**Honors Cooperative Program (HCP)**

The Honors Cooperative Program allows employed students to study part-time for graduate degrees in engineering and related disciplines.

**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.

**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, a select area in Computer Science, and Management Science and 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 3 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.**

All transfer requests require departmental approval; please check with your individual academic department for specific policies regarding program transfers.
Student Transfer Request Form
The Student Transfer Request form is available at mystanfordconnection under the section titled Forms. Fax or email the completed form to SCPD Student and Client Services at (650) 725-2868 or scpd-customerservice@stanford.edu 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 (3 units minimum) or to take a Leave of Absence. Summer quarter is optional; however the 3 unit minimum must still be maintained.

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/ 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:

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@lists.stanford.edu 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 add/drop deadline.

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**

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) on the add/drop deadline.

If payment is not received by the add/drop Deadline for the quarter, a hold will be placed on both Axess and the students’ mystanfordconnection account.
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 add/ drop Deadline. Late payment fees are not applicable to company accounts.

SCPD Tuition Refund Policy

Before the SCPD 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 (see the Tuition Refunds for Leave of Absence after the Beginning of the Quarter section below).

After the SCPD add/ 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 add/ 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 (weekends and holidays are included). 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. The University will also charge a late study list fee of $200, which will appear on your statement in AXESS. If you do not enroll (enter study list), your program will be discontinued and you will need to submit a petition to the University Registrar’s Office for reinstatement.

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 add/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.

**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. Please note that if HCP students change their status to a regular full-time graduate student that they will be automatically enrolled in Cardinal Care. Students wishing to waive health insurance will need to do so by the waiver deadline for their quarter of entry. Please see the Vaden website for more information.

**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.

**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 download any course materials available there. If handouts and other course materials are not available on the course website they will be electronically via email.

For questions regarding homework or handouts, please email the SCPD scpd-distribution@lists.stanford.edu you may also call the Distribution Department at 650-725-3015 or fax forms to (650) 736-1266 or (650) 725-4138.
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 mystanford 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 mystanford 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 scpd-distribution@lists.stanford.edu 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.

No grading basis changes are permitted after the deadline, regardless of the grade or notation recorded in the course.

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 consultant at 650-725-4357 (5-HELP) or submit a helpsu ticket.

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 mystanford 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 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