Stanford Center for Professional Development

Non Degree Option Student Handbook

Non Degree Option (NDO)

The Non Degree Option (NDO) allows industry students to take Stanford graduate courses on a part-time basis. You may wish to take a few courses in a specific subject area, or a variety of courses in a range of subjects, without having to be formally admitted to a degree program. NDO students are allowed to enroll as distance learners and up to 18 units of graduate credit may later be applied toward a degree program if you apply and are admitted. You may also elect to work toward a graduate certificate in a defined area of knowledge, achieved by successfully completing a set of graduate courses specified by the sponsoring department. Due to space limitations, students enrolled under the Non Degree Option are expected to complete courses entirely online.

How to Apply and Enroll – New Students

Select Courses

1. Explore available graduate courses by visiting SCPD's web site: http://scpd.stanford.edu .
2. Decide which courses are right for you.
3. Ensure you meet any applicable prerequisites.

Apply and Enroll **

1. Add your desired course(s) to your cart. When you have all the courses you want in the cart select **Continue Checkout** (Note: minimum 3 units required per quarter).
2. You will be prompted to create an SCPD account. Choose a username and password you will remember easily as this is how you will view courses online and update your information.
3. After completing your account information, you will be prompted to complete the Non Degree Option application form. Complete all of the required information and submit the application.
4. Enter your payment information
   a. If you are employed by an SCPD member company, you may enroll at the discounted tuition rate as a benefit of membership. To enroll at the discounted rate your account must first be updated by an SCPD Customer Service staff member **before** you complete your enrollment. If you want to take advantage of this benefit, please contact Student and Client Services at (650) 204-3984 for assistance.
   b. If you are not employed by an SCPD member company, you may proceed to enter your payment information and complete your enrollment.

**Your application is not considered fully complete until you have enrolled in at least 1 course, and we have received 1 official, sealed transcript from each institution listed on your application.

Application Review

The application is required the first time you enroll. Once your application is complete, the department offering the course(s) will review your file to ensure you have the background to be successful in the course(s) for which you are enrolled.

For all subsequent enrollments you will be provisionally admitted. Departments will review your application and Stanford transcript to determine your preparedness for each course you enroll in and you will be contacted **only** if your enrollment is not approved.

How to Apply and Enroll – Returning Students

Select Courses

1. Explore available graduate courses by visiting SCPD's web site.
2. Decide which courses are right for you.
3. Ensure you meet any applicable prerequisites.

Apply and Enroll **

1. Add your desired course(s) to your cart. When you have all the courses you want in the cart select **Continue Checkout** (Note: minimum 3 units required per quarter).
2. You will be prompted to your SCPD account.
3. Enter your payment information.

Application Review

As a returning student your application materials will be on file. The department offering the course(s) will review your application and Stanford transcript to determine your preparedness for each course you enroll in and you will be contacted **only** if your enrollment is not approved.

Graduate Certificate Programs

Graduate certificate programs are focused, guided curricula of study specifically designed for working professionals by Stanford faculty. Most certificates offer a choice of elective courses and therefore may be tailored to meet specific needs, interests, and requirements. A certificate is awarded after the successful completion of 3 to 5 courses. Each course earns Stanford University credit that may later be applied toward a graduate degree, if applicable.

Steps to Earn a Graduate Certificate

Choose a Certificate

1. Explore graduate certificates listed by department/subject by visiting SCPD's web site.
2. Decide which certificate is right for you.
3. Ensure you meet any applicable prerequisites.

Declare Your Intent

Students indicate their "Intent to Pursue" a graduate certificate(s) on the last page of their Non Degree Option application. Once submitted, your "Intent to Pursue" will be evaluated and you will be notified of a decision within 10 business days. Note: You may enroll for individual courses that contribute to the certificate prior to declaring your intent.

Earn the Certificate

- You must enroll for each course for credit and for a letter grade. Courses taken for Pass/Fail will not count toward the certificate.
- An average of B or better is required for all departments except Computer Science, for which a grade of B or better is required in **each** course.
- You must complete the certificate requirements within 3 years of the date you start.
- Once you have completed the required courses, the awarding department will review your graduate record to ensure you have met all the requirements.
- Allow 6-8 weeks after the completion of your last course to receive your certificate.

International Student Visa Status

Students who reside in the United States and who are not US citizens must have a current US visa to enroll in Stanford graduate courses. Required documentation includes: notice of action, US visa stamp page with date issued and date of expiration, and/or current visa document. Applicants to take courses under the Non Degree Option, please submit documentation via fax to 650-725-2868 or email to scpd-customerservice@stanford.edu. International students not residing in the US are welcome to apply for courses and do not need to submit visa documentation.

Minimum units requirement

A student must register for a minimum of three (3) units. Please note that SCPD charges a minimum of 3 units per quarterly enrollment. The maximum number of courses that can be taken per quarter is three (3).

Updating Personal Information

Please be sure to update your personal information in your student profile by going to my**stanford**connection. You must also update your personal information in Axess, the university database.

Official Transcripts

New students must submit official transcripts from all previous universities or colleges to SCPD. Transcripts should contain university name, the student record including courses and grades and date of degree conferral. Students should request official transcripts well in advance of enrollment to avoid delays. The enrollment application will not be considered without transcripts. Students may fax a copy of their transcript to SCPD at (650) 725-2868 to expedite the approval process. Official transcripts must be received by SCPD before the start of the quarter and will be kept for future enrollments.

Mail official transcripts to:

SCPD Student and Client Services
Stanford University
496 Lomita Mall - Durand Building - Room 301
Stanford, CA 94305-4008

Deadlines

All students are responsible for meeting all deadlines. Deadlines are strictly enforced and you should identify the important deadlines for each quarter in which you are enrolled, such as:

- Drop Deadline
- Grading Basis Deadline
- Withdrawal Deadline

For distance students, meeting a deadline may include having demonstrable proof that a message or material was sent and received successfully with a standardized date and time stamp, whether by email, fax, mail or phone. All deadlines are applied in the standard Pacific Time Zone (PST or PDT). Missing a deadline may have important short-term and long-term effects, including:

- Access to the instructor's website and course material.
- Eligibility for financial refund.
- Grades on individual assignments or for an entire course, which may be reflected on permanent Stanford transcripts.
- Eligibility for adding, dropping, or changing classes.

Submitting Material to SCPD

1. Use the Route/Fax form with each submission. Forms are available at my**stanford**connection under Forms.
2. Submit by email to or by fax to (650) 736-1266 or (650) 725-4138.
3. Indicate how many pages are included and please number each page.
4. Include your name and Stanford ID number on all submissions.
5. Keep a copy of any submission until receipt is confirmed.
6. SCPD adds date/time stamp, logs and delivers.

- Homework will be returned to your preferred email address in PDF format

- If you are having trouble making a submission, you should seek immediate help to ensure it will be received on time with a verifiable date/time stamp. If you experience trouble outside Stanford business hours, send a message to SCPD Distribution explaining your issue and follow up by phone, (650) 725-3015, as soon as possible to resolve the problem.

SCPD Tuition and Fee Payment Policy

You will be prompted to provide payment information when you are completing your enrollment. If you are paying tuition yourself, payment in full is required at the time of enrollment. If your company is going to pay your tuition, you will be prompted to enter contact information for the person who can approve payment for your courses. If approved, your company will be invoiced shortly after the Drop Deadline.

Tuition and Fees are reviewed annually and are subject to adjustment by SCPD. Fee changes take effect at the start of Autumn quarter and are applicable for the duration of the academic year.

Tuition and Fees Payable to SCPD

NDO students will be responsible for the following fees:

- Tuition per credit unit (3 unit minimum to a maximum of three courses)
- One-time document fee (only charged for the first quarter registered at Stanford)
- Late payment fee (if applicable)

Note: There is no additional course fee for accessing courses online.

Student Payments

NDO students who pay their own tuition and fees must pay by credit card (Visa, MasterCard and American Express).

Payment Processing

Credit cards are charged automatically during the Checkout process.

If your company pays tuition and fees, SCPD will send an invoice to the company shortly after the Financial Drop Deadline.

Late Payment Fees – Self Pay Students

A non-refundable late payment fee of $100 will be charged to all students who pay their own tuition late. Payment is considered late if it is received after the first day of classes each quarter.

Company Invoices

Companies who pay SCPD for their employee's tuition and fees will receive an invoice shortly after the Financial Drop Deadline. Late payment fees are not applicable to company accounts.

SCPD Tuition Refund Policy

Before the SCPD Financial Drop Deadline, SCPD will refund tuition in full for dropped courses, less any University assessed late fees.

After the SCPD Financial Drop Deadline, tuition and fees paid to SCPD will not be refunded except under the following circumstances:

1. Medical emergency (hospitalization or major medical condition). Written documentation from a physician will be required. (Ex: Date originally seen, diagnosis, prognosis)
2. Death of "close family" member. "Close family" is limited to the employee's spouse; same-sex domestic partner; children of the employee; parents and parents-in-law; parent surrogate; brothers and sisters of the employee; grandparents and grandchildren of the employee. Written documentation will be required (Death Certificate).
3. A call to military duty. (In the event of a national emergency such as in a time of war). Written documentation will be required.

Tuition will not be refunded after the financial drop deadline for other reasons, such as business travel, minor illness or injury, or workload increase.

Refunds

If a refund is due for payment made by credit card, the student's credit card account will be credited within 5 business days.

Changes to the Course Schedule

Before classes start, check the course schedule by going to my**stanford**connection and clicking on Course Schedule. Course schedules may change.

Changing Courses & Units

Changing courses or units is done through my**stanford**connection.

- Changing the number of units for a given course is done by a drop and add process: drop the course and add back the course with the appropriate number of units. (Contact SCPD Customer Service at (650) 204-3984 for assistance to drop units before the Drop Deadline.)
- Changing courses is done by a course transfer process: transfer from the course to be dropped to the new course.

You may drop courses and units up to the Financial Drop Deadline without penalty—courses will be removed from your transcript and you will receive a full refund (less any assessed non-refundable fees). After the Financial Drop Deadline you may withdraw from a course until the Withdrawal Deadline, but withdrawn courses are not eligible for any refund.

If you experience problems, please contact SCPD Student and Client Services immediately for assistance or call (650) 204-3984.

Late Changes

Late changes are highly discouraged and usually denied by the University. NDO students should **not** contact the University Registrar's Office directly for any SCPD course changes. Please contact SCPD Customer Service at (650) 204-3984.

Withdrawing from Courses

Stanford University Policy: After the drop deadline, you may withdraw from a course through the withdrawal deadline published in the calendar, usually the end of the seventh week of classes (during fall, winter, and spring quarters, or the end of the fifth week of classes during summer quarter.) In this case, a grade notation of "W" (withdraw) is automatically recorded on your transcript for that course. If you do not officially withdraw from a class by the withdrawal deadline, you will be assigned the appropriate grade or notation by the instructor to reflect the work completed. **Please note:** students who withdraw after the financial drop deadline are not eligible for a refund.

Company Membership and Status Change Policy

Corporate membership is required for participating in master's degree programs. However, we do have an individual access program. Under this program, individuals not affiliated with a member company may enroll in graduate courses and pursue graduate certificates through the Stanford Center for Professional Development.

If you undergo a change in employment status through layoff or by moving to a company that is not a member of the Stanford Center for Professional Development, contact Student and Client Services at (650) 204-3984 for assistance in updating your account information.

Foreign students who are no longer employed, are still in the United States, and wish to continue in the course(s) must show that they have a valid US visa.

Course Readers and Textbooks

Course readers and textbooks may be purchased directly from the Stanford Bookstore.

To place orders, please visit the bookstore web page, (http://www.stanfordbookstore.com), or call: 1.800.533.2670 or 650.329.1217, extension 356.

Course readers and textbooks are not available through SCPD. The Bookstore will not accept vouchers from your company.

Course Materials Available Online

Students access course videos through their my**stanford**connection account. Students access the course website, if the professor has developed a website for the course, by using their SUNetID and password. It is the student's responsibility to check the course website and to download any course materials available there. If handouts and other course materials are **not** available on the course website, SCPD will send them to your home address via U.S. Priority Mail or electronically via email. Course materials will be sent either to your preferred address or to your preferred email address, as entered on your student profile in my**stanford**connection.

For questions regarding homework or handouts, please email the SCPD Distribution Department or call 650-725-3015. Fax forms to (650) 736-1266 or (650) 725-4138.

CourseWork

If the instructor has established a website in the CourseWork system, you may login or request to be added to the course at http://coursework.stanford.edu/. When submitting a request to be added, please specify the course you are enrolled in, your SUNet ID, and indicate your NDO student status.

Exams

The Stanford Center for Professional Development manages exam distribution. All NDO students are required to submit an electronic Exam Monitor Form at the time of enrollment with the Stanford

Center for Professional Development. This form may be found via your my**stanford**connection account.

- If the instructor requires the original exam for grading, please return via overnight delivery to the following address:

    SCPD Distribution Department
    Stanford Center for Professional Development
    Stanford University
    496 Lomita Mall, Durand Bldg., 4th Floor
    Stanford, CA 94305-4008

Route Form

Please be sure to attach a Route Form to all completed exams and homework assignments returned to the Stanford Center for Professional Development for delivery to the professor. (Keep a copy of all handouts and exams sent to SCPD.) The Route Form is available at my**stanford**connection under Forms.

Late Submissions

Each class will have its own policy regarding late submission of assignments. The policy for each class is under the discretion of the instructor who holds final authority for all grading decisions. Late assignments may be assigned a grade with a reduction in grade corresponding to the tardiness of the submission. Some instructors may have a strict policy of not accepting late assignments at all. If you experience any trouble submitting course materials, notify your course instructor and the teaching assistant of your problem by email and/or phone, **and** contact SCPD Distribution immediately or call (650) 725-3015.

Grade Requirements

NDO students must maintain a 3.0 minimum grade point average to continue in the program. The Computer Science department requires students to obtain a B letter grade or better in each course.

Grading Basis

All NDO students will be enrolled by SCPD with a letter grade status. If you wish to *change* your grading basis to Pass/Fail or Credit/No Credit option for a course that allows this option, you must send an e-mail to SCPD's Student and Client Services by the Grading Basis Deadline.

Please note that some departments, such as *Computer Science*, require NDO students to take **all** courses for a letter grade and the Pass/Fail or Credit/No Credit option is not available. Courses taken as part of a certificate program also require a letter grade.

Library Access

NDO students have access to the Terman Engineering, Green, Meyer, and Lane Libraries at Stanford. (The Lane Medical Library focuses on topics relevant to the Medical School and related fields such as biology or biochemistry.) Bring your NDO enrollment receipt (which is sent to your preferred email address automatically when your enrollment is completed) and valid personal identification with you. NDO students may use resources in the libraries, but may not check out books to take home.

Library Cards

Any individual or company can purchase a Stanford library card, with access privileges only, or with both access and borrowing privileges. The company library card fee is $500/year plus the cost of coupons, which are required to check out books.

To purchase a Stanford library card, you or your company representative need to apply in person at:

    Privileges Office
    Green Library
    557 Escondido Mall
    Stanford, CA 94305

Hours: Anytime the library is open, see: http://library.stanford.edu
Phone: (650) 723-1492
E-mail: sul-privileges@stanford.edu
URL: http://www-sul.stanford.edu

Stanford Identification (ID) Number

New NDO students will be assigned a Stanford ID number when their enrollment application is accepted, and it will be indicated on the enrollment confirmation receipt, which is sent to your preferred email address on your student profile. Please remember and indicate your Stanford ID number on all correspondence with the Stanford Center for Professional Development. Your Stanford ID number will not change.

Transferable Units of Credit

If you decide to apply for a Stanford master's degree and are accepted, a maximum of 18 units obtained as an NDO student may be transferred to meet degree program requirements, with department approval. Be sure to discuss course approval with the appropriate graduate department.

Variable Units

Certain Computer Science courses are set up for variable units, such as 3 to 4 units. However, all NDO students are required to take Computer Science courses for the maximum number of units. In the case of a 3 to 4-unit course, for example, NDO students will be required to enroll for 4 units.

Some courses in other departments also are set up for variable units. A course with variable units could have an optional extra credit/extra unit component, such as a project, paper or a laboratory. Contact SCPD Student and Client Services if you have questions.

Incomplete Policy and Procedure

Stanford University Policy

The 'I' is restricted to cases in which the student has satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial 'I' is removed.

Repeated Courses

Most courses may not be repeated for credit. Some Stanford courses may be repeated for credit and are noted in the Stanford Bulletin. Under the general University grading system, when a course which may not be repeated for credit is retaken by a student, the following special rules apply:

1. A student may retake any course on his or her transcript, regardless of grade earned, and have the original grade, for completed courses only, replaced by the notation 'RP' (repeated course). When retaking a course, the student must enroll in it for the same number of units originally taken. When the grade for the second enrollment in the course has been reported, the units and grade points for the second course count in the cumulative grade point average in place of the grade and units for the first enrollment in the course. Because the notation 'RP' can only replace grades for completed courses, the notation 'W' cannot be replaced by the notation 'RP' in any case.

2. A student may not retake the same course for a third time unless he or she received a 'NC' (no credit) or 'NP' (not passed) when it was taken and completed the second time. A student must file a petition for approval to take the course for a third time with the Office of the Vice Provost for Undergraduate Education. When a student completes a course for the third time, grades and units for both the second and third completions count in the cumulative grade point average. The notation 'W' is not counted toward the three-retake maximum.

SCPD Request for Incomplete Policy

NDO students must submit a request for an Incomplete to SCPD at least 2 weeks before the last day of classes for the quarter to ensure approval by the last day of class. SCPD will seek the required

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approval from the instructors directly. Please keep in mind that approvals of requests for incomplete status are not guaranteed, and NDO students are NOT to contact the instructors directly.

The **NDO – Petition for Incomplete Status in a Graduate Course** may be found in my**Stanford**connection on the SCPD website under Forms.

Course Delivery

Courses are offered by SCPD through the online classroom:

- Delivered via streaming video, courses are posted to the Internet within two hours of the completion of the live class at Stanford University.
- Online courses are available up to the end of the quarter exam period.
- Students taking courses online are usually required to adhere to the on-campus deadlines for each particular class regarding homework and exams. Establishment and enforcement of course deadlines is at the sole discretion of the instructor and will reflect the University calendar for final exams.

Viewing Courses Online

Demos and course previews can be accessed without logins. However, all graduate courses require academic registration and a SUNet ID to log on.

Students taking courses under the Non Degree Option (NDO) receive their University ID number through SCPD. The ID number is listed in the enrollment confirmation letter.

Viewing Courses Online

1. Go to my**stanford**connection on the SCPD home page.
2. Click on Online Videos

For system requirements, software downloads, technical support or answers to frequently asked questions, contact scpdsupport@stanford.edu .

Quick Reference Guide

Web Links

SCPD Web site: http://scpd.stanford.edu/

Graduate Courses enrollment: http://scpd.stanford.edu/coursesSeminars/gradCourses.jsp

Technical Support: http://scpd.stanford.edu/helpContactUs/techSupport/default.html

Graduate certificates: http://scpd.stanford.edu/certificates/graduateCertificates.jsp

Master's Degrees: http://scpd.stanford.edu/certificates/mastersDegrees.jsp

Professional Certificates: http://scpd.stanford.edu/certificates/professional-education-certificate.jsp

Engineering Library: http://lib.stanford.edu/englib

Stanford Libraries: http://library.stanford.edu.

Email Connections

SCPD Applications / Enrollment: scpd-customerservice@stanford.edu

SCPD Exams / Homework: scpd-distribution@stanford.edu

SCPD Billing / Payment: scpd-customerservice@stanford.edu

SCPD Company membership: scpd-customerservice@stanford.edu

SCPD Technical support: scpdsupport@stanford.edu

Course Advisors

Aeronautics and Astronautics: AA_CourseAdvisor@lists.stanford.edu

Bioengineering: BIOE_CourseAdvisor@lists.stanford.edu

Biomedical Informatics: BMI-Contact@lists.stanford.edu

Computational and Mathematical Engineering: CME_CourseAdvisor@lists.stanford.edu

Computer Science CS_CourseAdvisor@lists.stanford.edu

Electrical Engineering: EE_CourseAdvisor@lists.stanford.edu

Management Science and Engineering: MSandE_CourseAdvisor@lists.stanford.edu

Mechanical Engineering: ME_CourseAdvisor@lists.stanford.edu

Statistics: STATS_CourseAdvisor@lists.stanford.edu

Telephone Contacts:

Bookstore: 1-800-533-2670 or 650-329-1217, x356

SUNet Computer Accounts, Stanford IT Help: 650-725-4357

Green Library: 650-723-4981

Engineering Library: 650-723-0001

SCPD Applications / Enrollment: Phone: 650-204-3984   Fax: 650-725-2868

SCPD Exams / Homework: Phone: 650-725-3015   Fax: 650-736-1266 or 650-725-4138

SCPD Billing / Payment: Phone: 650-725-3012 or 650-723-0273