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Non Degree Option Student Handbook

## Non Degree Option Program (NDO)

The Non Degree Option program (NDO) provides industry students with the opportunity to take Stanford graduate courses on a part-time basis. Students 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 enroll as distance learners where up to 18 units of graduate credit earned may later be applied toward a degree program (if admitted). NDO students can 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. Students enrolled under the Non Degree Option Program complete courses entirely online.

### How to Apply and Enroll – New Students

1. Create a [mystanfordconnection](#) account.
2. Complete and submit an [online application](#)\*.
3. Submit official transcripts from each institution attended and residency documents (if needed).
4. In the final section of the application, indicate the chosen graduate certificate.
5. Select and enroll in an online graduate course for credit.
  - The desired course(s) should be added to the cart. Once the cart is ready, students select Continue Checkout (Note: minimum 3 units required per quarter).
  - Enter payment information.

**\*An application is not considered fully complete until students have enrolled in at least one course.**

### Application Review

An application is required the first time a student enrolls. Once the application is complete, the review committee will assess each completed application to ensure that students have the background to be successful in their chosen course(s).

Returning students will have their course selections approved each quarter by the review committee. Students will be contacted via email once the course enrollment is approved or denied.

### How to Apply and Enroll – Returning Students

1. Explore the quarterly graduate course schedule on the [graduate courses page](#).
2. Review course prerequisites.
3. Enroll in chosen course(s).
  - The desired course(s) should be added to the cart. Once the cart is ready, students select **Continue Checkout** (Note: minimum 3 units required per quarter).
  - Students are prompted to log into their [mystanfordconnection](#) account.
  - Enter payment information.

## Graduate Certificate Programs

[Graduate certificate programs](#) are focused, guided curricula of study specifically designed for working professionals by Stanford faculty. A certificate is awarded after successfully completing all course and GPA requirements. 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 [here](#).
2. Review certificate prerequisites and apply
3. Those who have already submitted their NDO application and wish to declare a certification, should contact SCPD [Student and Client Services](#).

### Declare Your Intent

NDO Students indicate their "Intent to Pursue" a graduate certificate(s) on the last page of their Non Degree Option application. Once submitted, the application to take courses will be assessed and the student will be notified of a decision within 7-10 business days. Note: students may enroll for individual courses that contribute to a certificate prior to declaring their intent.

### Earn the Certificate

1. Students must enroll in each course for credit and for a letter grade. Courses taken for Pass/Fail will not count toward the certificate. **Please Note:** each academic department has its own further requirements for earning a graduate certificate. Please refer to the relevant [certificate page](#) to check those requirements before enrolling.
2. Students must complete the certificate requirements within 3 academic years of their start date.
3. Once a student has completed the required courses, the awarding academic department will review the student's graduate record to ensure all the certificate's requirements have been met.
4. Students should allow 2-3 weeks after the completion of their last course to receive their certificate.

## International Student Visa Status

All NDO students who reside in the United States and who are not US citizens must have a current US legal status document with an expiration date that covers the duration of the quarter for enrollment. Required documentation includes: Permanent Resident Card, Notice of Action, US visa stamp or an official US document specifying the student's status. Applicants who take courses under the Non Degree Option program must submit documentation via fax to 650-725-2868 or email to [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu). **This is applicable to new and returning students.** International students not residing in the US are welcome to apply for courses and do not need to submit visa documentation.

### Minimum unit requirement

Students must register for a minimum of three units per academic quarter. SCPD charges for a minimum of three units per quarterly enrollment.

The maximum number of **courses** that can be taken per quarter is three.

**Please note:** first time NDO students taking a Computer Science course are only permitted to take one class.

### 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 for a course that allows this option, you must send an e-mail to [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu) by the grading basis deadline.

Please note that some academic 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.

Any course that will contribute toward a Stanford graduate certificate must be taken for a letter grade to meet certificate requirements.

### Updating Personal Information

Students should note any updates to their personal information in the student profile of their [mystanfordconnection](#) account. Additionally, these changes should also be made in the Axess system. If a student has changed their legal name, official documentation for the change must be submitted to the SCPD Student and Client Services team.

### Deadlines

All students are responsible for meeting all academic and University deadlines. Students can view the Academic Calendar [here](#). Academic deadlines are strictly enforced and students should identify important deadlines for each quarter in which they are enrolled, such as:

1. Financial Drop Deadline
2. Exam Monitor Deadline
3. Grading Basis Deadline
4. Withdrawal Deadline
5. Incomplete Deadline

For distance students, meeting a deadline will 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 via the standard Pacific Time Zone (PST or PDT). Missing academic deadlines may impact the following:

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

### **SCPD Tuition and Fee Payment Policy**

Students will be prompted to provide payment information when they are completing their enrollment. If a student is paying their tuition, payment in full is required at the time of enrollment. If a company is going to pay the tuition, the student will be prompted to enter contact information for the person at that company who can approve payment for the courses. If approved, the company will be invoiced shortly after the quarter commences.

[Tuition and Fees](#) are reviewed annually and are subject to adjustment by SCPD. Fee changes take effect at the start of each autumn quarter and are applicable for the duration of the academic year. **Please note there is a minimum \$100 course drop fee per course in all cases.**

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

- Tuition per credit unit (3 unit minimum up to a maximum of three courses)
- One-time document fee (only charged for the first course registered at Stanford)
- Late payment fee (if applicable)
- A \$100 drop fee for every course dropped before the deadline

NDO students will be ultimately responsible for ALL tuition and fees, even if a student's company has agreed to pay and company agreement is in place for that payment.

Access to online courses will be blocked and/or dropped if no payment is received prior to the first day of instruction.

### **Student Payments**

NDO students who pay their own tuition and fees must pay by credit card (Visa, MasterCard and American Express), debit card (as per credit option), or wire transfer (please email Student and Client Services to arrange this payment).

### **Payment Processing**

Credit/debit cards are charged automatically during the checkout process.

If a company pays tuition and fees, SCPD will send an invoice to the company shortly after the financial drop deadline (please see section on Company Invoices).

### **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 quarter commences. Late payment fees are not applicable to company accounts. If paying by purchase order, voucher, letter of credit, GI Bills, or tuition assistance form, the document must be emailed to SCPD Student and Client Services team well before the first day of instruction. Access to online courses will be blocked or dropped if no payment documents are received by that date.

### SCPD Tuition Refund Policy

SCPD will charge a \$100 fee for every course dropped before the financial drop deadline.

**After** the financial drop deadline, tuition and fees paid to SCPD will not be refunded except under the following circumstances:

1. Medical emergency (prolonged hospitalization or major medical condition of student). Official signed documentation from a physician is required which states date originally seen, diagnosis and prognosis and notes a specific inability to continue with a course past a one-time physician.
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.

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.

### Changes to the Course Schedule

Before classes start, students should check their course’s schedule on its SCPD webpage (a link to the quarter’s courses can be found [here](#)). Course schedules may change at any time at the discretion of the course teaching team. We reserve the right to cancel a course; if that occurs we will suggest alternative courses or provide a full refund.

### Changing Courses and Units

Changing the number of units or transferring to a different course (only within the first week of courses) is carried out by a drop and add process. Students should contact the Student and Client Services team at (650) 204-3984 or send a written request to [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu) for assistance to drop units and/ or transfer a course before the drop deadline.

**Please note:** SCPD only allows a maximum of three transfers per quarter.

Students may drop courses and units up to the 5PM PST (PDT) financial drop deadline without incurring financial penalty. Courses will be removed from the student’s transcript and a refund issued, minus the charge of \$100 per dropped course and any assessed non-refundable fees. After the financial drop deadline students may withdraw from a course until the withdrawal deadline (see next section).

If students have questions about these processes, they should immediately contact the Student and Client Services team for assistance at (650) 204-3984 or [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu).

## Withdrawing from Courses

**Stanford University Policy:** After the drop deadline, students may withdraw from a course(s) through the withdrawal deadline published in the academic calendar, which is usually the end of the seventh week of instruction (during fall, winter, and spring quarters), or the end of the fifth week of instruction (during summer quarter). To withdraw from a course(s) a student must submit an email request to the SCPD Student and Client Services team at [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu) prior to the university withdrawal deadline. For further information students should refer to the Office of the Registrar's [policy on course withdrawal](#). **Please note:** Withdrawn courses are not eligible for any refund and a 'W' will appear on the student's official Stanford transcript.

If students have questions about these processes, they should immediately contact the Student and Client Services team for assistance at (650) 204-3984 or [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu).

## Submitting Material to SCPD

For each course, at the start of the quarter, students should:

1. Check with the teaching team regarding homework/exam submission and let them know what time zone the student is in.
2. If submitting homework through SCPD, use the [homework route form](#) with each submission.
3. Submit via email to [scpd-distribution@lists.stanford.edu](mailto:scpd-distribution@lists.stanford.edu).
4. Indicate how many pages are included and number each page.
5. Include student name, instructor, and course number on all submissions.
6. Keep a copy of any submission until receipt is confirmed.

SCPD adds a date/time stamp, logs the submission and delivers it to the relevant teaching team. Once marked and returned to SCPD, homework will be returned to the student's preferred email address in PDF format.

If students are having trouble making a submission, they should seek immediate help to ensure it will be received on time with a verifiable date/time stamp. If students experience difficulty outside of SCPD's business hours, they should send a message to [scpd-distribution@lists.stanford.edu](mailto:scpd-distribution@lists.stanford.edu) explaining the issue and then follow up by phone on (650) 725-3015 as soon as possible to resolve the problem.

## Course Readers and Textbooks

Course readers and textbooks may be purchased directly from the [Stanford Bookstore](#). To place orders, students can visit the bookstore web page, or call 650-329-1217, extension 8356. 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. Additionally students can access course materials through the course website (if the professor has developed a website for the course) which may require a SUNet ID and password. It is the student's responsibility to check the course website and to download any course materials available.

## Exam Monitoring Process

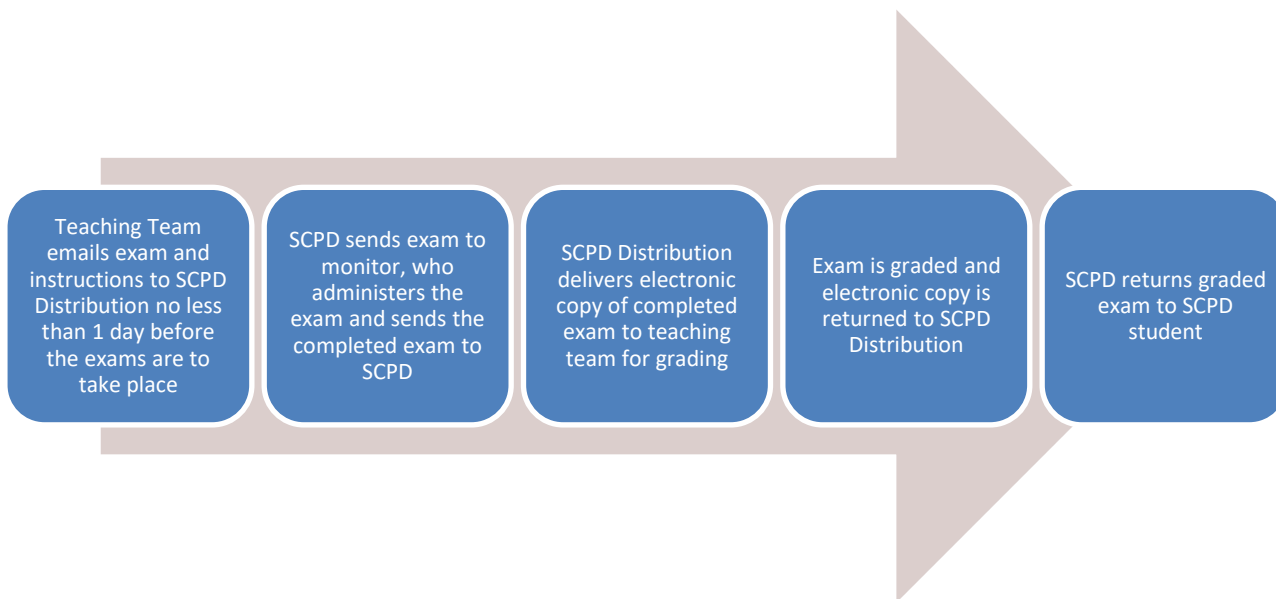
The Stanford Center for Professional Development manages exam distribution. All NDO students are asked to submit an Exam Monitor Nomination at the time of enrollment with the Stanford Center for Professional Development. Students may nominate an exam monitor via their [mystanfordconnection](#) account. Possible exam monitors include:

- A Manager or Supervisor
- An HR representative at the student's place of employment
- An education coordinator at the student's place of employment
- A local college or school representative
- A local library official
- A member of staff from a recognized private proctoring service

Please note that Exam monitors are not considered if they are peers, direct reports, family members or friends.

Once an exam monitor has been nominated SCPD will verify their criteria by contacting the exam monitor directly and providing instructions on how to carry out the monitoring role. At the time of exams the nominated exam monitor will handle all the logistics for exam receipt, administration and return.

Students may contact the SCPD Distribution office directly at [scpd-distribution@lists.stanford.edu](mailto:scpd-distribution@lists.stanford.edu) if they have further questions about the exam monitoring process or require additional assistance. The diagram below outlines the process.



## Route Form

A [Route Form](#) must be attached to all completed exams and homework assignments that are returned via the Stanford Center for Professional Development for delivery to the professor. Students should also keep a copy of all handouts and exams that are sent to SCPD.



### **Late Submissions**

Each class will have its own policy regarding late submission of assignments/ exams. The policy for each class is under the discretion of the instructor who holds final authority for all grading decisions. Late assignments/ exams may be assigned a grade reduced in proportion to the tardiness of the submission. Some instructors may have a strict policy of not accepting late assignments/ exams at all. If students experience any trouble submitting course materials, they should notify their course instructor and the teaching assistant about the problem by email and/or phone, and also immediately contact [scpd-distribution@lists.stanford.edu](mailto:scpd-distribution@lists.stanford.edu) or call (650) 725-3015.

### **Library Access**

NDO students have access to the Terman Engineering, Green, Lathrop, 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.) Students will need to show their NDO enrollment receipt (which is sent to the preferred email address automatically when enrollment is completed) and valid personal identification. NDO students may use resources in the libraries, but may not check out books to take home. NDO students not in the Stanford area also have access to online library resources such as journals, etc.

### **Library Cards**

Any individual or company can purchase a Stanford library card, with access privileges only, or with both access and borrowing privileges. Please see the following link for more information on [Fee-based library memberships](#).

Hours: check [here](#) for each library's hours  
Phone: (650) 723-1492  
E-mail: [sul-privileges@stanford.edu](mailto:sul-privileges@stanford.edu)

### **Stanford Identification (ID) Number**

New NDO students will be assigned a Stanford University ID (SUID) number when their enrollment and application are accepted. The SUID will appear on a student's [mystanfordconnection](#) account home page, underneath their name.

Please note this is not the same as the SCPD student number (e.g. X123456).

Students should indicate their SUID number on all correspondence with SCPD. The SUID number will remain the same for the duration of a student's Stanford studies.

### **Student ID Cards**

NDO students are not eligible to obtain a student ID card because of their non-matriculated status.

### **Transferable Units of Credit**

If students apply for a Stanford master's degree and are accepted, a maximum of 18 units obtained as an NDO student may be transferred to the master's degree, provided department approval is given. Students should discuss course approval with the appropriate graduate department and faculty advisor.

## Variable Units

Certain courses offer a variable number of units for credit.

For Computer Science, per the department, all NDO students are required to take these courses for the **maximum number of units**. For instance, if a CS course is a 3 to 4-unit course, NDO students are required to enroll for 4 units.

For non-CS courses with variable units, students may have the option to choose how many units they wish to enroll in. If choosing to take these courses for the higher number of units, there may be additional work required, such as a project, paper or laboratory component. Students should contact the SCPD Student and Client Services team with any questions about variable unit courses.

## Incomplete Policy

**Stanford University Policy:** An incomplete grade '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, any reference to the initial incomplete grade 'I' is removed.

### SCPD Request for Incomplete Policy

In order to request an Incomplete students need to:

- Contact the course teaching team directly and request an incomplete grade in writing by the last class meeting.
- Notify SCPD of the result of their request for an Incomplete.
- If the request for an Incomplete is granted, students have one academic year within which to resume and complete the course. Students must contact both SCPD and the course teaching team when they are ready to resume the course.
- Keep all incomplete grade approval correspondence from the course teaching team.

Additional points:

- When making up for an incomplete grade, students may not withdraw from the course and they must receive a letter grade.
- Approval of all incomplete requests are entirely at the discretion of the course teaching team and are solely based on the amount of work completed to date.
- An incomplete grade is not an opportunity to restart the course to earn a better grade.
- For further information please read [Office of the University Registrar - Incomplete, Changed and Repeat Grades | Student Affairs](#).

### Steps to Resume from an Incomplete

In order to resume and complete a course students need to:

- Contact the teaching team and so that a learning plan can be agreed on that sets out what is needed to successfully finish the course.
- Inform SCPD when they are ready to resume the course.
  - SCPD will grant viewing access to the course during the next quarter that it is offered.
- Enroll in and complete the course within one academic year.

## Repeated Courses

Most courses may not be repeated for credit. Some Stanford courses may be repeated for credit and they will note this 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.

## 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.
- Videos for online courses are available up to the end of the quarter's exam period.
- Regarding homework and exams, students taking courses online are usually required to adhere to the on-campus deadlines for each particular class. Establishment and enforcement of course deadlines is at the sole discretion of the teaching team and will reflect the University calendar for final exams.

Free [course previews](#) can be accessed without logins.

Viewing enrolled courses online:

1. Log in to [mystanfordconnection](#).
2. Click on Online Videos.

For more information on [system requirements](#), software downloads, technical support, or answers to frequently asked questions, contact [scpdsupport@stanford.edu](mailto:scpdsupport@stanford.edu).

## Quick Reference Guide

### Web Links

SCPD Web site: <http://scpd.stanford.edu/>  
Graduate Courses enrollment: <http://scpd.stanford.edu/programs/courses>  
Technical Support: <http://scpd.stanford.edu/tech-center>  
Graduate Certificates: <http://scpd.stanford.edu/programs/graduate-certificates>  
Master's Degrees: <http://scpd.stanford.edu/programs/masters-degrees>  
Professional Certificates: <http://scpd.stanford.edu/programs/professional-certificates>  
Engineering Library: <https://library.stanford.edu/englib>  
Stanford Libraries: <http://library.stanford.edu/>

### Email Connections

SCPD General Inquiries: [scpd-customerservice@stanford.edu](mailto:scpd-customerservice@stanford.edu)  
SCPD Exams / Homework: [scpd-distribution@lists.stanford.edu](mailto:scpd-distribution@lists.stanford.edu)  
SCPD Billing / Payment: [scpd-finance@lists.stanford.edu](mailto:scpd-finance@lists.stanford.edu)  
SCPD Technical support: [scpdsupport@stanford.edu](mailto:scpdsupport@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: [BMI-Contact@lists.stanford.edu](mailto:BMI-Contact@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:

Stanford Bookstore: 1-800-533-2670 or 650-329-1217 Email: [stanford@bkstr.com](mailto:stanford@bkstr.com)  
SUNet Computer Accounts, Stanford IT Help: 650-725-4357  
Green Library: 650-723-1493  
Engineering Library: 650-723-0001  
SCPD Applications / Enrollment: Phone: 650-204-3984  
SCPD Exams / Homework: Phone: 650-725-3015 Fax: 650-736-1266 or 650-725-4138  
SCPD Billing / Payment: Phone: 650-724-1250