Stanford

Geophysics

GRADUATE STUDENT HANDBOOK 2022-2023

To be used in conjunction with the Stanford University Bulletin

Updated October 2022
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To all of our new graduate students - Welcome to the Department of Geophysics.

This handbook is our attempt to make your transition period as easy as possible. I'm sure there will be some confusion in your first few weeks here, getting used to a new department, a new campus, a new stage in your life. The secret to success - starting Day 1 - is to ask questions! The faculty, staff and students all want to help, so please ask us if there is anything that's puzzling or confusing you. Once you're settled, I'm hoping that the following years will be rewarding, inspiring, and one of the best times of your life.

The Stanford Doerr School of Sustainability covers enormous breadth in both teaching and research. Part of the challenge, and fun, of your first year is discovering all that is going on around you, in the Mitchell Building, in Green, in "Geo-corner" (the building on the corner of the original Stanford Quadrangle), and in Y2E2, the newest Earth Sciences building. The seminar courses that you will attend this autumn quarter will help: GP201 - Frontiers of Geophysical Research. The purpose of GP201, a series of seminar style lectures, is to introduce new students to current research carried out by Geophysics students, faculty, and research staff. There is, of course, the rest of Stanford University too. Be sure to leave the Mitchell Building and explore what Stanford has to offer.

We're delighted that you decided to join us. I look forward to seeing all of you in September.

Biondo Biondi
Chair, Department of Geophysics
Directory Information

There are two main places where students need to maintain their contact information, each for a different audience:

- **Stanford Who:** [https://stanfordwho.stanford.edu](https://stanfordwho.stanford.edu) is the University’s online directory. Students can restrict whether this information is seen by the public or by Stanford affiliates only.

- The Stanford Doerr School of Sustainability is part of the Community Academic Profiles (CAP) system. CAP profiles are visible on both the SEEES and GP websites. All profiles can be updated at [http://profiles.stanford.edu](http://profiles.stanford.edu). NOTE: All student photos and basic bios will be set to public by GP; students wishing to adjust these visibility settings can do so directly in CAP.

Denise Baughman, SCITS/SEO/SESAAI Program Manager: Room 327, 724-9819
Denise is responsible for all administrative and financial tasks related to the Stanford Exploration Project (SEP), the Stanford Center for Induced and Triggered Seismicity (SCITS), and the Natural Gas Initiative (NGI).

Stephanie Lettieri, Director of Finance and Operations: Room 311, 736-6607
Stephanie is responsible for the daily operations of the department, including budget development and management, cost analysis, staffing, personnel management, and space and facilities planning.

Rachael Madison, Assistant Director of Student Services: Room 351, 724-3293
Rachael manages and coordinates all aspects of student services in the department including: admissions, degree progress, advising, student funding, commencement, postdoc appointments, and course scheduling.

Rosalyn McCambridge, Research Administrator: Room 331, 725-4562
Ros is responsible for the administrative and financial management of research grants and contracts for Dusty Schroeder, Jenny Suckale, and Howard Zebker.

Margaret Milia, Research Administrator: Room 323, 723-4890
Margaret is responsible for the financial management of research grants and contracts for Eric Dunham, Paul Segall, Tapan Mukerji, and Greg Beroza.

Lingling Guo, Research Administrator: Room 329, 723-4746
Lingling is responsible for the financial management of research grants and contracts for Rosemary Knight, Simon Klemperer, and Sonia Tikoo.

Liliane Pereira, Administrative Associate: Room, 369, 723-1703
Liliane provides administrative support for Dusty Schroeder, Simon Klemperer, Jenny Suckale, Bill Ellsworth, and Rosemary Knight.

Jeremy Samos, Administrative Associate: 3rd Floor Lobby, 497-3498
Jeremy provides administrative support for Biondo Biondi, Howard Zoback, Greg Beroza, Paul Segall, Sonia Tikoo, Eric Dunham, Mark Zoback and the SEP and SESAAI affiliates groups.

The Basics
Computer Information

**AXESS:** Use AXESS to submit your study lists, adjust your tuition units, change your address, request transcripts, and see public information such as housing resources. Be sure to have your current local address and e-mail address updated at all times in AXESS. [https://axess.sahr.stanford.edu/](https://axess.sahr.stanford.edu/)

**University Student ID:** Obtain your ID card at the Student Services Center: [https://uit.stanford.edu/service/campuscard/cardoffice](https://uit.stanford.edu/service/campuscard/cardoffice)

**Computing support & information:** Refer to the intranet [login on the main SDSS school website and click intranet] to view [information technology services](https://uit.stanford.edu/service/campuscard/cardoffice).

**E-mail:** Check your email at webmail.stanford.edu. Your email account is based on your SUNetID (e.g. yourname@stanford.edu). Messages from the department and University will be sent there. You will not receive Stanford emails at other email addresses (e.g. Gmail etc.), unless you forward them.

Offices and Building Information

**Student Offices:** Students are assigned an office space in the Mitchell Building. Obtain your office keys from the Administrative Associate Jeremy Samos. The deposit for each key is $20. SUID cards are required for exterior door access for the Mitchell building after hours Stanford is not responsible for missing items from your offices, please do not store personal belongings in the offices. No electrical small kitchen appliances are allowed in the offices (microwave, coffee maker, waffle maker, etc.).

**Mail:** Student mailboxes are on the third floor of the Mitchell Building. Do not use the department as a mailing address for personal items such as insurance forms, credit cards, etc. There is a post office next to the bookstore for personal mailing transactions, or you can leave stamped mail in the department mailroom.

**Photocopying:** A photocopy machine is on the third floor of Mitchell. Students can use their Stanford ID cards to log into this machine or any other machine on campus as part of the Cardinal Print program.

**Telephones**

**Kitchen:** There is a kitchen on the third floor with water, coffee machine and a microwave for department use. Student refrigerator, water and microwave are located on the fourth floor. Please remove old food from the refrigerator by the end of each week.

**Scheduling Rooms:** To schedule Geophysics classrooms and conference rooms within SDSS, please do the following:

- Review room availability by logging into the SDSS Intranet [found on the bottom of the School’s homepage]
- Send an email to: [gp-reserve@lists.stanford.edu](mailto:gp-reserve@lists.stanford.edu), or contact a department administrator.

**Purchasing:** To purchase supplies for your experiments or lab see your research supervisor and group administrator. It is important to have permission to use an account for all purchases. The research group administrator needs to account for all funds spent and will help you with the ordering process. For any travel related business please contact the research administrator and your advisor; do not purchase tickets or book hotels with personal funds.
Academics

It is the responsibility of each student to become familiarized with the location and content of university policies and procedures that pertain to their degree program.

Degree Program Requirements

The Geophysics Bulletin provides details on degree requirements, academic requirements [annual reviews and Advising expectations agreements], and details regarding advising committee memberships: https://bulletin.stanford.edu/departments/GEOPHYSICS/overview

Annual Review of Progress to Degree
Each year, the department evaluates students to assess progress to degree, identify areas of strength, provide helpful resources, and note potential issues or areas of concern. This Annual Review includes a record of accomplishments presented by the student, written evaluations by the faculty advisor of the student’s progress, and committee feedback on the academic and research progress of the student. The students must maintain at least a 3.0 grade-point average, and show evidence of productive and sustained research progress, with no conflict of interest or conflict of commitment.

Milestones
The Geophysics Milestones can be found on the department website: https://earth.stanford.edu/geophysics/academic-resources

Candidacy for the Ph.D. Degree

Please see the University Bulletin on the PhD qualifying exam process: https://bulletin.stanford.edu/programs/GEOPH-PHD

Failure to Pass the Ph.D. Qualifying Exam
If a doctoral student fails the qualifying exam, they may appeal (within the same quarter as the exam) to the chair of the department or director of the program for a new examination. The chair or director shall seek the advice of the advising committee, before deciding whether to permit a new exam or to deny the request. The department chair or program director will base their decision solely on the examination process itself, i.e., whether the examination was conducted in a fair and equitable manner.

If the request for a second exam is approved, the chair or director will work with the examining committee to arrange for a second examination. In some cases, new committee members may be identified with input from the student.

If the request for a second qualifying examination is denied, the student may be dismissed from the doctoral program after careful evaluation of the student’s academic record. This decision must be communicated orally and in writing to the student (see University policy regarding dismissal of doctoral students, below.) If appropriate, the student may apply for a terminal M.S. degree (see below) or is entitled to file an academic grievance following the procedure described below.

Department specific policies regarding applying for the M.S. degree after failing the qualifying examination:
If the department or program feels after careful evaluation that the graduate student is eligible for the terminal M.S. degree, the student will complete and submit the Graduate Authorization form for approval.

University Policy regarding dismissal of doctoral students:
University policy on dismissal can be found here: https://studentservices.stanford.edu/more-resources/student-policies/academic-progress/graduate-degrees-degree-progress

A Full review of the Student Academic Grievance Procedure can be found on the Stanford Bulletin: https://studentservices.stanford.edu/more-resources/student-policies/grievances-overview/academic-grievance-procedure

Delay of Candidacy Exam
Ph.D. students wishing to delay their candidacy exam must seek written approval from their advisor before submitting a request for delay to their Advisory Committee. This request must be submitted before the start of the 6th quarter. Under exceptional circumstances, the Advising Committee will recommend approval of a delay to the Chair of the department, who has final authority. A maximum delay of one year may be granted.
Financials

**Employment Forms:** Fill out ALL forms completely. Stanford’s online forms may include: Employment Eligibility Verification Form 1-9, Patent Agreement, SU-32 Tax form, and other tax forms if your country has a tax treaty with the U.S. Payroll will e-mail if you are eligible for tax treaty information. The I-9 form establishes eligibility to work in the U.S.

**Paychecks:** Students are encouraged to sign-up for direct deposit of their salary via AXESS. Students on Research and/or Teaching Assistant appointments will receive paychecks on the 7th and the 22nd of the month, beginning on October 22*. Plan accordingly until the first paycheck. If students do not receive a check on payday, contact the Assistant Director of Student Services. All payment information, including paystubs, salary amounts, can be viewed in Axess. Questions about billing can be directed to the Assistant Director of Student Services or the Student Financial Services Office.

Assistantships are applied quarterly, and are typically for the entire year unless a student is away for the summer. Academic pay periods are as follows:

- Autumn Quarter 10/1-12/31 [first payment October 22, then November 7th, and so on]
- Winter Quarter 1/1-3/31
- Spring Quarter 4/1-6/30
- Summer Quarter 7/1-9/30

**Stanford Graduate Fellowship (SGF):** Students on an SGF awards receive their salary as a stipend that is paid in one payment at the beginning of the quarter [registration is required for the payment to be disbursed]. SGFs are expected to use their funds within five years. Refer to the SGF website for guidelines.

**Student Online Bills & Payment System:** All students have an online bill or statement viewable in AXESS. Please see the following website on more information about the Stanford billing and payment system:

https://studentservices.stanford.edu/my-finances/understand-your-student-bill-and-payment-system

**Student Travel Reimbursements:** Students traveling to official events (i.e. presenting a paper), and with PRIOR approval from their adviser may be reimbursed for normal expenses. All original receipts must be kept and reported! Booking of flights, hotels, car rental etc must to be processed through Stanford Travel/Egencia, no exception.

**Research Assistantships:** If students have accepted Department financial support, there are certain obligations associated with the award. Students should meet with their faculty adviser for your source of support during the first week of the academic year. Continued financial support is contingent upon satisfactory progress of assignments, coursework and research. 50% appointments are 20 hours per week of project/research work and the rest of the time should be devoted to course work.

**Vacations/Time off:** Financial support is based on satisfactory progress and the timely continuation of funded research projects. It is important that absences are coordinated with the faculty advisor and research group if applicable. The process for taking time off/vacations and/or summer plans must be documented in the Academic Advising Expectations. Students with questions about taking an extended leave and/or needing to take a leave of absence for a quarter or longer should consult with the Assistant Director of student services.

**Additional Financial Support:** We encourage students to apply for additional general funding or awards. The Geophysics Department’s policy is to allow students to keep up to $4,000 per year of such additional funding, per advisor discretion and approval. In some cases, once a student obtains more than $4,000 in such funding, the department may reduce the amount of funding we provide to the level of our regular funding plus the $4,000. This gives the student an incentive and allows the department’s funding sources to stretch further. Please report outside awards to the Assistant Director of Student Services.
**McGee Grant & Shell Fund:** Students can apply for the McGee Grant which can be used on research projects that include doing experimental work that has material costs involved. Application requires a proposal describing the research and a budget for materials. Students can also apply for the Shell travel fund which can be used towards travel expenses where students are presenting papers. Shell travel information can be found here: Completed applications should be submitted to the department Director of Finance and Operations.

**Working Elsewhere - US Citizens:** The University has a strict policy about working while a registered student. Regardless of whether supported by the Department or self-supported, students who are US citizens are not allowed to work off campus for more than eight hours a week.

**Working Elsewhere - International Students:** Foreign students supported by the Department are not allowed to work more than 20 hours per week. Self-supported students are expected to devote all their time to their studies. International students cannot work at all in the US, except on summer internships. Rules are established by the US government and are part of the visa agreement. Please check with Bechtel International Center for questions.
Student Resources at Stanford University

Geophysics Resources:
Student Mentors: Incoming students are assigned a mentor in their first year. Use your mentor to help you settle into the department and learn your way around.

Student Services Center
Located at the Tressider Memorial Union, 2nd Floor, this Center represents University Offices such as the Office of the University Registrar, Student Financial Services, Financial Aid, and Student ID Card Services.

Graduate Student Advisory Committee (GSAC)
GSAC is a school-wide body linking graduate students, the Dean’s Office, and department administration regarding graduate student issues: https://gsac.stanford.edu/

Graduate Student Life Office (GLO)
Serves students and student families who live on and off campus. Administers the residential program, helps students manage personal difficulties, participates in campus-wide initiatives addressing student needs and sponsors University-wide welcomes. https://glo.stanford.edu/

Office of Vice Provost for Graduate Education
450 Serra Mall, Building 310, First Floor Stanford, CA 94305—2102 Phone: (650) 736-0775 Fax: (650) 723-7237 http://vpge.stanford.edu/

Office of Community Standards
The mission of the Office of Community Standards is to promote the mutual responsibility of members of the Stanford community to uphold the Honor Code and Fundamental Standard. The office coordinates the student conduct system, including administering the formal disciplinary processes and the informal resolution of concerns. https://communitystandards.stanford.edu/

Office of the Ombuds
An impartial dispute resolver who strives to see that faculty, staff and students are treated fairly and equitably. https://ombuds.stanford.edu/

Bechtel International Center
The Center provides services for international students, including assistance with social security numbers, tax questions and visa issues. Workshops and events are hosted throughout the year. https://bechtel.stanford.edu/

Stanford Support Programs
The University has created programs specifically for graduate students dealing with challenging financial situations. Please view the Financial Aid Office website for more information.

Vaden Health Services
https://vaden.stanford.edu/

Office of Accessible Education
Students who may need an academic accommodation based on the impact of a disability must initiate the request with the Student Disability Resource Center (SDRC) located within the Office of Accessible Education (OAE). SDRC staff will evaluate the request with required documentation, recommend reasonable
accommodations, and prepare an Accommodation Letter for faculty dated in the current quarter in which the request is being made. Students should contact the SDRC as soon as possible since timely notice is needed to coordinate accommodations.

Diversity and Access Office
The Diversity and Access Office (D&A Office) ensures University-wide compliance with federal, state and local regulations concerning non-discrimination and disability access. https://diversityandaccess.stanford.edu/

Stanford Career Education (BEAM)
Career and professional development resources, and employment search services.
https://beam.stanford.edu/students

Housing Information & Off-campus links
There are several options for housing. Please refer to Stanford’s housing website or visit the housing office.
- Stanford Housing: https://rde.stanford.edu/studenthousing

Parking and Transportation
Parking permits, maps and schedules are available at Parking and Transportation Services. Inquire about the Clean Air Credit Program and other alternative transportation.
http://www-facilities.stanford.edu/transportation/

Marguerite: Stanford’s free shuttle system:
http://transportation.stanford.edu/marguerite/MargueriteShuttle.shtml

Child Care
The Office for Campus Relations is an excellent resource for childcare and other family related issues.
http://www.stanford.edu/dept/ocr/worklife/

Banking
There is a Wells Fargo and a Stanford Federal Credit Union (SFCU) office located on the second floor of Tresidder. ATMs for Wells Fargo, SFCU, and Bank of America are also located on the second floor of Tresidder and a generic ATM is in the Stanford Bookstore.