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. Due to space limitations, students enrolled under the Non Degree Option Program are to able complete courses entirely online.

How to Apply and Enroll – New Students

Select Courses
1. Explore available graduate courses by visiting SCPD’s web site: http://scpd.stanford.edu
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 a mystanford connection account where you set up a unique username and password where you will view courses online and update your student information.
3. After completing account information, you will be prompted to complete the online Non Degree Option application. Complete all of the required information and when ready 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 Student and Client Services staff member before you complete your enrollment. If you want to take advantage of this benefit, please contact Student and Client Services at (650) 204-3984 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

Application Review

An application is required the first time you enroll. Once your application is complete, the department offering the course(s) will review your application file to ensure you have the background to be successful in the course(s) for which you have enrolled.

For all subsequent enrollments you will be provisionally admitted pending approval. The School of Engineering (SOE) academic departments will review your application and transcript to determine your preparedness for each course you enroll in. You will be contacted via email once the application to take a course is approved or denied.
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 log into your mystanford connection account.
3. Enter your payment information.

Application Review
As a returning student your application materials will exist on file. The academic department offering the course(s) will review your application and transcript to determine your preparedness for each course you enroll in. You will be contacted via email if course application is approved or denied.

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

Earn the Certificate
1) You must enroll for 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 their own requirements for earning a graduate certificate. Please see the following link certificate programs for specific graduate certificate requirements before enrolling.
2) You must complete the certificate requirements within 3 academic years from the date you start.
3) Once you have completed the required courses, the awarding academic department will review your graduate record to ensure you have met all the requirements to issue the certificate.
4) Allow 2-3 weeks after the completion of your last course to receive your certificate.
International Student Visa Status

All NDO students who reside in the United States who are not US citizens must have a current US visa to enroll in Stanford graduate courses. Required documentation includes: notice of action, US visa stamp page with date issued and date of expiration, and/or current visa document. Applicants to take courses under the Non Degree Option program must submit documentation via fax to 650-725-2868 or email to 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’s 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).

Please note: if you are a first time NDO student taking a Computer Science course, you are only permitted to take one class.

Updating Personal Information

Please be sure to update your personal information in your student profile via your student mysanford account. You must also update your personal information in Axess (university database). For changes to your legal name please submit to the SCPD Student and Client Services team the legal document of the name change.

Official Transcripts

New students must submit official transcripts from all previous universities or colleges with an application. This includes undergraduate, graduate and PhD transcripts (if applicable). Transcripts should contain university name, student’s 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. An application will not be considered or sent to an academic department for review without transcripts. Students may email copies of official transcripts or have an e-transcript emailed to scpd-customerservice@stanford.edu.

Deadlines

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

1) Financial Drop Deadline
2) Grading Basis Deadline
3) 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 via the standard Pacific Time Zone (PST or PDT). Missing a deadline may have important short and and long-term effects, including:

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.
Homework and Exams
Submitting Material to SCPD
1. Use the Route/Fax form with each submission. Forms are available at mystanford connection under Forms.
2. Submit via email to scpddistribution@lists.stanford.edu 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.
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 received on time with a verifiable date/time stamp. If you experience trouble outside Stanford business hours, send a message to scpddistribution@lists.stanford.edu 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 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.

Tuition and Fees Payable to SCPD
- NDO students will be responsible for ALL tuition and fees, if or company pay and company agreement is in place for that payment
- 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)
- Access to online courses will be blocked if no payment is received

Note: There is no additional course fee for accessing courses online that the SCPD assesses.

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

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. (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 or letter of credit, GI Bills, Tuition assistance forms SCPD will need the document emailed to SCPD Student and Client Services team well before the first day of instruction. Access to online courses will be blocked if no payment documents are received.
SCPD Tuition Refund Policy

Before the SCPD financial drop deadline, SCPD will refund tuition in full for dropped courses.

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 of the student). Written documentation from a physician 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, family emergency travel (other than #2 above) minor illness, injury, or workload increase.

Refunds

If a refund is due for payment originally by credit card, the credit card account used will be credited within 5 business days. If payment was made via wire, a check will be issued back to the student once the wire has cleared. If the payment was made by company check the company will be granted a refund.

Changes to the Course Schedule

Before classes start, please check the course schedule by going to your mystanfordconnection and clicking on Courses. Course schedules may change at any time at the discretion of the course teaching team.

Changing Courses and Units

Changing the number of units or transferring of a course (only within the first week of courses) for a given course is carried out by a drop and add process. Please contact the Student and Client Services team at (650) 204-3984 for assistance to drop units and/ or transfer course before the drop deadline.

You may drop courses and units up to the SPM PST (PDT) Financial Drop Deadline without incurring financial 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. Please note: withdrawn courses are not eligible for any refund and a “W” will appear on your official Stanford Transcripts.

If you experience problems, please contact the Student and Client Services team immediately for assistance or call (650) 204-3984.
Withdrawing from Courses

Stanford University Policy: After the drop deadline, you may withdraw from a course 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 classes during summer quarter.) To withdraw from course please submit an email request to the SCPD student and client services team at scpd-customerservice@stanford.edu prior to the university withdrawal deadline. For further information please read Office of the University Registrar - Course Withdrawal Deadline | Student Affairs. If you withdraw from a course you will not receive a tuition refund and the course will be graded as a "W" on your Stanford transcript.

Company Membership and Status Change Policy

Corporate membership is required for participating in Stanford’s master’s degree programs. However, Stanford has a Non Degree Option (NDO) 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 students undergo a change in employment status (ex: by moving to a company that is not a member of the Stanford Center for Professional Development), please contact Student and Client Services at (650) 204-3984 for assistance in updating your account information.

Foreign students who are no longer employed who reside in the United States, and wish to continue in the course(s) continue to hold 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 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 mystanford connection account. Additionally students can access course materials through 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. 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 in your student profile in mystanford connection.

For questions regarding homework or handouts, please email the scpd-distribution@lists.stanford.edu or call 650-725-3015. 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 Exam Monitor nomination at the time of enrollment with the Stanford Center for Professional Development. Students may nominate an exam monitor via their mystanford connection account.

- Your Manager or Supervisor
- An HR representative at your place of employment
- An Education coordinator at your 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 you have nominated an exam monitor Stanford will verify their role with the individual monitor directly and provide instructions on how to carry out the monitoring role. At the time of your exams your nominated exam monitor will handle all the logistics of your exam receipt, administration and return of the actual exam.

Please feel free to contact the SCPD Distribution office directly at scpd-distribution@lists.stanford.edu should you have further questions about the exam monitoring process or require additional assistance.

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 mystanford connection under Forms.

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 with a reduction in grade corresponding to the tardiness of the submission. Some instructors may have a strict policy of not accepting late assignments/exams 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@lists.stanford.edu immediately or call (650) 725-3015.
NDO Graduate Certificate

Grade Requirements

NDO students must maintain a 3.0 minimum grade point average to continue in the program. The Computer Science department requires 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-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. Courses taken as part of a certificate program also require a letter grade.

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.) 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. Please see the following link for more information on Fee-based library memberships.

Hours: Anytime the library is open, see: http://library.stanford.edu
Phone: (650) 723-1492
E-mail: sul-privileges@stanford.edu
URL: http://www-sul.stanford.edu
Stanford Identification (ID) Number

New NDO students will be assigned a Stanford ID (SUID) number when their enrollment application is accepted. The SUID 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 SUID number on all correspondence with the Stanford Center for Professional Development. Your SUID number will not change. Non degree option students do not receive a student ID card.

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, NDO students will be required to enroll for 4 units.

Some courses in academic 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 the SCPD Student and Client Services team if you have 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, final reference to the initial incomplete grade '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

Request an Incomplete
In order to request an Incomplete you need to:

- Contact the course teaching team directly and request an Incomplete in writing.
- Notify SCPD of the result of your request for an Incomplete.
- If your request for an Incomplete is granted you have one academic year within which to resume the course. You must contact both SCPD and the course teaching team when you ready to resume the course.
- Please note the approval of all incomplete requests are entirely at the discretion of the course teaching team and is solely based on the amount of work completed to date.
- An Incomplete 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.
- If you are making up for an incomplete you may not withdraw from the course, you must receive a letter grade.

Please keep any incomplete approval correspondence from the course teaching team for your records.

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.

Demos and course previews can be accessed without logins.

Viewing Courses Online

1. Go to 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, contact scpdsupport@stanford.edu.
Quick Reference Guide

Web Links

SCPD Web site: http://scpd.stanford.edu/
Graduate Courses enrollment: http://scpd.stanford.edu/coursesSeminars/gradCourses.jsp
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
Engineering Library: http://lib.stanford.edu/englib

Email Connections

SCPD Applications / Enrollment: scpd-customerservice@stanford.edu
SCPD Exams / Homework: scpd-distribution@lists.stanford.edu
SCPD Billing / Payment: scpd-finance@lists.stanford.edu
SCPD Company membership: scpd-customerservice@stanford.edu
SCPD Technical support: scpdbsupport@stanford.edu

Course Advisors

Aeronautics and Astronautics: AA_CourseAdvisor@lists.stanford.edu
Bioengineering: BIOE_CourseAdvisor@lists.stanford.edu
Biomedical Informatics: BMI-Contact@lists.stanford.edu
Computational and Mathematical Engineering: CME_CourseAdvisor@lists.stanford.edu
Computer Science CSE_CourseAdvisor@lists.stanford.edu
Electrical Engineering: EE_CourseAdvisor@lists.stanford.edu
Management Science and Engineering: MSandE_CourseAdvisor@lists.stanford.edu
Mechanical Engineering: ME_CourseAdvisor@lists.stanford.edu
Statistics: STATS_CourseAdvisor@lists.stanford.edu

TelephonenumberContacts:

Bookstore: 1-800-533-2670 or 650-329-1217, x356
SUNet Computer Accounts, Stanford IT Help: 650-725-4357
Green Library: 650-723-4981
Engineering Library: 650-723-0001
SCPD Applications / Enrollment: Phone: 650-204-3984 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