



Stanford Center for Professional Development

Honors Cooperative Program Student Handbook

Honors Cooperative Program (HCP)

The Honors Cooperative Program allows employed students to study part-time for graduate degrees in engineering and related disciplines. Students must belong to Stanford Center for Professional Development [member companies](#) in order to participate.

Graduate Admission

HCP students are admitted and graded on the same standards as full-time Stanford students and have full student privileges, rights and responsibilities.

Interested applicants may learn more about specific [graduate degree](#) programs and application procedures by visiting Stanford's website.

International Student Visa Status

Students who are not citizens of the United States must have a current US visa to participate in the Stanford Center for Professional Development graduate program. HCP students are required to submit copies of their passport picture page and visa stamp page to the Graduate Admissions Office.

Degree Requirements

HCP students are encouraged to maintain an average course load of 3 to 6 units per quarter (during any quarter a student is registered a minimum of 3 units is required), and in general, to make steady progress toward their degrees. HCP students must earn 45 units of credit and may take 4 or 5 years to complete a Master's degree depending on the discipline.

Terminal Graduate Registration (TGR)

Terminal Graduate Registration (TGR) allows students to register at a reduced tuition rate while they work on a dissertation, thesis or department project. Students registered in TGR status must enroll each quarter in a TGR course, either 801 or 802. If you are not registered during the last quarter before graduation, you will need to apply for Final Registration. It is the last option on the university's TGR form and the \$2517 TGR rate applies for the academic year 2010-11.

Employment Status

HCP students who are laid off or leave a member company may continue in the program for up to two (2) quarters if they pay SCPD tuition and fees. If their new company does not have a membership with SCPD by the end of the 2-quarter grace period, the HCP student will be requested to withdraw from the program or transfer to full-time status.

Study at a Distance

The Stanford Center for Professional Development offers HCP students the ability to take many courses at a distance. Master's degree requirements in BioMedical Informatics and in selected concentrations in Computer Science, Electrical Engineering, Management Science and Engineering, and Mechanical Engineering can be completed entirely at a distance. In the event courses are not available online, HCP students may attend courses on Stanford's campus.

Student Program Transfers

HCP students seeking to transfer to the full-time on-campus program, and full-time students seeking to transfer to the part-time HCP program, must submit a student transfer request at least 6 weeks before the beginning of the quarter.

A maximum of two transfers per degree program is allowed. Full-time students seeking to transfer to the part-time Honors Cooperative Program (HCP) must be employed by an SCPD member company to qualify. HCP students may not transfer to full-time status during the last quarter of their degree program.

Student Transfer Request Form

The Student Transfer Request form is available at [mystanfordconnection](#) under the section titled Forms. Fax the completed form to SCPD Student and Client Services at (650) 725-2868. SCPD will notify the student once a transfer request has been approved by the University Registrar's Office.

Registration

HCP students' personal profile information and enrollment information is maintained in the SCPD database as well as the University AXESS system.

- **Personal Profile Information:** You are responsible for entering and maintaining your profile information both in AXESS and in the SCPD system under [mystanfordconnection](#). If you use different email addresses for different purposes, please keep in mind that the email address you enter in AXESS will be used for University notifications (relating to your degree program or overall student status, for example), whereas the email address you enter in the SCPD system will be used for individual course notifications and communications (such as the exchange of course materials and SCPD-specific messages).
- **Enrollment Information:** You are also responsible for entering and maintaining your study list in AXESS. It is very important that you enter your study list in AXESS as soon as it is open for enrollment. Only then can SCPD update your University account to reflect the correct part-time tuition to be paid through SCPD. However, you will only enter your enrollment information in AXESS—not in the SCPD system. SCPD will automatically transfer your enrollment information from AXESS to your [mystanfordconnection](#) account, where it will be displayed under the Courses section of the SCPD web site.

During autumn, winter, and spring quarters HCP students are required to enroll for at least one class or to take a Leave of Absence. In summer quarter, students may either enroll or not at their option.

Deadlines

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

- Study List
- Add Deadline
- Drop Deadline
- Grading Basis Deadline
- Withdrawal Deadline

For distance students in particular, 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 on 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 in [mystanfordconnection](#) under the section titled 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 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.

Tuition and Fees

SCPD Tuition and Fee Payment Policy

All HCP students must submit payment or company authorization to SCPD once notification with payment instruction is received. Payment must be submitted no later than the day before the start of the academic quarter.

Payment or company authorization must be received before a student's confirmation letter will be released. The University requires HCP students to register for at least 3 units per quarter.

The University as well as SCPD [Tuition and Fees](#) are subject to annual review and may be adjusted. All changes take effect at the start of autumn quarter and are applicable for the duration of the academic year.

Payment

Payment may be made by credit card or direct invoice to the company. Tuition and fees must be paid in full; installment payments are not allowed.

When SCPD processes your enrollment, you will receive notification to log into your [mystanford](#) connection account to arrange for payment. Please note that most of the usual quarterly fees are payable to SCPD, but some fees must be paid to the University through Student Financial Services.

If your company is paying, the SCPD Finance department will send an invoice to your company approximately two weeks after the Financial Drop Deadline.

Tuition and Fees Payable to SCPD

- Tuition per credit unit (3 unit minimum).
- One-time document fee (first quarter registered at Stanford).
- ASSU (Associated Students of Stanford University) fee for local HCPs.
- Fees for late payment of tuition.

Fees Payable Directly to the University

All other fees, such as housing, per diem tuition, health insurance, and petition fees to change course enrollment after the deadline must be paid directly to the University through Student Financial Services.

Late Payment Fees – Self Pay Students

A non-refundable late payment fee of \$100 is applicable to all HCP students who pay their own tuition and fees after the deadline. Payment is considered late if it is received after 5:00 p.m. (PST or PDT) the day before classes begin.

If payment is not received by the Financial Drop Deadline for the quarter, a hold will be placed on the student's record and access to Stanford Online courses will be deactivated.

Student Receipts

When paying with a credit card, a receipt will automatically be sent to you by email. The receipt will be sent to the preferred email address on your account under **mystanford**connection. If you need a receipt at a later date, please contact SCPD Student and Client Services at (650) 204-3984.

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, all tuition paid to SCPD for courses dropped will be refunded in full, less any late fees that are assessed. Please note that if you have an approved Leave of Absence after the quarter has begun then the University will charge a per diem tuition (see the Tuition Refunds for Leave of Absence after the Beginning of the Quarter section below).

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 your doctor 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. (See the Stanford Bulletin, Administrative Guide memo 22.7) 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 any other reason, 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 five business days.

Tuition Refunds for Leave of Absence After the Beginning of the Quarter

If you are approved for a Leave of Absence after the beginning of the Quarter, SCPD will follow its Tuition Refund policy, as explained above. The University will charge per diem tuition from the first day of class until the last day of class attended. Per diem tuition must be paid directly to the University through Student Financial Services, not through SCPD. For Leaves of Absence approved after the Term Withdrawal Deadline, the full amount of tuition is due to the University.

Study Lists

Please be sure to enter your study list in AXESS as soon as it is open for enrollment. If you are late in entering your study list, your program will be discontinued and you will need to submit a petition to the University Registrar's Office for reinstatement. The University will also charge a late study list fee of \$100, which will appear on your statement in AXESS.

Adding and Dropping Courses & Units

HCP students must update their study list in AXESS when adding or dropping courses or units.

Adding courses or units after the Add Deadline requires submitting a petition. Students may drop courses and units up to the Drop Deadline (usually in the fourth week of classes) without any record of the course remaining on your transcript. Students may not drop courses after the Drop Deadline, but may withdraw from a course until the Withdrawal Deadline. In this case your transcript will show a "W" (Withdraw). SCPD will charge full tuition and fees to students who withdraw from courses

after the SCPD Financial Drop Deadline. To drop all courses for a quarter, you must request a Leave of Absence.

Leave of Absence

Degree students must enroll for at least one class for autumn, winter, and spring quarters unless they have applied for and been approved for a Leave of Absence. To obtain a Leave of Absence during a quarter, HCP students must file for a [Leave of Absence](#). Once you have completed the Leave of Absence form, please submit it first to SCPD and it will then be forwarded to your department and to the Registrar's Office.

See SCPD Tuition Refund Policy and the Tuition Refunds for Leave of Absence after the Beginning of the Quarter sections above. Please notify SCPD when you return from a Leave of Absence.

Note: If you need to extend a Leave of Absence, you must submit a new Leave of Absence form. The university allows a maximum of 2 years for a Leave of Absence.

Annulment of Summer Registration

An Annulment of Summer Registration is required if an HCP student enrolls for courses and then withdraws from all courses after the beginning of the quarter.

Students are asked to fax the Annulment of Summer Registration form to SCPD at (650) 725-2868. Please be aware that the University will charge students a per diem tuition amount for classes attended.

Health Care

HCP students will be excluded from the health insurance requirement. HCP students who wish to enroll in the health insurance program through the University must contact the Vaden Health Center at (650) 498-2336.

Immunization Records

The University requires immunization records and TB test results from all HCP students. Contact the Vaden Health Center with any questions (650) 498-2336.

Company Membership Status Change Policy

If you undergo a change in employment status through layoff or by moving to a company that is not a member of SCPD, you may continue to enroll in the HCP program for up to two academic quarters without being with a member company. Please contact SCPD Student and Client Services at (650) 204-3984 to update your account accordingly. Students on employer-based US visas who will no longer be employed but will be continuing studies at Stanford are advised to change to a student based non-immigrant visa prior to the termination of their employment. For assistance, please contact Bechtel International Center at 650-723-1831.

Changes to the Course Schedule

Before classes start, check the SCPD web page for any course changes. Course schedules may change and problem sessions may be added. You can access this information at [mystanfordconnection](#).

Course Readers and Textbooks

Course readers and textbooks may be purchased directly from the [Stanford Bookstore](#).

You may also call the Stanford Bookstore at 1-800-533-2670.

Course readers and textbooks are not available through the Stanford Center for Professional Development. The Bookstore will not accept vouchers from your company.

Course Materials Available Online

The SCPD course description links to the course videos and the course website if the professor has developed a website for the course. 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](#). You may also call the Distribution Department at 650-725-3015 or fax forms to (650) 736-1266 or (650) 725-4138.

CourseWork

If the instructor has established a website in the University's CourseWork system, login at <http://coursework.stanford.edu/>. You will need your SUNet ID.

Exams

SCPD manages exam distribution. All HCP students are required to complete an Exam Monitor Form at the time of enrollment with SCPD, even if taking exams on campus. To complete and submit the form, go to my**stanford**connection and select the section titled Forms.

- If the instructor requires the original exam for grading, please return by 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 Forms

Please be sure to attach a Route Form to all completed exams and homework assignments returned to SCPD 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 the section titled 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.

Grades

HCP student records are reviewed by departments on a regular basis. The graduate department notifies students and their course advisors if grade point average standards are not met. Grades are posted in AXESS by the instructors at the end of each quarter.

Grading Basis

Students may change from a letter grade to the Pass/Fail or Credit/No Credit option for those courses allowing this option and must do so by the Grading Basis Deadline. To request a change in your grading basis you may do so in AXESS by the Grading Basis Deadline.

Requests to change grading basis after the deadline will require a petition and the University will charge a late petition fee of \$50.

Please keep in mind that you may need a letter grade if the course will be applied to your degree program. Consult with your academic department for approval before taking any courses for the Pass/Fail or Credit/No Credit option.

Library Access

HCP students have access to and privileges at all University Libraries as a regular graduate student.

Stanford University Identification (ID) card

ID cards are available to matriculated students through the Stanford Card Office. If you are not in the local area and do not plan to come on campus, an ID card is not required.

Stanford University Network (SUNet) Computer Accounts

Your SUNet ID will provide access to Stanford computer resources and an email account. Instructions are provided in your graduate admission package from the University.

For questions regarding the activation or use of a new or existing computer account, please contact a [Stanford IT Help](#) consultant at 650-725-4357 (5-HELP) or submit a [help ticket online](#).

SUNet ID Password Reset Feature

The SUNetID password reset feature is located at <http://sunetid.stanford.edu>. Users who have forgotten their password may reset it themselves at any time without calling the HelpDesk.

You may change your SUNetID password at any time through [StanfordYou](#).

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, full access to all graduate courses requires registration and a SUNet ID to log on.

To view your courses online:

1. Go to the 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, please email scpdsupport@stanford.edu.

Quick Reference Guide

Web Links

SCPD website: <http://scpd.stanford.edu/>
SCPD Tech Center: <http://scpd.stanford.edu/helpContactUs/techSupport/default.html>
(Online course support)
Master's Degree programs: <http://scpd.stanford.edu/certificates/mastersDegrees.jsp>
Stanford Bulletin: <http://www.stanford.edu/dept/registrar/bulletin/>
Stanford Registrar: <http://registrar.stanford.edu/>
SUNET Computer Accounts: <http://www.stanford.edu/services/sunetid/>

Email Connections

SCPD Student and Client Services: scpd-customerservice@stanford.edu
SCPD Distribution: scpd-distribution@lists.stanford.edu
SCPD Company membership questions: scpd-customerservice@stanford.edu
SCPD Online course support: scpdsupport@stanford.edu
AA-Course Advisor AA_CourseAdvisor@lists.stanford.edu
Biomedical Informatics Course Advisor BMI-Contact@lists.stanford.edu
CME Course advisor CME_CourseAdvisor@lists.stanford.edu
CS Course Advisor: CS_CourseAdvisor@lists.stanford.edu
EE Course Advisor: EE_CourseAdvisor@lists.stanford.edu
MS&E Course Advisor MSandE_CourseAdvisor@lists.stanford.edu
ME Course Advisor ME_CourseAdvisor@lists.stanford.edu
STATS Course Advisor STATS_CourseAdvisor@lists.stanford.edu

Telephone Contacts

AXESS Information, Commitment Forms, Leave of Absence: 650-723-2041
SUNet Computer Accounts, Stanford IT Help: 650-725-4357
Stanford Registrar's Office: 650-723-2041
- Academic Standing 650-723-2049
- Student Financial Services: 650-723-2181
SCPD Student and Client Services: 650-204-3984 Fax: 650-736-1266 or 650-725-4138
SCPD Finance: Phone: 650-725-3012 or 650-723-0273
SCPD Registration: Phone: 650-204-3984 Fax: 650-725-2868
Vaden Health Center: 650-498-2336