Summer Health Insurance

Students who are enrolled in Cardinal Care during the academic year will automatically be enrolled in Cardinal Care for Summer Quarter at no additional cost (whether or not they are enrolled as a student in

the Summer Quarter). Since there is no charge posted for Cardinal Care during Summer Quarter, a corresponding Cardinal Care subsidy is not applied in Summer Quarter.

If you qualify for the subsidy for Summer Quarter based on your assistantship or fellowship support, but have no health insurance charge for Summer Quarter, you may still be eligible to receive a subsidy. The subsidy for Summer Quarter would need to be applied to the Cardinal Care charge from a prior quarter within the same academic year. You would need to have been enrolled for that prior quarter. If all your Cardinal Care charges from prior quarters within the same academic year were paid by subsidy, fellowship, department, or other funding sources (i.e., not paid out of pocket), you would not be eligible for an additional subsidy based on your Summer Quarter assistantship or fellowship support. To request a review for eligibility, please send an email to cardinalcaresubsidy@stanford.edu.

Campus Health Service Fee

The Campus Health Service Fee is a mandatory fee for all students on the Stanford campus. The fee allows students to have care at Vaden Health Center. Concurrently, all students must also have adequate health insurance for medical needs that are not provided at Vaden or are not covered under the Health Service Fee.

<https://vaden.stanford.edu/insurance/health-insurance-overview/insurance-vs-campus-health-service-fee>

Payment of Fellowship Stipends

The Financial Aid Office will either directly deposit or mail checks directly to students who receive aid in the form of a university or outside fellowship at the beginning of each quarter.

Payment of TA/RA Salaries

Teaching and research assistants are paid as university employees. Employees are paid on the 7th and the 22nd of the month or on the preceding Friday if one of those dates falls on a weekend or holiday. The first paycheck in Autumn Quarter arrives on 10/22 for the period from 10/1 to 10/15. The 11/7 paycheck covers the period from 10/16 to 10/31. The last paycheck of the academic year comes on 7/7 for the period from 6/16 to 6/30. Employment is for full quarters with standard start/end dates. The salary start and end dates of an assistantship are coordinated with the standard pay periods for Stanford employees, as follows:

AUTUMN QUARTER: October 1 - December 31

WINTER QUARTER: January 1 - March 31

SPRING QUARTER: April 1 - June 30

SUMMER QUARTER: July 1 - September 30

Note that these dates are normally different from the start and end dates of quarters on the University's academic calendar. This timing is intended to deliver continuous salary to students appointed for multiple sequential quarters, i.e., students on assistantships are paid during the periods between quarters.

Arrangements for any variations in work hours, including time off for vacation or illness, should be made individually with the instructor/faculty sponsor.

<https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-1>

Direct Deposit

Students are strongly encouraged to have paychecks/stipends deposited directly to an individual bank account and can apply for direct deposit via Axess. All employees can view their Pay Statement online by logging in to Axess.

<https://fingate.stanford.edu/paying-people/how-to/enroll-update-or-cancel-direct-deposit>

Payroll Deduction

If you are paid as an RA or RA/TA for any quarter, you can enroll in payroll deduction for that quarter and spread out the payments. Even though the department and the University typically pay your health insurance, you can still sign up for payroll deduction using the 'Housing and Fees' category. Health insurance costs will NOT be deducted from your salary if you choose this option. Likewise, for anyone who will be waiving* health insurance: once the waiver has been applied, the payroll deduction will not include that charge.

Health Insurance waiver deadlines for Autumn Quarter are August 15 for international students and September 15 for domestic students.

* <https://vaden.stanford.edu/insurance/choosing-your-insurance/waiving-cardinal-care-domestic-students>

* <https://vaden.stanford.edu/insurance/choosing-your-insurance/waiving-cardinal-care-international-students>

DEADLINES: Students must be enrolled in payroll deduction by the billing deadline of October 15. For Winter Quarter this deadline is January 15 and for Spring Quarter, April 15. You can also make changes to your payroll deduction selections up until these deadlines.

<https://sfs.stanford.edu/student-accounts/pay-your-bill/payroll-deduction>

NB: If you are receiving a fellowship stipend, you will be expected to pay for your housing in one payment by the above deadlines for each quarter. Fellowship stipends are typically disbursed the week prior to the first week of the quarter.

Requirements for Employment as a TA or RA

Full Time Enrollment

To receive payment from the University you must be registered as a full-time graduate student. For graduate students this means that you must enroll in courses and/or research totaling 10 units (nine units in the first stats winter and spring) each quarter during the academic year (if not on TGR status), or for the zero-unit TGR course Stats 802 if you have TGR status. Students receiving department or University funding during the Summer Quarter are also expected to be enrolled full-time in that quarter, unless otherwise directed by the department.

Eligibility to Work in the United States

All students, scholars and fellows receiving financial support or wages from Stanford must have a U.S. social security number or ITIN (Individual Taxpayer Identification Number) on file with the University and an I-9 form on file with Payroll. In addition, foreign students must have a current visa and passport.

<https://web.stanford.edu/group/fms/fingate/staff/payadmin/i9.html>

<https://bechtel.stanford.edu/practical-matters/social-security-number>

How to Pay University Bills

For detailed information on the various ways to pay university bills see the University Bill web page.

http://fingate.stanford.edu/students/universbill/payment_methods.html#payment_plan

Miscellaneous

Community Responsibilities

The statistics department has a long-standing tradition of second-year students serving as ‘Social Coordinators’ to organize social and academic events such as the weekly department teas, the Stanford-Berkeley Joint Colloquium, PhD Admit Weekend, the annual department retreat, and Happy Hours.

Seminars

The statistics department hosts a variety of seminars each week during the academic year. These events offer faculty members and visitors to the department the opportunity to present their current research work to an appreciative and skeptical audience. Joint colloquia are held, generally twice per year, in the Autumn and Spring Quarters, with the Berkeley Statistics Department. Students are strongly encouraged to attend seminars regularly to become acquainted with the broad range of research topics in probability and statistics. Ph.D. candidates are encouraged to present the results of their thesis research in a Statistics Department Seminar.

<https://statistics.stanford.edu/seminars-events/seminarsworkshops>

Fellowships and Scholarships

HERTZ FOUNDATION <http://www.hertzfndn.org>

NATIONAL DEFENSE SCIENCE & ENGINEERING GRADUATE FELLOWSHIP (NDSEG) <https://ndseg.sysplus.com/>

NATIONAL SCIENCE FOUNDATION (NSF) <https://www.fastlane.nsf.gov/grfp>

THE PAUL AND DAISY SOROS FELLOWSHIPS FOR NEW AMERICANS <https://www.pdsoros.org>

Stanford Office of the Vice Provost for Graduate Education (VPGE) Fellowships/DARE

<https://vpge.stanford.edu/fellowships-funding/dare>