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## Honors Cooperative Program Student Handbook

*November 10, 2016*

## **Honors Cooperative Program (HCP)**

The Honors Cooperative Program allows employed students to study part-time for master's degrees in engineering and related disciplines. Prospective students are required to be employed in order to pursue the part-time master's degree program.

### **Graduate Admission**

Part-time master's 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 legal status document with an expiration date that covers the duration of enrollment to participate in the Honors Cooperative Program (HCP). Required documentation includes: Permanent Resident Card, Notice of Action, US visa stamp or an official US document specifying the student's status. Part-time master's students are required to submit copies of their updated US legal residency documentation to the Graduate Admissions Office.

### **Degree Requirements**

Part-time master's students are required to enroll in a minimum of 3 units each academic quarter (not including summer quarter). Students are also encouraged to maintain an average course load of 3 to 6 units per quarter, to make steady progress toward their degrees. Part-time master's students must earn 45 units of credit and may take up to 5 years to complete a Master's degree depending on the discipline.

If students do take courses during summer quarter, the student may take less than 3 units, but will be charged for 3 units per [University policy](#).

### **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 for courses during the last quarter before graduation, you will need to apply for Final Registration instead. It is the last option on the University's TGR form; please note that a TGR tuition rate applies to each courses taken within the academic year.

### **Employment Status**

Part-time master's students who leave employment may continue in the program for up to two (2) quarters if they wish. If the student is not employed by the end of the two-quarter grace period, the student will be requested to either withdraw from the program or transfer to full-time status.

### **Study at a Distance**

The Stanford Center for Professional Development offers part-time master's students the ability to take many courses at a distance. Note that while the majority of most degrees can be completed online, certain programs may require some on campus attendance. This depends heavily on your program plan, area of focus, and the course offerings for any given academic quarter. In the event courses are not available online, part-time master's students may attend courses on Stanford's campus.

## Student Program Transfers

Part-time master's students seeking to transfer to the full-time on-campus program, and full-time students seeking to transfer to the part-time Honors Cooperative Program, must submit a [student transfer request](#) at least 6 weeks before the beginning of the quarter. SCPD will notify the student once a decision has been made by the academic department.

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 to qualify. Part-time master's students may not transfer to full-time status during the last quarter of their degree program.

## Registration

Part-time master's students' personal profile and enrollment information is maintained in the SCPD registration system as well as the University registry (AXESS).

- **Personal Profile Information:** You are responsible for entering and maintaining your profile information both in AXESS and in the SCPD system ([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 by the Study List Deadline (see [academic calendar](#)). 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 your course(s) and tuition and fees will be displayed.

During autumn, winter, and spring quarter part-time master's students are required to enroll in a minimum of 3 units or to take a Leave of Absence. In summer quarter, students are not required to enroll in any courses.

## 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:

- Preliminary Study List Deadline
- Add/Drop Deadline (also Final Study List Deadline or Financial Drop Deadline)
- Grading Basis Deadline
- Withdrawal Deadline

You can view the University academic calendar [here](#).

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 impact the following:

- 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 [Homework Route/Fax Form](#) with each submission.
2. Submit by [email](#) 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 SCPD student number (begins with an “X”) on all submissions.
5. Keep a copy of any submission until receipt is confirmed.
6. SCPD adds date/time stamp, logs and delivers.
7. Homework will be returned to your preferred email address in PDF format.
8. If you are having trouble making a submission, you should seek immediate help to ensure it will be submitted on time with a verifiable date/time stamp. If you experience trouble, 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 part-time master’s students must submit payment or company authorization (company voucher, purchase order, company check, letter of credit, etc.) to SCPD once an invoice is received.

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, wire transfer, direct invoice to a company, purchase order, company voucher, letter of credit, company check, or Yellow Ribbon tuition benefits (for veterans). 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 [mystanfordconnection](#) account to arrange payment. Payment for quarterly tuition and fees is due ~30 days after the start of instruction each quarter.

If your company is paying, the SCPD Finance department will send an invoice to your company approximately ~30 days after the start of instruction.

#### **Tuition and Fees Payable to SCPD**

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

#### **Fees Payable Directly to the University**

All other fees, such as housing, 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 enrollment fee of \$200 is applicable to all part-time master’s students who fail to submit their study list by 5:00 p.m. (PST or PDT) the day before classes begin (the Preliminary Study List Deadline).

If tuition and fees are not received by the quarter’s Financial Add/Drop Deadline (also referred to as the Final Study List deadline and the Financial Drop Deadline), 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 [mystanfordconnection](#). If you need a receipt at a later date, please contact SCPD Student and Client Services at (650) 204-3984 or via [email](#).

### **Company Invoices**

Companies who pay SCPD for their employee's tuition and fees will receive an invoice approximately ~30 days after the start of instruction. Late payment fees will be charged to the student's account, unless noted otherwise.

### **SCPD Tuition Refund Policy**

**Before** the SCPD Financial Add/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 rate (see the section below, Tuition Refunds for Leave of Absence after the Beginning of the Quarter).

**After** the SCPD Financial Add/Drop Deadline, tuition and fees paid to SCPD will not be subject to refund except under the following circumstances:

1. Medical emergency (hospitalization or major medical condition of the student). Official written and signed documentation from a physician will be required (which notes date originally seen, diagnosis and prognosis).
2. Death of "close family" member. "Close family" is limited to the student's spouse, domestic partner, children, parents and parents-in-law, parent surrogate, brothers and sisters, grandparents and grandchildren. Written documentation will be required (Death Certificate).
3. A call to active military duty (in the event of a national emergency such as in a time of war). Written documentation will be required.
4. Withdrawal - The University, not SCPD, will charge a per diem rate for course withdrawals (for full policy see the section below, see Adding and Dropping Courses & Units).

Tuition will not be refunded after the Financial Drop Deadline for other reasons, such as business travel, family emergency travel (other than #2 above), minor illness, injury, or workload increase.

### **Refunds**

If a refund is due and the original payment was by credit card, that same credit card account will be credited within 5 business days. If payment was made via wire, after the wire has cleared a check will be issued as a refund in 10 business days or less. If the payment was made by company check, the company will also be granted a refund by check.

### **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 by the Preliminary Study List Deadline. 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 \$200, which will appear on your statement in AXESS.

### **Adding and Dropping Courses & Units**

Part-time students must update their study list in AXESS when adding or dropping courses or units.

Adding/Dropping Courses **Before** the Financial Add/Drop Deadline:

Students may add or drop courses and units. Dropped courses will not remain on a student's transcript.

Adding/Dropping Courses **After** the Financial Add/Drop Deadline:

Adding courses or units requires submitting a petition.

Dropping courses after this deadline is not possible, but students may withdraw from a course until the Withdrawal Deadline. In this case their transcript will show a "W" (Withdraw). The University, not SCPD, will charge a per diem rate for course withdrawals after the SCPD Financial Add/Drop Deadline.

To drop all courses for a quarter, students must request a Leave of Absence (see below).

### **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 to SCPD and it will then be forwarded to your academic department and to the Registrar's Office.

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

**Note:** If you need to extend a Leave of Absence beyond the currently approved period, you must submit a new Leave of Absence form to gain further approval for the additional leave.

The University allows a maximum of 2 years (8 quarters) in total for a Leave of Absence. Please note that only a maximum of one year's Leave of Absence can be submitted at any one time.

### **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 [email](#) the [Annulment of Summer Registration form](#) to SCPD. Please be aware that the University will charge students a per diem tuition amount for classes attended.

### **Health Care**

Part-time students will be excluded from the health insurance requirement. Part-time 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**

While the University requires immunization records and TB test results for **full-time** residential degree students, it **does not** require immunization records for **part-time** students. Please contact the Vaden Health Center directly with any questions at (650) 498-2336.

### **Company Status Change**

If you undergo a change in employment status, you may continue to enroll in the Honors Cooperative Program for up to two academic quarters without being employed. Please contact SCPD Student and Client Services at (650) 204-3984 or via [email](#) 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](#).

### **Course Readers and Textbooks**

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

You may also call the Stanford Bookstore at (650) 329-1217.

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**

Your [mystanfordconnection](#) account links to the course lecture videos; additional course materials may be distributed by the course teaching team through a variety of online platforms (Piazza, Canvas, etc.). It is the student's responsibility to check for course materials and to download any course materials available.

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.

### **Canvas**

If the instructor has established a website in the University's Canvas system, login [here](#). You will need your SUNet ID.

### **Exams**

SCPD manages exam distribution. All part-time students are required to nominate an Exam Monitor via the Exam Monitor section of their [mystanfordconnection](#) account, even if taking exams on campus. For more information about the nomination and proctoring process, please see the [Exam Monitor page](#) on our website.

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., 4<sup>th</sup> Floor Stanford,  
CA 94305-4008

### **Homework Route Forms**

In cases where a teaching team asks that homework be submitted via SCPD, please be sure to attach a [Homework Route Form](#) to all completed homework assignments that are returned to SCPD for delivery to the professor. (Keep a copy of all handouts and exams sent to SCPD.)

### **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 given a grade with a reduction in score 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 assignments, notify your course instructor and the teaching assistant by email and/or phone, and contact [SCPD Distribution Department](#) immediately or call (650) 725-3015.

### **Grades**

Part-time 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. Students may request a change in their grading basis through AXESS, and must do so by the Grading Basis Deadline.

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 can be found [here](#). 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 an online classroom format:

- Delivered via streaming video, courses are posted to your [mystanfordconnection](#) account within two hours of the completion of the live class at Stanford University.
- Online courses are available only through to the end of the quarter's exam period.
- Students taking courses at a distance are required to adhere to on-campus deadlines for each 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 enrollment via AXESS.

Once enrolled, to view your courses online:

1. Log into [mystanfordconnection](#) on the SCPD home page.
2. Click on Online videos

For system requirements, software downloads, technical support or answers to frequently asked questions, please visit our [tech center](#) or email [scpdsupport@stanford.edu](mailto:scpdsupport@stanford.edu).



## **Quick Reference Guide**

### **Web Links**

SCPD Website:	<a href="http://scpd.stanford.edu/">http://scpd.stanford.edu/</a>
SCPD Tech Center:	<a href="http://scpd.stanford.edu/tech-center">http://scpd.stanford.edu/tech-center</a> (Online video support)
Master's Degrees:	<a href="http://scpd.stanford.edu/programs/masters-degrees">http://scpd.stanford.edu/programs/masters-degrees</a>
Explore Degrees:	<a href="http://exploreddegrees.stanford.edu/schoolofengineering/">http://exploreddegrees.stanford.edu/schoolofengineering/</a>
Stanford Bulletin:	<a href="http://www.stanford.edu/dept/registrar/bulletin/">http://www.stanford.edu/dept/registrar/bulletin/</a>
Stanford Registrar:	<a href="http://registrar.stanford.edu/">http://registrar.stanford.edu/</a>
SUNet Accounts:	<a href="http://www.stanford.edu/services/sunetid/">http://www.stanford.edu/services/sunetid/</a>

### **Email Connections**

SCPD Student and Client Services:	<a href="mailto:scpd-customerservice@stanford.edu">scpd-customerservice@stanford.edu</a>
SCPD Exam/Homework Distribution:	<a href="mailto:scpd-distribution@lists.stanford.edu">scpd-distribution@lists.stanford.edu</a>
SCPD Online Tech Support:	<a href="mailto:scpdsupport@stanford.edu">scpdsupport@stanford.edu</a>
AA Course Advisor:	<a href="mailto:AA_CourseAdvisor@lists.stanford.edu">AA_CourseAdvisor@lists.stanford.edu</a>
Biomedical Informatics Course Advisor:	<a href="mailto:BMI-Contact@lists.stanford.edu">BMI-Contact@lists.stanford.edu</a>
CME Course advisor:	<a href="mailto:CME_CourseAdvisor@lists.stanford.edu">CME_CourseAdvisor@lists.stanford.edu</a>
CS Course Advisor:	<a href="mailto:CS_CourseAdvisor@lists.stanford.edu">CS_CourseAdvisor@lists.stanford.edu</a>
EE Course Advisor:	<a href="mailto:EE_CourseAdvisor@lists.stanford.edu">EE_CourseAdvisor@lists.stanford.edu</a>
MS&E Course Advisor:	<a href="mailto:MSandE_CourseAdvisor@lists.stanford.edu">MSandE_CourseAdvisor@lists.stanford.edu</a>
ME Course Advisor:	<a href="mailto:ME_CourseAdvisor@lists.stanford.edu">ME_CourseAdvisor@lists.stanford.edu</a>
STATS Course Advisor:	<a href="mailto:STATS_CourseAdvisor@lists.stanford.edu">STATS_CourseAdvisor@lists.stanford.edu</a>

### **Telephone Contacts**

Stanford IT Help:	650-725-4357
Stanford Registrar's Office:	650-723-2041
Student Services Center:	866-993-7772
Student Financial Services:	866-993-7772
SCPD Student and Client Services:	650-204-3984, fax: 650-725-2868
SCPD Finance:	650-724-1250
Vaden Health Center:	650-498-2336.