

PROFESSIONAL DEVELOPMENT OUTREACH CENTER POLICIES AND PROCEDURES

Withdrawal From Courses

Any student registered for a course offered through the Professional Development Outreach Center who wishes to withdraw from a course for which s/he is registered must do so by providing written notice to Southern New Hampshire University's Vermont Center no later than the midpoint of the course to avoid academic penalty. For example:

Length of Course	Must Withdraw By
2 days	End of Day 1
4 half days	End of Day 2
Semester long, 14-15 sessions	End of ninth session
One week, 8:30-4:30	Noon on Wednesday
Two weeks, 8:30-12:00	Noon on Friday

If a W (Withdrawal) is not recorded within the specified times, then an F (Failing) grade is assigned. If the student asserts that the actual day of withdrawal from the course precedes the date of written notice, the Registrar's Office may investigate by contacting the instructor and, where it appears that the student did actually withdraw at a date earlier than when s/he submitted the written notice of withdrawal, the earlier date shall become the effective date of withdrawal, and that which determines the grade. Effective date determinations shall be made within the sole discretion of the Registrar's Office and are not subjected to review by any college official other than the Registrar. In the case of withdrawal from contract courses, no refund is made to the individual or to the school district.

Refund Schedules

There are no refunds granted for contract courses.

Academic Honesty

Academic honesty and integrity are primary values in higher education. The misuse of sources, whether intentional or unintentional, constitutes plagiarism. Proper documentation is the responsibility of every student. Violations of academic honesty in a course could result in the student receiving a failing grade for the course, depending on the results of the grievance and appeals process. Any student in a Professional Development and Outreach Center course who

is charged with plagiarism shall be provided at the time the charge is made with information on the grievance and appeals process.

Grading System

The grade point average for any semester and the cumulative grade point average (GPA) for all credits completed through Southern New Hampshire University are calculated from quality point equivalents. The following are the grades which can be earned in course work through SNHU:

GRADES

A	Superior	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+	Poor	1.00
F	Failing	0.00

OTHER GRADES (For which no quality points are assigned)

W	Withdrawal
I	Incomplete
X	Extended course not graded during this semester

Incomplete Grades

All work in Professional Development Outreach Center courses is to be completed no later than the date of the last class or the due date of the last assignment, whichever comes later. When this is not possible because of illness or other reason considered satisfactory by the instructor, the student may request permission from the instructor to receive the temporary grade of I (Incomplete) for the course. An incomplete grade form must be completed and signed by the student, the instructor of the course, and the Director of the Professional Development Outreach Center. The signed form must be submitted by the instructor with the grade sheet turned in at the end of the semester.

The incomplete grade for a given semester must be completed by the date indicated on the incomplete grade form, which shall in no case be later than the last class day of the following semester or the grade automatically becomes the grade designated on the incomplete grade form. Extensions beyond this period are only permitted for extraordinary reasons.

Transcripts

Visit alumni.snhu.edu/resources and select "Request a transcript" to be directed to the "University Transcript Ordering Portal." First time users need to create an account. Transcript pricing varies depending on format required such as E-transcript or Paper Transcript. Any questions, please contact the Office of the University Registrar at registrar@snhu.edu or 603-668-2211. Thank you!

Official transcripts bear the college seal and signature, and are sent directly from the University to the student or the institution or organization requested by the student.

Final Grade Reports are stamped as such and can be given or sent directly to the student. There is no charge for a grade report. Requests for grade reports should be made directly to the Field-based Graduate Program in Education, Southern New Hampshire University's Vermont Center, 463 Mountain View Drive, Suite 101, Colchester, VT 05446.

Additional information about policies and procedures is provided in the Southern New Hampshire University catalogue, which is available for review in the Registrar's Office at the University.