

STUDENT HANDBOOK

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INTRODUCTION

Program Overview

This handbook provides detailed information regarding the academic policies and procedures pertinent to all students in the Ford Dorsey Master’s in International Policy at the Freeman Spogli Institute for International Studies. Its purpose is to inform students of the guidelines and milestones relevant to the successful completion of their degree program, which is the Master of Arts in International Policy. This handbook augments the [Stanford Bulletin](#), which details Stanford University’s graduate studies policies.

The staff are available to assist students and faculty interpret and follow the policies and procedures toward degree completion outlined in this handbook. Jonathan Achter, the Assistant Director for Academic and Student Affairs, is the primary adviser of students on academic and administrative policies.

Students are responsible for following university and school policies described in this handbook and in the [Stanford Bulletin](#). This includes adhering to the [Honor Code and Fundamental Standard](#), following deadlines, maintaining an adequate grade point average and sufficient degree progress.

In the event any information presented in this handbook changes during the academic year, students will be notified by email.

Meet the Team

<i>Leadership</i>	<i>Administration</i>
<p>Michael McFaul Director, Freeman Spogli Institute Director, Ford Dorsey Master’s in International Policy Senior Fellow, Freeman Spogli Institute Ken Olivier and Angela Nomellini Professor in International Studies, Department of Political Science Peter and Helen Bing Senior Fellow, Hoover Institution</p> <p>Kathryn Stoner Deputy Director, Freeman Spogli Institute Deputy Director for Academic and Student Affairs, Ford Dorsey Master’s in International Policy Senior Fellow, Freeman Spogli Institute</p>	<p>Jonathan Achter Assistant Director for Academic and Student Affairs Responsibilities: Academic Administration, Student Services and Advising, Admissions, Major Events, and Operations jjachter@stanford.edu 650.725.9155 Encina S052A</p> <p>Meghan Moura Program Coordinator Responsibilities: Applicant Inquiries, Admissions, Events, General Program Administration meghanfm@stanford.edu 650.725.9075 Encina S052G</p> <p>Kimberly Renk Policy Outreach and Practicum Development Manager Responsibilities: Practicum Planning and Management krenk@stanford.edu 650.497.1329 Encina C135</p> <p>Kristin Southard Recruitment, Career Services, and Alumni Affairs Manager Responsibilities: Prospective External Student Inquiries, Recruitment, Career Services including internships, Alumni Affairs, Student Finance ksouth@stanford.edu 650.721.7961 Encina S052B</p>

Mission of the University and the Program

The Stanford University Founding Grant, dated November 11, 1885, describes the "Nature, Object, and Purposes of the Institution" founded by Leland Stanford and Jane Lathrop Stanford:

Its nature, that of a university with such seminaries of learning as shall make it of the highest grade, including mechanical institutes, museums, galleries of art, laboratories, and conservatories, together with all things necessary for the study of agriculture in all its branches, and for mechanical training, and the studies and exercises directed to the cultivation and enlargement of the mind;

Its object, to qualify its students for personal success, and direct usefulness in life; And its purposes, to promote the public welfare by exercising an influence in behalf of humanity and civilization, teaching the blessings of liberty regulated by law, and inculcating love and reverence for the great principles of government as derived from the inalienable rights of man to life, liberty, and the pursuit of happiness.

In keeping with the university's mission, the Ford Dorsey Master's in International Policy was established to prepare the next generation of leaders for public and private sector careers in international policymaking and implementation. Its newly relaunched curriculum effectively draws upon the Freeman Spogli Institute's world-class faculty and multidisciplinary culture, breadth of teaching across theory and practice, and multidisciplinary research capacity, along with Stanford and Silicon Valley's ethos of innovation. The program offers its master's students a unique education to examine, understand, and solve complex real-world problems.

In support of the mission, the program faculty and staff aim to empower students to forge a meaningful educational trajectory that will fulfill their academic goals and help them to reach their full potential as leaders in international policy. To that end, the program provides a full range of resources and services to assist in successfully completing the academic program.

Stanford University Honor Code

In the spring of 1921, after a seven-year campaign by the student body, the first campus-wide honor system was formally adopted by the University. The code underwent various changes through the years, most recently in the spring of 1977.

The standard of academic conduct for Stanford students is as follows:

1. The Honor Code is an undertaking of the students, individually and collectively:
 - That they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
 - That they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.
2. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

3. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct which have been regarded as being in violation of the Honor Code include:

- Copying from another's examination paper or allowing another to copy from one's own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for re-grading, without the instructor's knowledge and consent
- Giving or receiving unpermitted aid on a take-home examination
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

In recent years, most student disciplinary cases have involved Honor Code violations; of these, the most frequent arise when a student submits another's work as his or her own, or gives or receives unpermitted aid. **The standard penalty for a first offense includes a one-quarter suspension from the University and 40 hours of community service. In addition, most faculty members issue a "No Pass" or "No Credit" for the course in which the violation occurred.** The standard penalty for a multiple violation (e.g. cheating more than once in the same course) is a three-quarter suspension and 40 or more hours of community service.

Stanford University Fundamental Standard

The Fundamental Standard has set the standard for student conduct at Stanford since 1896. It states:

“Students at Stanford are expected to know, understand, and abide by the Fundamental Standard, which is the University's basic statement on behavioral expectations articulated in 1896 by Stanford's first President, David Starr Jordan, as follows:

“Students are expected to show both within and without the University such respect for order, morality, personal honor, and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.

“Actions that have been found to be in violation of the Fundamental Standard include:

- Physical assault
- Property damage
- Forgery
- Theft
- Sexual harassment or other sexual misconduct
- Misrepresentation in seeking financial aid, University housing, University meals, or other University benefits
- Driving on campus while under the influence of alcohol
- Misuse of computer equipment or email
- Sending threatening or obscene messages

There is no standard penalty which applies to violations of the Fundamental Standard. Penalties range from a formal warning to expulsion. Each case is fact specific; considerations include the nature and seriousness of the offense, the motivation underlying the offense, and precedent in similar cases.”

For more information see: <https://communitystandards.stanford.edu/student-conduct-process/honor-code-and-fundamental-standard>

Stanford University Patent Agreement

All faculty, staff, graduate students and postdoctoral fellows are required to sign a Patent and Copyright Agreement (the SU-18 form, signed electronically in Axxess) as a condition of either employment or enrollment at Stanford University.

For more information see: <https://gradadmissions.stanford.edu/admitted-students/entering-stanford/policy-patents-and-copyrights>

ABOUT THE FORD DORSEY MASTER'S IN INTERNATIONAL POLICY

The Ford Dorsey Master's in International Policy (MIP) is a graduate teaching program within the Freeman Spogli Institute for International Studies (FSI), Stanford's largest policy research lab. Its 47 faculty members (Academic Council) representing all seven schools of Stanford constitute the core faculty for the program. MIP is a two-year, full-time degree program (newly renamed from International Policy Studies) that awards the Master of Arts in International Policy degree. Unique for small, collaborative classes led by top Stanford faculty and seasoned practitioners, MIP's core curriculum emphasizes political science, economics and international relations with a case study approach. The curriculum includes a strong practical component and several specialization areas of study that correspond to expertise found at FSI.

For training beyond the classroom, students undertake a summer internship after their first year, complete a capstone practicum in their second year, and can apply for research or teaching assistantships and case writing positions within FSI and at Stanford more generally during the academic year to gain hands-on exposure to policy analysis and practical problem solving and, in some cases, to help finance the education. We do not allow students to work in such positions in the first two quarters of enrollment in the program given its heavy core course requirements.

The program also offers coterminal, joint, and dual degrees. The coterminal degree program allows students to pursue a two-year master's degree in International Policy while completing their bachelor's degree at Stanford. The formally-approved joint degrees are the Master of Arts in International Policy with a Master in Public Policy (MA/MPP) or Juris Doctor (MA/JD). We also offer a dual degree that provides similar benefits to a joint degree in conjunction with the Graduate School of Business (Master in Business Administration (MA/MBA)). Current Stanford students may also apply to add a second degree, known as a dual degree, with the MA in International Policy. More details are available in the next section on admission and degree requirements for coterminal and dual-degree students.

The student experience includes two years on a residential campus, access to all university services and resources, including courses, libraries, events, all Stanford student organizations, career support, and myriad other campus activities. The IP Student Association (IPSA) hosts a variety of activities for students enrolled in the graduate program. Students also join the ranks of current and former Stanford students, engaging with program alumni who regularly participate in events and provide advice, referrals, and career opportunities.

Program Details and Degrees Offered

This section outlines admissions procedures, degree requirements, and courses offered for the Master of Arts in International Policy and for the co-terminal and dual JD, MBA and MPP degrees. Students are responsible for meeting all University and program requirements described below throughout their program of study. Each student ensures that he or she is enrolled appropriately for degree conferral and should direct any questions about requirements or policies to the program's Assistant Director for Academic and Student Affairs prior to relevant deadlines.

Master of Arts in International Policy (MIP). For the first year of the MIP, International Policy students take a set of core courses that teaches competencies, skills, and essential policy processes,

followed by a summer internship. In the second year, students focus on the practicum while completing specialization and elective courses. Specialization courses track with faculty expertise within FSI's many research centers, including cyber policy and security; energy, natural resources, and the environment; global health; governance and development; and international security. The practicum is a capstone course in which students partner with actual organizations from industry, government, and non-profit sectors under faculty mentorship. The practicum is solutions-driven. Students are expected to identify challenging problems that matter to clients and propose thoughtful solutions. Instructors provide a formal academic structure for learning about policy formulation, solutions generation, and policy implementation. Students are linked to external networks in which external experts with domain or policymaking expertise can act as informal advisors to students. Students will also complete a set of elective units, which can be in the area of specialization or any other area of interest. Students must submit a rationale to the program explaining how the elective courses meet their academic objectives no later than the winter quarter before the graduation year.

<i>MIP Degree Requirements</i>		
<i>Courses</i>	<i>Units</i>	<i>Notes</i>
Core curriculum	35	Required Comprises most of Year 1 curriculum
Specialization areas: Cyber Policy and Security Energy, Natural Resources, and the Environment Global Health Governance and Development International Security	20	5 required courses: 2 courses in Year 1, ideally 3 courses in Year 2, ideally
Electives	16	Customized course of study, additional specialization, language or area studies (Must submit academic rationale)
Practicum	9	Year 2 Team-based, partner-focused project

Coterminal Degree. In the coterminal master's program, courses taken three quarters prior to the first graduate quarter, or later, are eligible for consideration for transfer to the graduate degree. Students may be able to complete their BA and MA in five years. Coterminal students who have completed graduate course work at Stanford in previous quarters and received approval to count those units toward the MIP may be approved to take a reduced course load but may not drop below 8 units during autumn, winter, and spring quarters.

Although coterminal students are allowed to enroll in up to 24 units, the MIP program limits the number of units in which a student may enroll to no more than 18. Coterminal students who wish to enroll in fewer units than required by their programs or more than 18 units during a given quarter should submit a petition to the MIP Assistant Director for Academic and Student Affairs by the preliminary study list deadline. Students in the coterminal graduate student group will be charged additional tuition for each unit above 18 units, as required by the University, if approved.

Coterminal Degree Requirements		
Courses	Units	Notes
Core curriculum	35	Required
Specialization areas: Cyber Policy Energy, Environment, and Natural Resources Global Health Governance and Democracy International Security	10	
Practicum	9	Year 2 Team-based, client-focused project

Joint/Dual Degrees in Law, Business, and Public Policy. MIP offers joint or dual degrees for students interested in working at the intersection of business, law, and public policy. The MA/JD joint degree combines the strengths of the Law School with the International Policy program, equipping students with the analytical tools to function as lawyers, advocates, and policymakers in the public sector as government officials or for nongovernmental organizations in such fields as international human rights and international environmental law, or in the private sector representing clients in transnational domains particularly sensitive to matters of public policy. Note, you must fulfill the degree requirements for each program as outlined in the academic policies from each school for the year in which you begin the required curriculum.

The MA/MBA dual degree program allows students to pursue two master’s degrees at the Graduate School of Business and in International Policy over three academic years of residence, rather than four years if both degrees are pursued separately. It is designed for students who are interested in working at the intersection of social entrepreneurship, business, and government in the U.S and abroad.

The MA/MPP joint degree program allows students to pursue study in both the Stanford Public Policy and International Policy programs over three academic years of residence. Students that participate in this program gain depth of knowledge in both international and domestic policy issues.

Requirements for Joint Degrees (and MBA Dual Degree)		
Courses	Units	Notes
Core curriculum	35	Required
Specialization areas: Cyber Policy and security Energy, Natural Resources, and the Environment Global Health Governance and Development International Security	10	Minimum 2 courses required
Practicum	9	Year 2 Team-based, client-focused project

University Requirements

Students are responsible for meeting all university and program requirements throughout their program of study. Each student ensures that he or she is enrolled appropriately for degree conferral,

and should direct any questions about requirements or policies to the MIP Assistant Director for Academic and Student Services prior to the related deadlines.

Advising

Master's students will work with faculty, academic and career advisors throughout the two years of the program. A faculty advisor will be assigned to each student before the program begins. The program's academic advising staff will assist the student in planning a program of study. Students are encouraged to have at least two advising appointments during the course of their program and many students meet with their faculty advisors once every quarter. Students are encouraged to look to any member of the FSI faculty for additional advising or mentorship, regardless of the official advisor assigned. Either the student or the faculty may request a change in assignment for any reason. Students typically select and initiate contact with a new advisor. The Assistant Director for Academic and Student Affairs is available for questions regarding university academic policy and progress toward the degree.

Beginning in their first year, students are expected to discuss a coherent program of study with the faculty advisor to guide their selection of courses.

In consultation with the MIP Assistant Director for Academic and Student Services, students must complete their preliminary program proposal during the autumn quarter of their first year of study. Students may deviate from their preliminary program proposal during the academic year, but must be careful to fulfill all requirements. Their final graduation program proposal, which indicates courses actually taken, is due no later than the end of the second week of spring quarter of the second year (or a subsequent quarter if a student has extended the degree program).

Individualized advising is available to each student with access to three professional advisors:

- **Faculty Advisor:** Faculty advisors assist students in the refinement of their academic interests, including ways to deepen topical expertise while at Stanford, and generally serve as content experts or mentors. It is the student's responsibility to establish and maintain contact with the advisor.
- **Program Advisor:** The Assistant Director for Academic and Student Affairs individually advises students on: course and degree requirements; institutional and program policies; and academic policies. This role also provides support for any academic, personal, housing, or other areas.
- **Career Advisor:** The Career Advisor facilitates job opportunities, searches, and contacts, including first-year summer internships, résumé review, referrals to potential employers, and other services and resources designed to advance professional opportunities for program graduates in the field of international policy.

Timetable for the Master's Degree

The Master of Arts in International Policy degree is a two-year professional master's program. Students working toward graduate degrees at Stanford University must enroll for the three quarters of the academic year (autumn, winter and spring) from the time of matriculation until receipt of the degree. Study in the International Policy program is on a full-time basis (except for the final quarter of study, which can be part-time pending petition approval). The only other exception to this requirement is for formally approved leaves of absence.

If a student is not making sufficient degree progress, the student will first be notified in writing by the MIP Assistant Director for Academic and Student Services (in consultation with the program's faculty directors). Should the student continue to insufficiently make the progress set out in the written notification, the student may face dismissal from the program.

- **Year 1**
 - *Autumn Quarter*
 - Meet with faculty advisor and MIP Assistant Director for Academic and Student Affairs
 - Plan initial program of study and submit preliminary Program Proposal
 - *Late Autumn Quarter/Winter Quarter*
 - Meet with Recruitment, Career Services and Alumni Affairs Manager to discuss internship search
 - *Spring Quarter*
 - Meet with faculty advisor and MIP Assistant Director for Academic and Student Services to finalize program of study to MIP
 - Submit revised program proposal
- **Year 2**
 - *Autumn Quarter*
 - Meet with faculty advisor and MIP Assistant Director for Academic and Student Services
 - Review progress toward completing degree requirements
 - *Winter Quarter*
 - Recommended to meet with faculty advisor, as needed
 - Meet with MIP Assistant Director for Academic and Student Services to discuss progress toward completing degree requirements. Submit an explanatory memo about the choice of courses for the 16 elective units.
 - Meet with faculty advisor, faculty directors, and Recruitment, Career Services and Alumni Affairs Manager to discuss job search
 - *Spring Quarter*
 - Meet with faculty advisor and MIP Assistant Director for Academic and Student Services to confirm completion of degree requirements
 - Submit program proposal for degree completion

Units earned at another institution do not count toward the minimum units required for the master's degree at Stanford (i.e., Stanford does not accept transfer units for master of arts programs). Coterminal students, who have completed graduate level work in the three quarters prior to beginning their master's program, will be able to use those units toward their requirements, with approval from the MIP faculty directors and Assistant Director for Academic and Student Affairs, as well as Undergraduate Advising and Research.

All students must adhere to the quarterly unit requirements. Note, in order to be considered a full-time graduate student at Stanford, a minimum of 8 units of enrollment is required in autumn, winter and spring quarters. The maximum units allowed are 18 per quarter for graduate students at Stanford.

Note that courses applied to the master's degree must be at or above the 100 level. At least 80% must be in courses at or above the 200 level. Courses numbered below 100 are intended for undergraduates only and do not count toward graduate degrees, unless the instructor has verified that they have created alternative graduate level requirements (e.g., longer paper or assignments).

Grades. For courses in which a letter grade is an option, MIP students must choose the letter grade. Exceptions include 1-unit seminars offered on a satisfactory/no credit basis and selected courses at the Graduate School of Business and the Law School for which a letter grade is not given. All students must also have a cumulative minimum 3.0 grade point average to graduate, per Stanford University policy. For more detailed information on grading procedures, refer to the [Stanford Bulletin](#).

Minimal Degree Progress. Students who enroll in 11 or more units per term must pass at least eight units per term. Students who are approved to register in fewer than 11 units in a given term must pass at least six units. The academic progress requirements for students also include registration and timely completion of department and program requirements. Students who do not meet minimal progress each term will be placed on registration or degree conferral hold until they are determined to have done so. If a student is not making minimal progress, he or she will first be notified in writing by the MIP Assistant Director for Academic and Student Services following consultation with the program's faculty directors. Should the student continue to insufficiently make the progress set out in the written notification, then he or she may face dismissal from the program. Graduate students are responsible for their degree progress so they should discuss any concerns with the MIP Assistant Director for Academic and Student Affairs.

Degree Conferral. Students must apply for conferral of their master's degree by filing an *Application to Graduate* on [Axess](#) by the Registrar's quarterly deadline. Students must be registered in the term their degree is conferred. See the [Stanford Bulletin](#) for further policy information.

Time Limit for Completion of the Master's Degree. As stated in the [Stanford Bulletin](#), "All requirements for a master's degree must be completed within three years after the student's first term of enrollment in the master's program. Students pursuing a coterminal master's degree must complete their requirements within three years of their first quarter of graduate standing." See the [Stanford Bulletin](#) for further policy information.

Graduation Review. Students must submit a graduation program proposal no later than the second Friday of the quarter in which they intend to graduate. The Program Office will discuss any outstanding requirements with students who have issues with their degree plan. It is each student's responsibility to follow up on the timely submission of any outstanding degree requirements in order to confer his or her degree.

Cross-Listed Courses. There is no limit to the number of cross-listed courses that students may count toward the minimum number of units required for the MIP degree, except where limits are expressly placed for their particular program's requirements, for example in the dual-degree program with the Graduate School of Business and the Law School.

Funding Information

Research and Teaching Assistantships. MIP is often able to hire a small number of second-year students as teaching assistants to support core courses, depending on programmatic needs. Additionally, some second-year students may be hired as research assistants to work with FSI faculty, depending on funding available from faculty and within the program itself. MIP staff work with students to identify and apply to assistantship opportunities. The number of teaching and research assistantships vary annually and are dependent upon curricular needs and availability of funding. See [Assistantships Policy](#) for more information.

Note that individual departments and programs outside MIP may have similar opportunities available. It is the student's responsibility to explore these independently.

Hourly Work. Students can also apply for paid hourly work on campus.

Loans and Financial Aid. We encourage current and prospective students who will need financial aid to contact our Financial Aid Office for information about their loan programs. We strongly encourage all applicants to apply for financial aid as soon as they accept our offer of admission to ensure financial aid package information in a timely manner. For information about applying for loans, please see the [Stanford Financial Aid](#).

Prodigy Finance Loans for International Students. Prodigy Finance provides low-interest loans to non-U.S. students for study in professional programs. Non-U.S. Students enrolling in Autumn Quarter 2018 will have the opportunity to request a loan directly through Prodigy Finance. Please see [Prodigy Finance website](#) for more details.

Public Service Loan Forgiveness Program. The U.S. government's Public Service Loan Forgiveness (PSLF) program forgives the remaining balance on direct loans after 120 qualifying monthly payments have been made under a qualifying repayment plan while working full-time for a qualifying employer. Only U.S. citizens are eligible. Employment with the following types of organizations qualifies for PSLF:

- U.S. government organizations at any level (federal, state, local, or tribal)
- U.S. not-for-profit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code
- Other types of U.S. not-for-profit organizations that are not tax-exempt under Section 501(c)(3) of the Internal Revenue Code, if their primary purpose is to provide certain types of qualifying public services

Note: Serving as a full-time AmeriCorps or Peace Corps volunteer also counts as qualifying employment for the PSLF Program.

Learn more about the program on the [PSLF website](#).

THE NEW CURRICULUM FOR THE MASTER'S IN INTERNATIONAL POLICY

A total of 80 units is required for the two-year MIP degree, including core and specialization courses, the practicum, and electives. See the [Stanford Bulletin](#) for details.

Year 1		
Total Units: 42-45		
<i>Course</i>	<i>Units</i>	<i>Notes/Instructor</i>
INTLPOL 305: International Relations Theory and Practice in the 21 st Century	5	Autumn Quarter / Krasner
INTLPOL 301A: Research Methods and Policy Applications I	5	Autumn Quarter / Wolak, Thurber, Stojanovski
INTLPOL 302: The Global Economy	5	Autumn Quarter / Aturupane
INTLPOL 301B: Research Methods and Policy Applications II	5	Winter Quarter / Wolak, Thurber, Stojanovski
INTLPOL 306: Decision Making in U.S. Foreign Policy	5	Winter Quarter / Kahl
INTLPOL 307: Leadership and Implementation	4	Spring Quarter / Stedman, Fukuyama
INTLPOL 300: Policy Seminar for MIP	3	Autumn, Winter, and Spring Quarters
INTLPOL 300S: Leading Effective Teams	3	Winter and Spring Quarters
Area of Specialization Courses	7-10	2 required courses (to be taken in the first year whenever possible)

Year 2		
Total Units: 35-38		
<i>Course</i>	<i>Units</i>	<i>Notes/Instructor</i>
Area of Specialization Courses	10-13	Minimum 3 courses in Year 2
Elective Courses	16	Submit memo explaining academic rationale
Practicum		
INTLPOL 310: Engineering Policy Change	8	Winter and Spring Quarters / Weinstein, Fukuyama
INTLPOL 310A: Practicum Field Research	1	Spring Quarter / Weinstein, Fukuyama

The official start to Year 1 is preceded by a math and economics “boot camp” class scheduled for the two weeks prior to the start of the academic year. This short course (nine days) is intended as a refresher on central concepts in macro-economics, and some statistical computing that will be useful to students as they begin the program at the official start of the quarter. A mandatory program orientation for all incoming students takes place the Friday before the start of autumn quarter.

Core classes are required for all MIP students and intended as the curriculum for Year 1. Dual-degree programs also require all classes listed in Year 1 (minus the two specialization classes) in addition to the practicum (see Year 2) and at least two specialization classes of 8-10 units.

Students will select four to five classes (16 units) of additional coursework related to international policy, broadly understood, to fulfill the remaining minimum degree requirements and reach the 80 units needed to graduate. They may choose to take extra classes in their area of specialization; they

may choose to build their own sub-specialization (like an area studies specialization, for example); or they may choose to minor in another program specialization.

Coterminal students must complete all core courses (35 units), the practicum (9 units), and at least 10 units in the area of specialization. Dual-degree students must complete all core courses (35 units), the practicum (9 units), and at least two specialization courses (8-10 units minimum).

Areas of Specialization

The five areas of specialization are:

- Cyber Policy and Security (CYBER)
- Energy, Natural Resources, and the Environment (ENRE)
- Global Health (GH)
- Governance and Development (GOVDEV)
- International Security (ISEC)

Students will need to complete a minimum of five courses (20 units) in their area of specialization. This includes two required specialization courses during the first year of the program (when scheduling allows) and three additional courses selected from a menu of pre-approved options.

Internships

The MIP program encourages students to undertake internships during the summer between the first and second years of study with organizations that work on international policy issues. MIP provides a stipend for students who apply by the end of spring quarter in the year before graduation. Students are required to get program approval for their proposed internship before they begin work on the internship. They must write a one to two-page report at the end of the internship.

The MIP office provides one-on-one advising and coaching for: job search techniques; resume preparation and forwarding; and introductions to Stanford alumni in student areas of interest. The program is not responsible for finding or placing students in an internship; students must take initiative and MIP program staff and faculty will support their efforts.

Funding is available to MIP students for 10-week unpaid summer internships with international organizations, NGOs, and government agencies anywhere in the world.

Students will be invited to apply to the MIP Summer Internship Stipend Program beginning in April.

Academic Overseas Program: Vienna, Austria

The Stanford-Vienna Exchange is an autumn quarter program between MIP and the [Diplomatic Academy of Vienna](#). Two incoming second-year students from each institution are selected by application to receive fellowships to spend autumn quarter in an academic exchange at the other institution. The fellowship covers tuition, a living stipend, housing, round-trip travel to Vienna, and a small research budget while in residence there.

The Diplomatic Academy is a postgraduate professional school dedicated to preparing talented graduates for international careers and positions of leadership in international affairs. Training areas

encompass international relations, political science, international and EU law, economics, history and languages.

At the Diplomatic Academy, International Policy students will work with renowned European scholars and a diverse, vibrant group of students at one of Europe's most highly regarded international studies institutions. Students will have the opportunity to:

- Focus on European Union issues and policies
- Enroll in intensive German or French language study
- Take study trips to other regions of Europe, and visit the many international organizations headquartered in Vienna and nearby cities
- Participate in specialized courses and seminars led by prominent scholars with the goal of training students for careers in international organizations, public service and international business.

For additional information on academics and funding, please visit [Program Details](#) or download the *handout from the [Stanford-Vienna Exchange webpage](#)*.

Eligibility. To be eligible, MIP students must have completed one full year of degree credit (45 units) by the start of the exchange in autumn quarter. Students must also be in good academic standing and have no restrictions in spending the entire quarter in Vienna, Austria. The deadline is typically in February prior to travel.

How to Apply. MIP students must submit the following materials to the MIP Assistant Director for Academic and Student Services:

- Application form
- Statement of purpose
 - Explain your interest in the program, applicable background, and ways your participation in the program would further your academic and professional goals
- Unofficial Stanford transcript
- Resume or curriculum vitae

Applications will be evaluated on academic performance, demonstrated interest in European studies, and alignment of academic and professional goals with the program.

CONTACTS, RESOURCES AND USEFUL LINKS

This section provides additional information, contact information, links and resources for MIP students.

Axess

The [Axess student portal](#) is the Stanford University administrative system in which most student business is conducted. Students may use Axess to:

- Add/Drop/Update/Confirm course enrollment
- Evaluate classes
- Review grades and request official transcripts
- Check registration status and any holds on account
- Apply for on-campus housing
- Verify subplan and view official advisor
- Update contact information
- View/Pay university bill with Stanford ePay
- Review and accept financial aid offer, such as loans
- Apply to graduate

Enrolling in Classes. Students at Stanford use Axess to add/drop/update course enrollment (also known as filing or adjusting a study list). Registration deadlines are listed in the Academic Calendar and on Axess.

The first day of the quarter is the Preliminary Study List Deadline. The Office of the Registrar requires students to be “at status” at this time. This means graduate students should be enrolled in at least 8 units by the deadline in order to avoid the late study list fee of \$200. Students anticipating a stipend or financial aid refund on the first day of the term should be at-status by the Preliminary Study List Deadline posted in the Academic Calendar. Students have until the Final Study List Deadline of each quarter, which is the third Friday at 5:00 pm, to add/drop courses and adjust units on variable-unit classes.

Registering for an Independent Study Course. To enroll in Directed Reading (INTLPOL 299) students should approach the faculty member they want to work with and propose a list of readings and/or papers they would like to study that quarter. If the faculty member agrees to supervise the independent study, the student and faculty member will work to determine the appropriate number of units and grading basis. Once the information is finalized, the student must submit a directed reading proposal to MIP no later than the second Friday of the academic quarter. If approved, MIP will create a section of INTLPOL 299 for the instructor so that the student can enroll. The directed reading proposal form is available on the MIP website.

Course Assignments and Schedules. After officially enrolling in courses via Axess, students should check [Canvas](#) to see if the courses have websites with advance course information. Professors may post assignments, announcements, and reading materials on these websites.

For a list of Stanford course offerings and course scheduling information, visit [Explore Courses](#). In addition, many Stanford course syllabi are available to students on <https://syllabus.stanford.edu>.

Full-Time Study. MIP students are required by the university to register for and attend classes full-time during the academic year (autumn, winter and spring). All students must be registered in at least 8 units each quarter (except summer) unless noted otherwise.

Any exceptions to the full-time policy must be requested through the MIP Assistant Director for Academic and Student Services and approved by the faculty directors.

International students with F1 or J1 visas are required to maintain full-time student status (contact the [Bechtel International Center](#) for assistance). Full-time student status is also required for the receipt or deferment of many student loans. Students should check directly with their loan programs. This includes registering in at least six units in the summer quarter.

Assistantships. Students who identify and wish to accept research or teaching assistantships must obtain prior approval from the MIP Assistant Director for Academic and Student Services. Note that a 50% research or teaching assistantship is 20 hours per week, the maximum number of hours a full-time graduate may work while enrolled. First-year students may not accept research or teaching assistantships before the spring quarter of that year.

Leave of Absence. Students considering taking a leave of absence for one or more quarters should first discuss the matter with their faculty advisor and the MIP Assistant Director for Academic and Student Services and their advisor and/or MIP Deputy Director. If a valid reason exists and the Program Director and advisor support the decision, the student must file a [Leave of Absence Form](#) and apply within the university's established deadlines. The faculty directors review and approve — or deny — leave requests. International students must also obtain approval from the Bechtel International Center and are required to maintain appropriate visa status at all times. The maximum length of any leave is one year. In rare cases, a leave may be extended beyond one year. The total number of leave quarters may not exceed six. A leave of absence does not extend the three-year candidacy period. For students who are requesting a medical leave, the policies may differ slightly. Contact the [Office of Accessible Education](#) for further information.

Any student who fails to register for autumn, winter, or spring quarter without an approved leave of absence will be discontinued per university policy. If a student later wishes to resume study, he or she must file an [Application for Reinstatement](#) through the MIP Assistant Director for Academic and Student Services.

Special Registration Status

Graduate Petition for Part-time Enrollment. Requests to enroll for fewer than 8 units during the academic year are approved only in specific circumstances. Graduate students who need fewer than 8 remaining units to complete degree requirements or to qualify for TGR status, may register for one quarter on a unit basis (3 to 7 units) to cover the deficiency. This status may be used only once during a degree program. International students should consult with [Bechtel International Center](#) prior to requesting part-time enrollment to ensure compliance with visa regulations. Most commonly, MIP students might apply for part-time enrollment during their final quarter of study.

Students with disabilities covered under the Americans with Disabilities Act may enroll in an approved reduced course load as recommended by the [Office of Accessible Education \(OAE\)](#). Matriculated and enrolled pregnant graduate students may request up to two quarters of part-time enrollment for an approved Childbirth Academic Accommodation; see the [Childbirth Accommodation Policy](#) section of this bulletin and the [GAP 5.9 Pregnancy, Childbirth, Adoption and Lactation](#).

All students requesting reduced enrollment need to complete and file *the* [Graduate Petition for Part-time Enrollment](#) form.

Graduation Quarter. Registration is required for the quarter in which a student submits a thesis or has a degree conferred. [Students who meet the following conditions are eligible to be assessed a special reduced tuition rate for the quarter in which they are receiving a degree:

- All course work and residency requirements have been completed.
- The student must have enrolled in the term immediately prior to the term chosen as the graduation quarter - summer quarter included.
- The student has formally applied to graduate.
- The student has only to submit the dissertation or thesis or project by the deadline for submission in the term designated as the graduation quarter.
- 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. Only one graduation quarter may be requested for each degree program. There is a registration fee of \$150 for the graduation quarter.

Students who do not complete all degree requirements by the end of the graduation quarter must re-register or apply for a leave of absence, provided their candidacy has not expired. Students must submit the Application for Extension of Candidacy or Master's Program before their program expires in order to avoid having to apply for reinstatement. The form is available online at <http://studentaffairs.stanford.edu/registrar/forms/grad>.

Extended Study. MIP students are required to complete their degree within two years. Students who need more time beyond their second year must submit an [Extension of Study Application for Master's Students](#) through the MIP Assistant Director for Academic and Student Services. Extensions may be granted in extreme and/or unique circumstances and for a maximum of one year. Students with an approved Extension of Study must maintain valid student status by registering according to university policy.

Terminal Graduate Registration (TGR). TGR is a reduced tuition category for students who have completed all courses for their degree and are only finishing a dissertation, thesis, or final project, or who have completed all degree requirements and simply need to be registered in order to confer their degree. Requests for TGR status may be made for upcoming or future, but not prior, quarters. Students with TGR status must register for the TGR Project, EDUC 801 under their advisor's name as

the instructor (this course requires no additional work). If students register for additional courses, they must then pay the unit tuition rate in addition to the TGR tuition rate.

TGR registration status requests are reviewed and either granted or rejected by the MA Programs Officer. TGR Forms must be submitted no later than the first day of the quarter in which TGR status is requested.

Registration Holds. Offices throughout the University can place holds on a student's record for various reasons, such as unpaid bills and overdue library fees, these holds prevent a student from registering for courses. The MIP program places academic holds for reasons including: (1) the student completes less than six units in a quarter (considered minimal progress), (2) the student does not register in the required number of units, (3) the student does not submit the MIP Program Proposal or other required forms by the stated deadlines, or (4) the MIP student's three-year time limit has expired and the student has not had an extension approved.

A notice will appear on Axess informing students of any holds and the contact information for the office that placed the hold. If the MIP Assistant Director for Academic and Student Services places a hold for any of the academic reasons, the student will be promptly notified by email. It is student's responsibility to contact the office that placed the hold and take the necessary action to have it removed. If a hold prevents a student from registering for classes by the deadline, the Registrar will discontinue the student from the degree program and the student must apply for reinstatement to the program. It is therefore imperative that students take the necessary steps to remove any enrollment holds expeditiously.

Reinstatement. Discontinued students wishing to reinstate should first consult with the MIP Assistant Director for Academic and Student Services. If the student decides to petition, they must complete an [Application for Reinstatement](#) online and pay the reinstatement fees by check. Students submit the form and check to MIP. The faculty directors and Assistant Director for Academic and Student Services make the decision to approve or deny reinstatement. The MIP program is not obligated to grant reinstatement.

Termination of Student Status. Each student admitted to the MIP program is expected to complete the degree, but the faculty directors have the right and obligation to terminate the student status of anyone whose academic performance or progress is deemed unsatisfactory. Before considering dismissal, the faculty advisor will meet with the student to discuss his or her situation and how to correct deficiencies.

A faculty decision to terminate student status may be made a result of inadequate academic progress or unethical professional conduct. The student's faculty advisor and the faculty directors will meet with the student before considering termination. A written summary of these discussions shall be sent to the student and added to the student's academic file. The summary will specify the deficiencies, the steps necessary to correct them, and the period of time that is allowed for their correction (warning period), which is normally a minimum of one academic quarter. At the end of the warning period, the student's progress will be reviewed and the student will be notified of the proposed action. A final decision is made and the student will be notified in writing of his or her final

status by the Deputy Director for Academic and Student Affairs and MIP Assistant Director for Academic and Student Services.

Disputes or Grievances. In the case of disputes or grievances about any aspect of these guidelines or the program in general, the case is to be brought to the attention of the Deputy Director for Academic and Student Affairs and will be investigated confidentially. The Deputy Director for Academic and Student Affairs is an available resource to students regarding grievances and disputes. Outside of the *school*, the [University Ombudsperson](#) is available via the web or by phone at (650) 723-3682.

Further grievance and dispute policy and procedures are described in the [Stanford Bulletin](#).

Financial Support

The [Stanford Financial Aid Office](#) handles federal and university loans. The MIP program office handles tuition fellowships (offered at admission) and summer internship payments. Questions concerning student loans, loan deferments and other financial aid counseling can be addressed through Financial Aid Office:

Stanford Financial Aid Office
Montag Hall
355 Galvez Street
1-888 326-3773 or (650) 723-3058
financialaid@stanford.edu
<http://www.stanford.edu/dept/finaid/grad>

Eligibility to Receive Aid. All students receiving funding (loans, fellowships, etc.) must be registered full-time by the University's published quarterly deadlines in order for aid to be disbursed. This means all master's students should enroll in at least 11, but not more than 18, units in autumn, winter, and spring quarters in order to be eligible for aid. If a student intends to take a leave of absence, he or she must consult with the Financial Aid Office, the lender if applicable, and the MIP Assistant Director for Academic and Student Services to understand the implications of the leave on your financial award. It is the student's responsibility to contact lenders or the Financial Aid Office.

Outside Support. Students are encouraged to actively seek and apply for outside fellowships. Research and teaching assistantships in MIP are limited. However, students may arrange on their own for a research or teaching assistantship in another department at Stanford. Students should ensure that this outside work does not prevent them from keeping up with their program requirements.

Additional Work. International Policy students may work for pay on a "casual" hourly basis at Stanford for up to 10 hours a week, provided it does not adversely impact their academic progress. Work can include administrative assistance in an office or with an academic event. Work that involves research related to the student's area of study cannot be paid as a "casual" hourly job; rather it would be considered a research or teaching assistantship, which needs to be compensated by the relevant faculty member or academic unit by covering a portion of tuition and providing a living stipend. Note: U.S. students can work up to 28 hours per week while international students can work up to 20 hours per week.

Funding Resources. The MIP office maintains a directory of funding resources for graduate studies in International Policy.

Cardinal Care and Health Insurance Subsidy. [Cardinal Care](#) is an annual enrolment insurance plan which includes coverage in summer quarter, whether the student is registered that quarter or not. The annual cost of this coverage will be charged over three quarters of the academic year (autumn, winter and spring). Students enrolled in Cardinal Care will be covered during leaves of absence, breaks, and quarters in which they are not registered. The insurance carrier, Health Net of California, will provide the medical benefits and Value Options will administer the mental health benefits. Enrollment in Cardinal Care is a once-a-year event. In the first registered quarter of the academic year, students will decide whether or not to waive Cardinal Care coverage for that year. International students will be required to enroll in Cardinal Care, but may request an exception if they have an insurance plan with benefits that meets or exceeds minimum standards set by the university. Stanford University will automatically pay a health insurance subsidy that covers part of the Cardinal Care premium for students who fall into one of the categories below and who do not waive Cardinal Care coverage online via Axxess. For details on the current costs of health insurance subsidy eligibility and amounts and other information, please visit the [Cardinal Care](#) website.

Emergency Funding. [The Financial Aid Office](#) has limited funds available to help graduate students dealing with difficult financial situations. The Graduate Student Aid Fund assists a limited number of graduate students with university fees such as the Campus Health Service Fee and Cardinal Care Insurance when those fees cause a significant hardship. Emergency Grant-In-Aid Funds assist graduate students who experience a financial emergency or unanticipated expenses (e.g., medical or dental) causing financial hardship. The Graduate Housing Loan provides loans for move-in costs for off-campus housing, such as first and last month's rent and security deposit.

Careers in International Policy

There are career support services available for MIP Graduates in the program office. Career services assists students in creating their career visions and connecting them with opportunities to help realize their career goals. MIP students and alumni have access to several career development resources. These resources include:

- Accessing employer profiles and job openings
- Managing internships, fellowship, part-time, consulting, and career opportunities
- Submitting a resume for prospective employer review
- Viewing upcoming career services events and programs
- Making appointments for career counseling sessions
- Networking with employers
- Creating a personal career management calendar

Individualized Career Counseling. MIP's Recruitment, Career Services and Alumni Affairs Manager is available to meet with graduate students to discuss their immediate career goals and facilitate their lifelong career management process. Other resources provided by the Stanford community include:

- BEAM (Bridging Education, Ambition & Meaningful Work): beam.stanford.edu
- VPGE (Vice Provost for Graduate Education): vpge.stanford.edu/programs/career.html
- HAAS (Center for Public Service): haas.stanford.edu

Useful Links

- Academic Calendar (includes quarterly Enrollment and Registration deadlines) <https://registrar.stanford.edu/resources-and-help/stanford-academic-calendar>
- Axxess <http://axess.stanford.edu/>
- Course Descriptions and Schedule <http://explorecourses.stanford.edu/>
- Stanford Bulletin <http://bulletin.stanford.edu>
- Graduate Student Handbook <http://gap.stanford.edu/>
- Asian American Activities Center <http://www.stanford.edu/dept/a3c/>
- Bechtel International Center <http://www.stanford.edu/dept/icenter>
- Black Community Services Center <http://www.stanford.edu/dept/BCSC/>
- Computing and Communication Services <https://itservices.stanford.edu/service/computing>
- Dean of Research & Graduate Policy <http://www.stanford.edu/dept/DoR/>
- El Centro Chicano <http://www.stanford.edu/dept/elcentro/>
- Financial Aid Office <http://www.stanford.edu/dept/finaid/>
- Freeman Spogli Institute <http://fsi.stanford.edu>
- Honor Code <http://www.stanford.edu/dept/vpsa/judicialaffairs/>
- Housing and Dining Services <http://www.stanford.edu/dept/hds/>
- School of Humanities and Sciences <https://humsci.stanford.edu>
- LGBT Community Center <https://lgbt.stanford.edu/>
- Libraries <http://www-sul.stanford.edu/>
- Native American Cultural Center <http://www.stanford.edu/dept/nacc>
- Office of Accessible Education <http://www.stanford.edu/group/DRC>
- Stanford Directory Information <http://stanfordwho.stanford.edu/lookup>
- Ed Faculty Information <https://ed.stanford.edu/faculty-research>
- Vaden Student Health Service <http://vaden.stanford.edu/>
- Women's Community Center <http://www.stanford.edu/group/womenscntr/>