



Stanford Center for Professional Development

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## 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 are admitted to that discipline. 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](#).
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) 725-3016 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 are not citizens of the United States or Permanent Residents must have a current United States visa to participate in the SCPD graduate programs in the U.S. NDO students are required to submit copies of their passport picture page, US visa stamp page with date issued and date of expiration and/or current visa document, such as Notice of Action, to SCPD with their Non Degree Option application.

### **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 Customer Service  
Stanford University  
496 Lomita Mall - Durand Building - Room 301  
Stanford, CA 94305-4036

## **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 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 at [mystanfordconnection](#) 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 the 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. 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 [mystanfordconnection](#) and clicking on Course Schedule. Course schedules may change.

### ***Changing Courses & Units***

Changing courses or units is done through [mystanfordconnection](#).

- 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) 725-3016 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) 725-3016.

### **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) 725-3016.

### **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 Customer Service at (650) 725-3016 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 **mystanfordconnection** 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 **mystanfordconnection**.

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 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.

- 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., 4<sup>th</sup> Floor  
Stanford, CA 94305-4036

## **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 [mystanfordconnection](#) 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, Electrical Engineering, and Management Science and Engineering departments require 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: Monday – Friday; 8:00 am – 5:00 pm

Phone: (650) 723-1492

E-mail: [sul-privileges@stanford.edu](mailto: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.

### **Stanford University Network (SUNet) Computer Accounts**

Every quarter a student is enrolled for graduate credit courses, the Stanford Center for Professional Development will sponsor a computer account on the Stanford University Network (SUNet). The SUNet ID provides access to Stanford computer resources and an email account. To access your email, go to <http://webmail.stanford.edu>

Returning students will use the same SUNet ID and password to log in to AXESS.

#### **Creating your SUNET computer account**

**Please create your account as soon as possible after your enrollment is completed.** Be prepared to provide your University ID number from your enrollment receipt. Do not create a SUNet account without your ID number as that will cause a delay in activating your account.

Go to <http://sunetid.stanford.edu>

1. Select “Request my own SUNet ID”
2. In the “Enter your Stanford ID” box, enter your University ID, and select Continue.  
Note: If you do not have a University ID, stop now and contact HelpSU (see below). Do not create a SUNet account without your ID number as that will cause a delay in activating your account.
3. You will be asked to confirm your identity by entering your last name, last 4 digits of your Social Security Number (if you have one), and your birth date.
4. Follow the instructions on the page to select your SUNet ID and password.

If you previously had a SUNet ID, do not request a new one – your previous SUNet ID and password will be reactivated.

Please note that your SUNet account privileges will only be active during quarters in which you are enrolled. When your enrollment ends your account privileges will be discontinued and you will not have access to the Stanford email system or any of the network services you may have utilized during the quarter. If you enroll again, your SUNet ID and password will remain the same and your account privileges will be reactivated, but any materials you had on Stanford systems may have been deleted. You will not need to go to the SUNet website again.

For questions regarding the activation or use of a “new” or “existing” computer account and/or if you have forgotten your SUNet ID, please contact Stanford IT at 650-725-4357 (5-HELP) or submit a help ticket on line at [HELPSU@stanford.edu](mailto:HELPSU@stanford.edu) or <http://helpsu.stanford.edu>.

#### **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](#).

### **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 Customer Service 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 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 myStanfordconnection 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 the [SCPD Tech Center](#) or e-mail [SCPD](#).

## **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>

### **Email Connections**

SCPD Applications / Enrollment: [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu)  
SCPD Exams / Homework: [scpd-distribution@stanford.edu](mailto:scpd-distribution@stanford.edu)  
SCPD Billing / Payment: [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu)  
SCPD Company membership: [jegray@stanford.edu](mailto:jegray@stanford.edu)  
SCPD Technical support: [stanfordonline@stanford.edu](mailto:stanfordonline@stanford.edu)

### **Course Advisors**

Aeronautics and Astronautics: [AA\\_CourseAdvisor@lists.stanford.edu](mailto:AA_CourseAdvisor@lists.stanford.edu)  
Bioengineering: [BIOE\\_CourseAdvisor@lists.stanford.edu](mailto:BIOE_CourseAdvisor@lists.stanford.edu)  
Biomedical Informatics: [BIOE\\_CourseAdvisor@lists.stanford.edu](mailto:BIOE_CourseAdvisor@lists.stanford.edu)  
Computational and Mathematical Engineering: [CME\\_CourseAdvisor@lists.stanford.edu](mailto:CME_CourseAdvisor@lists.stanford.edu)  
Computer Science [CS\\_CourseAdvisor@lists.stanford.edu](mailto:CS_CourseAdvisor@lists.stanford.edu)  
Electrical Engineering: [EE\\_CourseAdvisor@lists.stanford.edu](mailto:EE_CourseAdvisor@lists.stanford.edu)  
Management Science and Engineering: [MSandE\\_CourseAdvisor@lists.stanford.edu](mailto:MSandE_CourseAdvisor@lists.stanford.edu)  
Mechanical Engineering: [ME\\_CourseAdvisor@lists.stanford.edu](mailto:ME_CourseAdvisor@lists.stanford.edu)  
Statistics: [STATS\\_CourseAdvisor@lists.stanford.edu](mailto: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  
Terman Engineering Library: 650-723-0001  
SCPD Applications / Enrollment: Phone: 650-725-3016 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