

ACADEMIC POLICIES & PROCEDURES

Academic Integrity

Academic integrity and intellectual truth are among the foremost priorities in institutions of higher learning. Without these, there is no real learning, critical thinking, creativity, or development of new knowledge. Therefore, the Trustees of the University System of New Hampshire confirm their commitment to these principles, and express their expectation that, in the pursuit of learning, students and faculty in the various institutions commit themselves completely to integrity in the pursuit of truth.

Academic Honesty

Joining an academic community is a privilege with a long and honored history. All who join the community share in this history and, as in any community, all are charged with maintaining the integrity and standards of the academy. A primary function of this community is to stimulate scholarship that creates new knowledge or verifies existing knowledge. Academic dishonesty, therefore, seriously undermines the integrity of the academic community and interferes with this quest for knowledge. Such dishonesty hurts everyone. In particular, students who cheat diminish the value of their education and weaken their prospects for future academic successes. Our policies emphasize the seriousness of academic dishonesty and give faculty some options for handling violations of these standards. Faculty and students have a joint responsibility to ensure the integrity of the academic experience.

Definitions

To ensure that students, faculty, and staff are operating within common guidelines, the following definitions of academic dishonesty are provided:

Plagiarism

Plagiarism is defined as the unattributed use of the ideas, evidence, or words of another person, or the conveying of the false impression that the arguments and writing in a paper are the student's own. Plagiarism includes, but is not limited to, the following:

1. The acquisition by purchase or otherwise of a part or the whole of a piece of work which is represented as the student's own;
2. The representation of the ideas, data, or writing of another person as the student's own work, even though some wording, methods of citation, or arrangement of evidence, ideas, or arguments have been altered;
3. Concealment of the true sources of information, ideas, or argument in any piece of work.

The Granite State College Library has a number of resources, including a workshop, to help students avoid plagiarism. Contact the library at gsc.library@granite.edu for more information.

Cheating

Cheating involves turning in work that is not one's own, as in giving, receiving, or using assistance not explicitly sanctioned by the instructor on exams, quizzes, projects, written assignments, and so forth. Other forms of cheating include purchasing assignments, unauthorized collaboration, and turning in the same work for more than one course

when the faculty members involved have not given their explicit permission to do so.

Policy

Plagiarism and cheating are unacceptable in any form. They are serious violations of academic honesty and will not be tolerated by the College. Students who engage in such activities will be subject to serious disciplinary action.

Procedures

A faculty member who suspects a violation of the academic honesty policy will take reasonable measures to ascertain the validity of those suspicions, including but not limited to checking primary and secondary sources, comparing student papers and/or answers, conferring with other faculty and the Program Director, or verifying inappropriate similarities in style or content. When the faculty member has reasonable evidence that academic dishonesty has occurred, the following procedures will be followed:

1. The faculty member contacts the student for discussion of the possible violation of the academic honesty policy within one week of discovering the incident.
2. Regardless of whether the incident is deemed to be intentional on the part of the student or not, if the instructor remains convinced after discussion with the student that a violation of the academic honesty policy has taken place, he or she contacts the Program Director promptly after the discussion with the student to report the incident and discuss next steps.
3. The Program Director will review the incident with the instructor, who has the option of assigning a failing grade for the assignment or for the course.
4. Within two weeks of the date of the academic dishonesty incident, the instructor must submit to the student a written report describing the incident and notifying the student of the grade-related consequences. This written report must be copied to the Program Director.
5. The Program Director will contact the student in writing within one week of receiving the faculty member's written report. The Program Director will offer the student an opportunity to respond in writing within one week.
6. The faculty member's written report will be placed on file, together with the evidence of academic dishonesty and any written response that the student has provided within the timeline permitted. The Office of Academic Affairs or Dean of the School of Education will acknowledge in writing to the student, faculty member, and Program Director, receipt of the materials.
7. If the report is a first offense, the materials will be kept on file until the student graduates from Granite State College. If the report documents a second offense by a student who has already been penalized for a prior instance of academic dishonesty, the Provost for Academic Affairs will be notified, and the following procedures will apply.

In the case of a second offense, additional sanctions beyond grading penalties may be imposed. The Provost for Academic Affairs may determine that temporary suspension from the College or academic dismissal is warranted. Upon notification of a second academic dishonesty incident by the same student, the Provost for Academic Affairs notifies the student in writing that he or she is aware of the two charges made, the dates of the incidents, and the sanctions imposed by the faculty members. In this communication, the Provost for Academic

Affairs informs the student of any additional sanctions imposed and of the student's right to a hearing to respond to the charge and sanctions. A copy of this letter from the Provost will be placed in the student's official file.

When a student has received notification from the Provost for Academic Affairs of a second charge of academic dishonesty, the student has the option of making a request in writing for a hearing within 30 days. The student may choose to bring a non-attorney third party to the hearing.

The hearing will be conducted by the Provost for Academic Affairs, with others in attendance at his/her discretion. The student will have the opportunity in the hearing to review and comment on the evidence presented in support of the most recent charge only. The student will also have the opportunity to provide his or her own supporting facts and explanations and to ask questions concerning the most recent charge only.

The Provost for Academic Affairs will convey a written decision that:

1. summarizes the evidence of the second charge;
2. provides a rational basis for the decision; and
3. conveys an outcome (e.g., further sanction, dismissal of second charge).

This written decision will be placed in the student's official file, and is final.

Copyright and Fair Use Policy

Copyright is a limited set of rights granted to authors, artists, and other creators of intellectual works to control the reproduction, creation of derivatives, distribution, performance, or display of those works. Copyright owners may transfer all or some of these rights to someone else, either temporarily or permanently.

Most intellectual works are protected by copyright, including books, articles, images, music, software, and architecture, even if these works do not display a copyright statement or symbol. The purpose of copyright is to benefit society by encouraging people to create and share scientific and cultural works.

Granite State College expects its students, faculty, and administrators to understand and adhere to copyright laws, or seek guidance when questions arise.

Public Domain

While copyright protection lasts for many years, it eventually expires and previously protected works enter the public domain. Works in the public domain can be used without the permission of the creator. Some works are always in the public domain, such as certain U.S. government publications; however, the copyright status of state government documents varies by state (<http://copyright.lib.harvard.edu/states/>). Ideas, facts, discoveries, and methods are not protected by copyright.

Fair Use

Although copyright owners have the right to control the use of their works, copyright law also allows libraries and classroom teachers to use copyrighted works in specific ways. Other uses of copyrighted works, such as quoting or commenting on a work in a research paper,

are considered "fair use" and do not require the copyright holder's permission.

Some applications of fair use require an analysis based on four factors outlined in copyright law:

- The purpose of the use.
- The nature of the use.
- The amount of the work that is used.
- The impact of the use on the market for the work.

Copyright, Public Domain, and Fair Use can be complex. For more guidance on specific situations, students, faculty and administrators may contact the Library at gsc.library@granite.edu.

Human Participant Research and Institutional Review Board (IRB) Policy

Granite State College is committed to the protection of the rights and welfare of the participants in research investigations conducted under the jurisdiction of the College. Granite State College believes that review independent of the investigator is necessary to safeguard the rights and welfare of human participants. All research involving human participants is conducted in accordance with federal regulations, including Title 45 of the Code of Federal Regulations, Part 46 (45 CFR 46).

The review process is outlined in the Granite State College Guidelines for Protection of Human Participants in Research Information. These guidelines apply to any student, faculty, or staff who conducts research with human participants under the auspices of the College. Documents are available at <https://www.granite.edu/current-students/academics/research-information/human-participants-irb/>.

In accordance with this policy, all Granite State College research activities which involve human participants, regardless of the level of risk foreseen, require review and written approval by the College's IRB prior to the initiation of the activity.

Procedures, Obligations and Responsibilities of Researchers

1. Research investigators acknowledge and accept their responsibility for protecting the rights and welfare of human participants and for complying with all applicable Granite State College policies.
2. Research investigators who intend to involve human participants will not make the final determination of exemption from review.
3. Research investigators are responsible for providing a copy of the informed consent document to each participant at the time of consent, and for obtaining documented consent from all participants.
4. Research investigators will promptly report proposed changes in previously approved human participant research activities to their instructor. If the research investigator is not a student, changes will be reported to the Office of Academic Affairs.
5. Research investigators will promptly report to their instructor or the Office of Academic Affairs administrator any injuries or other unanticipated problems involving risks to participants and others.
6. Research investigators will submit completed Research Proposal Forms and Final Review Form to GSC.IRB@granite.edu, and to their instructor or designated Academic Affairs administrator. Forms and

guidelines are located at <https://www.granite.edu/current-students/academics/research-information/human-participants-irb/>.

Code of Conduct

Membership in society implies minimal norms for civil behavior towards one another. It is our expectation that all members of the college community treat faculty, staff, and fellow students with respect. Students need to be knowledgeable of and comply with college policies. Each individual is accountable for his/her actions and the consequences of any behavior that is inconsistent with these values and expectations.

For a complete description of the Granite State College Code of Conduct Policy and Process please refer to the student handbook: <https://www.granite.edu/current-students/academics/academic-resources/student-handbooks/>. Any student with conduct questions or to report an incident may contact the Director of Student Affairs/ Title IX Coordinator at 603-513-1328.

Title IX and Sexual Misconduct

Title IX of the Educational Amendments of 1972, 20 U.S.C. section 1681 is a federal civil rights law prohibiting the discrimination on the basis of sex in education programs and activities. This includes all forms of gender and sex based discrimination, sexual harassment, sexual violence, domestic violence, dating violence and stalking. Granite State College maintains a zero tolerance policy for sexual misconduct. For more information on Title IX rights, the College's Sexual Misconduct Policy and reporting options, please refer to the student handbook found here <https://www.granite.edu/current-students/academics/academic-resources/student-handbooks/> or contact the Director of Student Affairs/ Title IX Coordinator at 603-513-1328 or at gsc.titleIX@granite.edu.

Grievance Policy and Procedures

A grievance is defined by Granite State College as a formal complaint made by a student arising from an issue that falls outside established dispute resolution procedures outlined in the College catalogs and/ or handbooks (e.g. academic and conduct matters). Generally, a grievance concerns instances where a student feels that a College policy has been applied unfairly, incorrectly, or unreasonably.

If no established dispute resolution procedure is available, the student must make a reasonable effort to resolve the matter before initiating a grievance. If the dispute remains unresolved, the student may initiate a grievance hearing by submitting a written request to the Director of Student Affairs (email is acceptable). A grievance hearing committee consisting of personnel with no previous involvement in the matter will be formed and chaired by the director or designee, who will serve as a non-voting member. Should the grievance concern the director, the committee will be chaired by another member of the Student Conduct Team. The decision of the committee will be by majority vote and is final. The decision will be communicated to the student by the Director of Student Affairs, or by the chair of the committee if the grievance involves the director.

The U.S. Department of Education's Program Integrity Rule obligates institutions providing online education to share contact information of the state agency that handles complaints against those institutions within that state.

Granite State College is ready to provide guidance should a student wish to file a grievance during study in one of its online programs. If the issue

is unresolved after communicating directly with an instructor, a student may:

- Contact Granite State College at GSC.online@granite.edu
- Contact the New Hampshire Department of Education, Division of Higher Education, (<http://education.nh.gov/highered/compliance-allegation.htm>), or
- If you live outside New Hampshire, you may contact the appropriate agency in your state. Visit <https://www.granite.edu/current-students/academics/state-authorizations-and-complaint-resolution> (<https://www.granite.edu/current-students/academics/state-authorizations-and-complaint-resolution/>).

Academic Credit Hour

Granite State College adheres to the federal definition of credit hour. For each credit hour, the College requires, at a minimum, 37.5 hours of total instructional engagement. In general, about one-third of this work will be direct faculty instruction, and two-thirds will be comprised of other academic activities. Direct faculty instruction may include, but is not limited to, classroom instruction, e-learning, laboratory work, studio work, field work, clinicals, performance, internships, and practica. Other academic activities may include, but are not limited to, readings, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Regardless of instructional delivery method and length of term, students are required to meet the course's learning outcomes and the minimum amount of total instructional engagement for each credit hour.

Grading and Evaluation

Grade Point Average

The grade point average (GPA) is determined by dividing the sum of the grade quality points (QP) by the sum of the semester hours (SH), (or GPA hours).

A sample GPA calculation:

Course	Grade	QP	SH	Total GP
ENG 500	A-	3.67	x 3	11.01
CRIT 501	A	4.0	x 3	12.00
MATH 502	B	3.0	x 3	9.00
			9	32.01

$$32.01 \div 9 = 3.55 \text{ GPA}$$

The cumulative GPA is calculated beginning with the first course taken at Granite State College.

Letter Grades/Grading Scale

The following is the grading system used by the School of Education and Graduate Studies:

Grade	Percent	Grade Points	Level of Achievement
A	95-100	4.0	Outstanding
A-	90-94	3.67	
B+	87-89	3.33	
B	84-86	3.0	Satisfactory
B-	80-83	2.67	
C+	77-79	2.33	

C	74-76	2.0	Below Average ¹
C-	70-73	1.67	
F	69	0	Failure, no credit

¹ A grade of C or better must be earned to meet the credit requirements for the degree at Granite State College.

Accessing Grades

1. All faculty enter final grades via WebROCK and are required to report grades no later than the Monday evening following the last day of the term.
2. Students may access their grades and other records by logging into WebROCK via <https://www.granite.edu/current-students/>. College policy prevents staff from releasing grades over the telephone. See the "Online Resources" section for more information about online resources.

Academic Abbreviations

Abbreviation	Description
CR	Credit
NC	No Credit
AF	Administrative Failure
P	Pass
W	Withdrawn
IC	Incomplete

Administrative Failure (AF)

An AF grade is assigned to the student who stops participating in the course and has not completed course work sufficient for the assessment of course outcomes by the faculty member to issue a letter grade. The administrative failure is usually the result of a student's failure to officially withdraw from a course they stopped attending. An AF counts as an F grade in the calculation of grade point averages. It is not equivalent to a course withdrawal; but is considered an unofficial withdrawal.

An AF grade can have financial implications for students utilizing Federal Financial Aid programs as well as Veteran and/or Military benefits. Please refer to the "Aid Returns for Withdrawals" section for additional information.

Incompletes (IC)

In extenuating circumstances an Incomplete ("IC") grade may be assigned at the instructor's discretion, and in accordance with the eligibility requirements set forth below. Students may request an "IC" grade for more time to complete required coursework, which s/he was prevented from completing in a timely way due to non-academic reasons. Students will be asked for documentation to justify the request, though it is important to remember that such documentation does not automatically validate the request. Other circumstances may be taken into consideration, such as the pattern of performance and participation in the course, and any additional factors that the instructor deems relevant. To be eligible for an "IC" grade, students must be passing the course at the time of the request, and must have completed at least 75 percent of the major coursework as specified in the syllabus.

All "IC" grades require an Incomplete Grade Contract specifying the remaining coursework required for completion and timeline for removal of the "IC" grade. This contract must receive approval of the instructor and the Dean, or assigned designee, of the department or program.

If the coursework is not completed within the prescribed timeframe, the "IC" will automatically change to an "F". The exact timeline is at the instructor's discretion however the maximum time to complete all coursework is as follows.

Term Deadline Requirement

Deadline	Activity
Fall Term	
February 1	Work due from student to faculty
February 14	Grades due from faculty to gsc.grades@granite.edu
Winter Term	
June 1	Work due from student to faculty
June 14	Grades due from faculty to gsc.grades@granite.edu
Spring Term	
September 1	Work due from student to faculty
September 14	Grades due from faculty to gsc.grades@granite.edu
Summer Term	
November 1	Work due from student to faculty
November 14	Grades due from faculty to gsc.grades@granite.edu

Extension of Incomplete

A request to extend an incomplete after the above deadlines must be submitted by the faculty via an "Incomplete Grade Contract – Extension" form to gsc.incompletes@granite.edu for approval from the Office of Academic Affairs. The faculty will be notified of a decision by the Office of Academic Affairs.

Eligibility Requirements

1. A student who has experienced a documented extenuating circumstance that has prevented him or her from completing coursework and who has successfully completed 75% of the coursework is eligible to petition for the grade of Incomplete. Eligible students must follow the procedures stated above or negate eligibility.
2. Students who are graduating seniors cannot receive a grade of Incomplete and graduate. An incomplete grade automatically postpones graduation.

For more information on how to request an incomplete (IC) grade and to download the Incomplete Grade Contract, visit <https://www.granite.edu/current-students/registrar/forms-faqs/>.

Course Audit

Students may register for a course as an auditor (i.e., not for credit, in pursuit of a personal interest or for purposes of personal or career development). Full tuition and applicable fees will be charged for an audited course. Students registering for academic credit will be given priority over auditors in registration. A request to change from an audit status to a credit-bearing status or vice versa may be submitted to the Registrar's Office via an updated registration form before the final day of the official add/drop period for the course. To be eligible to receive academic credit all prerequisites and placement requirements for the course must be met.

It is not expected when auditing a course that a student will be evaluated in any way. The extent to which auditors will participate in the course will be at the complete discretion of the instructor and Program Director. A grade of AU will be entered on the official student record. An audit will not be included in the calculation of GPA, for satisfactory academic progress, for determining full or part-time status, or for financial aid eligibility.

Students completing a course as audit cannot count that course towards their residency in a GSC graduate program. Many institutions do not accept audits in transfer.

Repeating a Course

When a student repeats a course, the second course grade will be computed into the total GPA, whether it is higher than, the same as, or lower than the first course grade. While the first course grade will not be computed into the total GPA, it will continue to appear on the transcript. Repeated courses may not be taken Pass/Fail. Students seeking to repeat a course should meet with their Academic Advisor or Program Director prior to registration to determine potential impact to financial aid.

Grade Corrections

The Registrar's Office is responsible for making corrections to grades reported in error. Please contact the Registrar by emailing gsc.grades@granite.edu. The processing of the grade will be researched, and the grade will be corrected, if indeed there was a reporting error. Students who want to appeal the grade reported should refer to the section on "Grade Appeals."

Grade Corrections must be processed within six months after the grade has been issued. No grade changes will be made after graduation and certification for the degree has been processed.

Grade Appeals

Policy

Granite State College faculty are responsible for making a professional judgment about the quality of students' academic work and performance. Policy and procedure have been established to give students an opportunity to appeal if there is reason to contest a grade received in a course or learning contract offered through the College. The student must contact the faculty member within 14 days of the grade posting.

Procedures

Step I. Student-Faculty Level

The student must contact the faculty member in writing within 14 calendar days of WebROCK posting of the grade in question to request a reconsideration of a specifically named assignment or of the final course grade, including in the written request the basis for the appeal. If the faculty member determines that there was an error in the grade calculation, or the request is otherwise appropriate, the faculty member can then change the grade for the assignment, and if necessary, initiate a change of grade for the course through the Registrar's Office.

If the faculty member determines that there was no error in the grade assigned, he or she will explain the criteria and process used in determining the grade. The faculty member will advise the student of his or her decision in writing within 14 calendar days, providing a copy to the Program Director, or School of Education Dean.

If the student is not satisfied with the decision, he or she may proceed to Step II.

Step II. Program Director

If the student wishes to appeal the faculty member's decision to the Director he or she must do so in writing within 14 calendar days of receiving the faculty member's decision.

The appeal should include the specific reasons for disputing the grade. The Director may request that the student or faculty member provide within seven days, in writing, further documentation as needed. The

Director will respond in writing to the student with a copy to the faculty member and the student's Academic Advisor within 14 days of receiving the appeal to either:

1. Inform the student that there is not adequate reason to reconsider the grade.
2. Request that the faculty member reconsider the grade based on the criteria of a lack of reasonable process in assigning the grade, and/or a lapse of professional judgment.

If the student is not satisfied with the decision, he or she may proceed to Step III.

Step III. Dean of Graduate Studies

If the student wishes to appeal the Director's decision to the Dean, he or she must do so in writing within seven calendar days of the date of the Director's correspondence. The appeal should clearly state the ground(s) on which the student is asking to have the grade reviewed and any relevant information. The Director will forward all materials concerning steps already taken and information received in Step II to the Dean. The Dean will review the appeal in consultation with the Provost for Academic Affairs and will provide to the student and faculty member a final written decision. If a non-disclosed disability is the reasoning given for the appeal or petition, the student will be required to meet with the Student Disability Services Coordinator to discuss an accommodation plan.

Academic Petitions and Appeals

Waivers of academic policies and procedures are considered by Academic Affairs through a petition process facilitated by the student's Academic Advisor. Academic Honesty violations, Grade Appeals, and Grievances are addressed through specific procedures outlined in the catalog and are not subject to Academic Petitions. The college will only consider appeals that include all the required documentation.

Procedures

Step 1: Petition Submitted Through Graduation Planning System (GPS)

Petitions for course substitutions, course waivers, transfer credit re-evaluation, and prerequisite requirements (except for capstone prerequisites) are submitted through the Graduation Planning System (GPS). The student's advisor facilitates this process by providing a written rationale for the petition request. Petition decisions are made within 15 working days by the appropriate Academic Affairs official and students are notified of petition decision via e-mail. All other Petitions for Exceptions to Academic Policy should begin at Step 2.

Step 2: Academic Exceptions Committee

Re-consideration of decisions from Step 1 and all other Petitions for Exceptions to Academic Policy are considered by the Academic Exceptions Committee through a written petition process facilitated by the student's Academic Advisor. Reconsideration of petitions from Step 1 must be submitted within 15 working days of the decision being posted within GPS. Dissatisfaction with the Step 1 Decision is insufficient grounds for petition unless there is additional evidence or rationale that was not considered in the initial decision.

The petition letter should include a brief statement and rationale as to why the exception to academic policy or procedure should be considered, as well as additional supporting evidence. Students should include their Student ID number and their signature on their petition letter. The advisor will forward the petition letter to the Academic Exceptions Committee.

The Academic Exceptions Committee will consist of three members of the Office of Academic Affairs, including at least one Dean or Assistant/Associate Dean. Every effort will be made to handle the appeal within 15 working days. The student will be notified in writing of the decision.

Step 3: Provost

If a student believes that reconsideration of the decision is warranted due to the availability of additional information, the need to further clarify information previously presented, or the Step 2 decision was made contrary to college policy and/or made without reasonable process, he or she may appeal the decision to the Provost. The student must do so in writing within fifteen working days of the date of the decision. The appeal should clearly state the ground(s) on which the student is asking to have the decision reviewed and any relevant new information. The Academic Exceptions Committee will forward all materials concerning steps already taken and information received to the Provost. The Provost will review the appeal and will provide to the student a final written decision.

Note: *If a non-disclosed disability is the reasoning given for the petition or appeal, the student will be required to meet with the Student Disability Services Coordinator to secure an accommodation plan before enrolling in future courses at Granite State College.*

Academic Standing

Graduate students must maintain the following academic standing expectations to be considered in good standing. The academic standing expectations for graduate students are to maintain at least a:

- cumulative 3.00 GPA after their first 6 graded credits at GSC.
- cumulative 3.00 GPA to remain a Granite State College student in good academic standing.
- cumulative 3.00 GPA to graduate or complete a program.

Key Points:

- Course completion rates and passing grades in every term are important. Grades not only affect the GPA, but will also affect the student's eligibility for financial aid due to Satisfactory Academic Progress (SAP) requirements.
- Eligibility to receive financial aid may be impacted by a student's academic performance in terms of grades and completion rates. Good academic standing and financial aid eligibility based on the SAP criteria may not always align. For more information, please see the Satisfactory Academic Progress - Graduate Students Policy on Graduate Satisfactory Academic Progress and the statements on Eligibility for Federal Financial Aid.
- Information on Grade Point Average and grading can be found in the "Grading and Evaluation" section of the catalog.
- Term GPA and cumulative GPA are available in each student's degree audit accessible in WebROCK. A GPA calculator is available in the online degree/program audit. This allows the student to review and predict their GPA. Withdrawals (W) are considered a graded credit is not included in the calculation of the GPA.
- The College calculates a cumulative GPA based on institutional credits at the end of the first term and recalculates it at the end of every term of enrollment thereafter. If the student receives a new grades for a course in a previous term, the GPA is recalculated when the grade is submitted.

- An academic standing review occurs for each student after every 6 additional graded institutional credits at Granite State.
- An unofficial transcript can be obtained in WebROCK.

Academic Warning

A student who has completed at least 6 credits at Granite State College and has a cumulative GPA below 3.0, is placed on academic warning. A registration restriction will be placed on the student's account and removed once an academic success plan is developed with their advisor and the student returns to good standing.

Academic Probation

If a student who is on academic warning still has a cumulative GPA of less than 3.00 after earning an additional 6 credits at Granite State College (i.e., after earning a total of at least 12 graded credits at Granite State College), the student is placed on academic probation.

A registration restriction is placed on the student's account and removed once an updated academic success plan is developed with their advisor and approved by the Dean of Graduate Studies and the student returns to good standing.

Academic Dismissal

If a student who is on academic probation still has a cumulative GPA of less than 3.00 after earning an additional 6 credits at Granite State College (i.e., after earning a total of at least 18 graded credits at Granite State College), the student is academically dismissed from the college.

Graduate Academic Standing Levels

1. Good standing (cumulative GPA of 3.0 or greater)
2. Academic warning (minimum of 6 graded credits at Granite State College with cumulative GPA less than 3.0, registration restriction, academic success plan required for registration)
3. Academic probation (an additional 6 graded credits at Granite State College with cumulative GPA less than 3.0 while on academic warning, registration restriction, approved academic success plan required for registration)
4. Academic dismissal (an additional 6 graded credits at Granite State with cumulative GPA less than 3.0 while on academic probation, registration restriction)

In most cases it is advisable for the student to repeat a course when a failing grade is earned. More information on repeating a course can be found in the catalog.

Rescinding an Academic Standing Level

An academic standing level (i.e. academic warning) is in effect until it is rescinded or elevated to the point where the student is academically dismissed. The college rescinds the academic standing level in writing when the student's GPA returns to the good academic standing level. The Provost academically dismisses the student if the student's GPA does not return to a satisfactory level within the next 18 graded credits for the student.

Completing Program Requirements for Teaching Certification

Upon full acceptance to the program, teacher candidates will receive a letter of acceptance. GPS will list all program requirements, including unmet prerequisites, required courses and testing requirements as

identified by the New Hampshire Department of Education (NHDOE). The NHDOE has the following testing requirements:

Testing Requirements

All candidates for certification are required to submit to educational testing unless the exemption requirements are met.

Praxis Core Academic Skills (or equivalent testing)

PRAXIS Core is a basic skills testing in Reading, Writing and Mathematics and is required for all educators. The successful completion of the Praxis Core Academic Skills for Educators exam is prior to EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.).

PRAXIS II (or equivalent testing)

PRAXIS II testing is content specific. It is required for Chemistry, Early Childhood Education, Earth/Space Science, Elementary Education, English/Language Arts, Life Science, Middle School English/ Language Arts, Middle School Mathematics, Middle School Science, Middle School Social Studies, Physics, Secondary Mathematics, Social Studies and World Language (French, German and Spanish). It is required for all educators who do not hold a Master's Degree in the core content area or do not meet one of the exemptions.

Pearson Foundations of Reading Exam

The Pearson Foundations of Reading exam is required for the following certifications:

- Elementary Education
- Early Childhood
- Reading and Writing Specialist
- Reading and Writing Teacher

Upon successful completion of all program and testing requirements, students will be recommended to the New Hampshire Department of Education for certification.

Completing Requirements for Graduate Programs

To earn a graduate degree at Granite State College, students must complete all courses as prescribed in the curriculum and the required number of credits as per the curriculum, and must maintain a minimum cumulative Grade Point Average of 3.0 or as outlined by the specific program.

Time Limits on Completion for Graduate Programs

Graduate students enrolled in a graduate program have up to seven full years to complete the program. Accommodations are made for military service and medical leaves of absence. Requests for accommodations or time limit appeals must be made in writing to the Program Director.

Graduate Program Status Inactivation and Withdrawal

Granite State College monitors the progress of graduate program candidates. If a student is not actively involved in learning experiences in a graduate program for a period of three consecutive terms, s/he will be inactivated. A student may voluntarily withdraw from a graduate program by notifying the College in writing. If requesting withdrawal from a graduate program, a student will be considered inactive.

Reactivation

Students who have been inactivated for a period of less than one year will complete a Request for Reactivation Form with their Advisor and will be readmitted under original graduate program requirements, following all policies and procedures in effect at the time of inactivation.

Students requesting readmission one year or more after the date of inactivation complete a Request for Reactivation Form with their Advisor. If approved, students will be admitted into the current program requirements in effect at the time of reactivation.

To protect the privacy of student data, Granite State College follows a record retention schedule and transcripts from other institutions are periodically destroyed in that process. Students who return to Granite State College after an extended absence may be asked to resubmit official transcripts from any previously attended institutions.

States occasionally change their rules and regulations regarding professional licensure and certifications, and may affect Granite State College's authorization in a state. Students in professional licensure or certification programs may not be eligible to return to active status if the College is no longer authorized to offer a program in their state.

Change of Program

A graduate student matriculated in a program who would like to change their program of study to a different graduate program should initiate that process with an email to the current Academic Advisor or Program Director. The student will be asked to provide a reason for the change and may be asked to provide an updated personal statement, resume, and current contact information. Students seeking a change of program must meet the new program's admission requirements. The request will be reviewed by the Director of the new program and the student will be notified of a decision. Previously awarded course waivers are subject to change.

Military Deployment

Granite State College recognizes the importance of supporting our military students that are deployed in the service of this country. Students that are called to duty will need to present a copy of their deployment orders and work with their Academic Advisor to decide the best option for them to explore. When a student is called to active duty in a term they may select from two options:

- A student can elect to accept an incomplete grade, which will be recorded at the end of the term, provided that more than half of the class meetings have passed and both the student and faculty agree to this option. A student selecting this option will have 90 days after the completion of active duty to complete any missing assignments. Faculty of students electing the incomplete grade option must complete an incomplete grade contract that is an agreement of the terms and specifics about the deadlines and assignments. A student who does not complete the work within the 90 day period will need to repeat the course; in this case, the incomplete grade will be treated as an F and the student will not be refunded any tuition or fees.
- A student can elect to withdraw from one or more courses with a grade of "W" if the official add/drop period for the college has passed. A student electing this option will have his tuition refunded or credited, whichever is deemed appropriate, without credits awarded.
- Students who are deployed for longer than one year will be allowed to reactivate into original program requirements as long as they can

provide official orders corresponding with their absence from the college.

Attendance and Participation

Participation in class is essential to success whether the course is conducted in a traditional classroom setting, in a blended format, or as an online class. The instructor will make the participation requirements clear to the students.

Attendance requirements vary. It is the student's responsibility to ascertain what each instructor requires. If a student will be absent, it is his or her responsibility to inform the instructor and to abide by the terms about attendance as explained in the course syllabus. Unexplained absence from classes or failure to meet an assignment deadline may seriously affect the student's academic standing and may result in a final grade of "F" or unofficial withdrawal (AF).

Extended Absence Because of Illness

A student who is absent from school for an extended period of time must inform the college by letter, message, or telephone.

Absence Because of Jury Duty

Students who miss classes because of this obligation must notify their instructors in writing, explaining which classes will be missed on which days. The instructors will work with students to make up missed assignments or exams. Upon completion of their jury duty, students must bring a copy of the documentation of their service to the appropriate instructors. Students on co-op or internship are expected to inform their supervisors if called to jury duty.

Graduation/Conferral

Graduation Procedure

The College will invite degree students to apply for graduation via e-mail when 6 credits or fewer remain to be earned towards the minimum required for their degree program. Students must file their Intent to Graduate through WebROCK.

All remaining coursework must be completed prior to the conferral date. All previous college transcripts, CLEP and DSST test scores, validation, and portfolio requests must have been received by the deadlines for applying to graduate in order for the student's degree to be conferred for the date selected.

Students who apply to graduate and are unable to complete their remaining requirements by the published conferral date will have their Intent to Graduate date moved to a future date as a one-time courtesy. Subsequent adjustments to the conferral date will result in the student needing to re-file the Intent to Graduate through WebROCK.

Deadlines for Applying to Graduate:

Deadline	Activity
September 10	For September 30 conferral
December 10	For December 30 conferral
March 25	For March 30 conferral
June 24	For June 30 conferral

The application to apply to graduate in WebROCK will be unavailable from April 1 through June 15 in preparation for the annual commencement ceremony held in the spring. Students who intend to apply for the June 30 conferral date and who also wish to attend the spring commencement ceremony must file their Intent to Graduate by April 1 to be eligible.

Students applying to graduate for the September 30th conferral date will be eligible to attend the following year's commencement ceremony.

Graduation Requirements

To graduate from a Granite State College graduate degree program students must:

- Earn an overall 3.0 cumulative grade point average.
- Have a minimum grade of C in all courses.
- Meet all curriculum and residency requirements.

Diploma

The diploma will state Granite State College, Degree (Master of Science), and Major (Leadership, Project Management, etc.)

Residency

The specific residency requirements for the Master's Degrees are listed below. Prior Granite State College credits earned in non-degree status or in post-baccalaureate certificates will apply to the residency requirements if the credit is applicable to the student's approved degree program.

Program	Maximum Transfer	Residency	Degree Credits
MS in Health Care Management	0	30	30
MS in Human Services Administration	0	30	30
MS in Instruction and Leadership	24	12	36
MS in Leadership	0	30	30
MS in Management	0	30	30
MS in Nursing Health Care Education	6	30	36
MS in Nursing Health Care Leadership	0	30	30
MS in Project Management	0	30	30

Commencement

Candidates for graduation from Master's degree programs are encouraged to attend the commencement ceremony, which is held in the spring each year. Participation in the ceremony is open to September and December graduates of the prior year, and March and June graduates of the current year.

In order to participate in the commencement ceremony, students pending conferral for June 30 must meet the following conditions:

1. File an Intent to Graduate no later than April 1.
2. Completion of all requirements, by the end of the spring term, for an Associate, Bachelor, or Master's Degree.