

REGISTRATION

Course Selection

Students should log into WebROCK to access the degree audit in the Graduation Planning System (GPS). The degree audit will identify courses that are still needed to meet degree requirements. For each course, check prerequisites to ensure all have been completed. Specific questions can be addressed and answered by an Academic Advisor, Field Placement Faculty, or Program Director should the need arise.

Prerequisites

Course prerequisites are those courses that are required to have been successfully completed prior to enrolling in another course. Before registering for a course, students should check the course description or their degree audit to determine course prerequisites. This policy applies to degree and non-degree students.

Enrollment Status

Post-Baccalaureate Teacher Certification Students

Post-Baccalaureate Students who are registered for at least four (4) credits in Fall, Winter, Spring or Summer term are considered to be enrolled as part-time post baccalaureate students. Those who are registered for at least eight (8) credits in a term are considered to be enrolled as full-time post-baccalaureate students.

Graduate Students

Students who are registered for at least three (3) credits in Fall, Winter, Spring or Summer term are considered to be enrolled as part-time graduate students. Those who are registered for at least six (6) credits in a term are considered to be enrolled as full-time graduate students.

Course Overload Policy

Post-Baccalaureate Teacher Certification Students

A full load for post-baccalaureate students is at least eight semester hours taken concurrently.

To be eligible for an overload (greater than eight semester hours concurrently), a post-baccalaureate student must satisfy the following criteria:

- Must have a record of successful study at Granite State College.
- Must have a GPA of 3.0 or higher in Granite State College post-baccalaureate coursework.
- Must provide a rationale for the request.

Students may request a course overload by contacting the Associate Dean of the School of Education.

Graduate Students

A full load for graduate students is at least six semester hours taken concurrently.

To be eligible for an overload (greater than six semester hours concurrently), a graduate student must satisfy the following criteria:

- Must have a record of successful study at Granite State College.
- Must have a GPA of 3.5 or higher in Granite State College graduate coursework.
- Must provide a rationale for the request.

Students may complete and submit a course overload form to the Program Director for approval. The course overload form can be obtained at <https://www.granite.edu/current-students/registrar/forms-faqs/>.

Registration

- The College reserves the right to deny enrollment in any course for which the prospective student lacks the necessary background or prerequisites. For each course, check to ensure all prerequisites have been satisfied. Prerequisite courses are listed in each course description within this catalog.
- Register online at <https://www.granite.edu/become-a-student/take-a-course/> **or**
- Complete a registration form and fax, mail, phone, or drop it off at a local Campus.

Students are officially registered when all tuition and fees are either paid in full or when payment arrangement has been confirmed. This process must occur by the term's posted payment due date to avoid being dropped from courses. Once payment or payment arrangement is confirmed, students will be contacted only if the course for which they have registered is cancelled or moved to an alternative day or time.

Dual Credit Policy

Undergraduate Bachelor of Science in Nursing students may enroll in up to 6 credits of graduate-level courses prior to completing their bachelor's degree. To enroll in dual credit courses, students must have earned at least 90 credits, have at least a 3.0 cumulative GPA, and have received a B+ or better in NUR602. These dual credits may be counted toward both the undergraduate and the graduate degree. Courses eligible for dual credit will be determined by the Graduate Program Director. Students must meet minimum grade requirements for the course to count toward graduation at each level. Dual credit courses will count toward the residency requirement within the undergraduate degree but will not count toward the minimum 30 credit residency requirement for graduate degrees. Dual credit courses will be included in cumulative GPA at both the undergraduate and graduate levels.

Textbooks

Students are responsible for purchasing textbooks and materials. Students receiving federal financial aid may be eligible to receive funds prior to the start of the term to assist in the purchase of textbooks. MBS Direct is the authorized textbook supplier for the college. Detailed information on required books, including ISBN, is listed at: www.granite.edu/books (<https://catalog.granite.edu/graduate/registration/www.granite.edu/books/>).

Student Identifier Number

All students who wish to register for credit bearing courses at Granite State are required to provide their social security number with their first registration. The SSN is required by federal law and federal financial aid, and will be used to report 1098-T data for education tax credits under the Taxpayer Relief Act of 1997. Student SSNs will be shared only where legally required and will be accessible only by authorized personnel.

Granite State College protects confidential information by complying with the Family Education Rights and Privacy Act of 1974.

A unique Granite State student identifier number will be generated for all students. Use this generated number for all College transactions, including subsequent registrations, account payments, and initial logging on to the College website portal. Students will receive their SID on the Acceptance letter. Students who need assistance identifying their SID should contact the Registrar's Office.

Adding Courses

Students may add a course during the specified drop/add period via WebROCK or by completing a Course Add/Drop Form. Form is available at <https://www.granite.edu/current-students/registrar/forms-faqs/> under "Add/Drop/Withdrawal". If a student doesn't have access to a computer or the internet and are unable to complete the online form they should contact their advisor for assistance. Students considering adding a course after the term begins should contact their advisor before registering.

Dropping Courses

A "drop" is a cancellation of an individual registration. If a course is dropped before the start of the term, all tuition and fees are refunded. Notification of a drop must be received by the Registrar's Office during the official add/drop period; the last day to drop a twelve week course is the end of the second week of the term. For courses that do not follow the twelve week schedule, specific drop dates are posted on <https://www.granite.edu/become-a-student/calendars/academic-calendar/>.

To drop a course:

1. Complete the add/drop/withdrawal form (using the drop section) at <https://www.granite.edu/current-students/registrar/forms-faqs/> (<https://www.granite.edu/current-students/registrar/add-drop-withdraw-from-a-course/>), under Add/Drop/Withdrawal. If a student does not have access to a computer or the internet and are unable to complete the online form they should contact their advisor for assistance.
2. Visit WebROCK prior to the payment due date for the term and drop online via the Registration menu

Students who remain registered after the drop period are financially responsible for all tuition and fees. Officially dropped courses are not recorded on transcripts. Failure to officially drop will result in an AF grade (Administrative Failure), which is maintained on the official student record and included in the grade point average (GPA). An AF may also result in an unpaid balance due to Granite State College if federal financial aid has been received.

Note: For purposes of adding or dropping a standard twelve week course, the end of the week is considered Friday. For all other non-standard classes please refer to the published academic calendar on [granite.edu/current-students](https://www.granite.edu/current-students) (<https://catalog.granite.edu/graduate/registrar/granite.edu/current-students/>).

Withdrawing from Courses

A withdrawal is a change in registration after the official add/drop deadline. A Withdrawal (W) will be noted on the transcript indicating that an individual did not complete the course. To determine the last day to withdraw from a regularly scheduled six-week or twelve-week course see the Academic Calendar published on the College website. To withdraw

from a course that does not follow a six-week or twelve-week schedule, please contact your advisor.

To withdraw from a course, submit a completed Course Withdrawal Form located at <http://granite.edu/current-students/registrar/add-drop-withdraw-from-a-course/> (<https://www.granite.edu/current-students/registrar/forms-faqs/> (under Add/Drop/Withdrawal) before the last published day to withdraw. Withdrawal from course(s) is official once a signed form has been received by the Registrar's Office. If a student does not have access to a computer or the internet and are unable to complete the online form they should contact their advisor for assistance. The date of official withdrawal is the day that the completed form is received by the College. There is **no** refund of tuition or fees for withdrawals. If a student is receiving financial aid, (grants and/or loans) the student should consult with the Office of Financial Aid before withdrawing. Depending on the aid received a student may be responsible for repaying some or all of the aid to the College. If federal financial aid has been received, it will be returned to the U.S. Department of Education in accordance with regulations in effect at the time of the withdrawal. The return of aid may create an unpaid balance due to the College. Failure to officially withdraw will result in an AF grade, which is maintained on the official student record and included in the grade point average (GPA). Not attending classes does not constitute an automatic withdrawal.

If federal aid has been received, it will be returned to the U.S. Department of Education in accordance with regulations in effect at the time of the unofficial withdrawal.

Note: Students who drop or withdraw from a course are required to return all College property.

Petitions for Change in Enrollment Status

Students with extreme extenuating circumstances who have been unable to complete coursework for a term may file a petition for a Late Drop or Withdrawal Past Deadline for the current term through a written petition process facilitated by the student's Academic Advisor. Extreme extenuating circumstances are situations such as hospitalization, serious illness of the student or an immediate family member, or a death in the immediate family. While the College acknowledges that difficult life circumstances such as marital problems, job loss, changes in work schedule, or problems with child care can impede or preclude the successful completion of a course are unfortunate and deserving of support, but do not absolve students of their responsibility to meet deadlines for dropping or withdrawing from courses. Approval of a late drop or withdrawal past deadline does not guarantee return of funds. The Petition Committee, consisting of College administrators, rules on change in enrollment status petitions. The petitioning student is notified by letter of the decision.

Late Drop for the Current Term

This petition option is for students with extreme extenuating circumstances who have been unable to participate in a course in the current term (i.e., never logged in to an online class or attended a face-to-face class).

Withdrawal Past Deadline for the Current Term

This petition option is for students who have participated in a course in the current term but are unable to complete it due to extenuating circumstances.

In cases of extreme extenuating circumstances, students also have the option of also requesting financial relief. Financial relief is generally used to clear a balance due as the result of a withdrawal.

Appeal of Petition Committee Decision

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 decision of the Petition Committee 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 (15) 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 Petition 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.

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 secure an accommodation plan as part of re-admittance to Granite State College.

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.

Pass/Fail

The Pass/Fail option is intended to provide degree candidates with an opportunity to examine areas of study which they might, because of grade pressure or unfamiliarity with the subject, otherwise avoid. The Pass/Fail option can only be used for elective credits. The grade earned will not be calculated into the GPA, but a grade of P or F will appear on the transcript. Students earning a passing grade will receive the assigned credits towards degree requirements while students earning a failing grade will not receive credit. The minimum Granite State College grade accepted for a learning activity taken as Pass/Fail at the graduate level is C.

A maximum of 3 elective credits may be earned through Pass/Fail per term, not to exceed 6 elective credits within the degree program. When registering, obtain the Program Director's approval signature on the registration form that authorizes the Pass/Fail registration status.

Instructors are not notified if students have chosen the Pass/ Fail option. Courses from other USNH institutions offered at Granite State cannot be taken as Pass/Fail.

Senior Citizens

New Hampshire residents who are age 65 or older and are not enrolled in a degree program are eligible to take a maximum of two credit-bearing courses¹ per academic year (Summer, Fall Winter, Spring) tuition-free. Students are responsible for all other costs of attendance, including fees. Prospective students who will be age 65 or older as of the first day of the semester, or term in which they wish to take a course may register on a space-available basis and must provide proof of age and New Hampshire residency. Waivers will only be granted at the time of registration (not retroactively). Non-credit courses, workshops, etc. are not covered by this tuition waiver. As these courses are intended for personal interest and fulfillment, courses taken under this program are not applicable toward a degree at Granite State College.

¹ This applies to credit-bearing courses offered online and at Granite State locations within the State of New Hampshire. Select courses offered offsite – such as Isles of Shoals—are not covered by the tuition waiver.

Senior Tuition Waiver registrations will be processed after the payment due date each term to ensure that paying students are not excluded from the class. Once the Senior Tuition Waiver is approved, the Registrar's Office will contact the student to notify them that their registration has been processed.

Senior Tuition Waiver requests are available online at: <https://www.granite.edu/current-students/registrar/forms-faqs/>.

Enrollment Verification

The College sends enrollment data for each term to the National Student Clearinghouse soon after the standard add/drop date. Once the data has been processed by the Clearinghouse, students may obtain instantaneous enrollment verifications by logging on to WebROCK at granite.edu/current-students (<http://granite.edu/current-students/>) and linking to the National Student Clearinghouse website. Students may print a certification of enrollment to send to their health insurers and credit issuers. Students can view any electronic notification forms that the Clearinghouse has sent to their lenders, servicers, and guarantors, and may also link to real-time student loan information to determine outstanding balances and due date of their next payment.

University System of New Hampshire Policies

Suspension from any University System of New Hampshire Institution

The University System of New Hampshire (USNH) consists of the University of New Hampshire Durham and Manchester, Plymouth State University, Keene State College and Granite State College. A student ineligible to register for or attend classes at any one USNH institution because of suspension entered upon finding of responsibility for violation of the institution's code of student conduct shall be ineligible to register for or attend classes at any other USNH institution during the entire period of suspension.

A student ineligible to register for or attend classes at any one USNH institution because of permanent expulsion entered upon finding of

responsibility for violation of the institution's code of student conduct shall be ineligible to register for or attend classes at any other USNH institution for a period of two (2) years following the date on which the student was permanently expelled.

A student ineligible to register for or attend classes at any one USNH institution because of a pending student disciplinary charge shall be ineligible to register for or attend classes at any other USNH institution for as long as the charge remains pending.

New Hampshire Residency Domicile In-State Tuition Status

All students enrolled in credit-bearing programs in any division of the University System of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate.

Definitions

"Parent" means:

- The individual or individuals named on the student's birth certificate;
- The student's legal guardian or legal custodian provided that there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on the un-emancipated person; or
- An individual who can claim the student as a dependent on his or her IRS 1040 tax return.

"Domicile" means a person's true, fixed and permanent home and place of habitation, to the exclusion of all others. It is the place where the person intends to remain and to which s/he expects to return when s/he leaves without intending to establish a new domicile elsewhere.

"Veteran" shall have the same meaning as defined in RSA 21:50, I.

Determination of Student Status

A student shall be classified as in-state or out-of-state for tuition purposes at the time of his or her first admission to the University System unit. The decision shall be made by the dean or director of admissions of the appropriate division in the first instance based upon information furnished by the student's application and other relevant information available to the dean or director.

Application Form

Anyone applying for in-state status for tuition purposes at the same time he or she is applying for admission shall complete and submit the form "Notarized Residency Statement for New Hampshire Residents", which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire and is a lawful resident of the United States. In the event the campus residency officer possesses facts or information indicating that a student's status should be changed from in-state to out-of state, whether or not the information was received from the student in compliance with notification requirements set forth in BOT IV.E.13, the campus residency officer can require submission of additional information establishing domicile from any in-state student prior to the commencement of each semester the student plans to attend the University System unit.

Burden of Proof

In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant's request the dean or director of admissions shall state the reason or reasons for the decision in writing.

Determination of Domicile

No person shall be eligible for in-state status unless s/he is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until s/he has been a resident of the state for 12 consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

In accordance with RSA 187-A:20-c, any veteran of the armed forces who establishes a residence in New Hampshire is eligible immediately for the in-state rate, and the twelve-month waiting period for establishing domicile shall not apply.

No unemancipated person shall be eligible for in-state tuition status unless his/her parent(s), as defined in BOT IV.E.2.1, shall have established domicile in this state.

No person shall be eligible for in-state tuition status unless s/he establishes that his/her residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

When a person has established eligibility for in-state tuition based on his/her parent's domicile and the parent subsequently establishes domicile outside of New Hampshire, the person shall be eligible for in-state tuition for one academic semester following the academic semester during which the parent established out-of-state domicile. It shall be the student's responsibility pursuant to BOT IV.E.13 to notify the campus residency officer of any changes affecting his or her eligibility for the in-state tuition rate.

All evidence relevant to determining domicile shall be considered. Evidence of the following shall, in any case, be relevant, but not necessarily conclusive:

- Payment or non-payment of any tax levied by the State of New Hampshire or any political subdivision on persons resident or domiciled thereon;
- Residence reported on any federal or state tax return;
- Registration of one's automobile;
- State issuing one's driver's license;
- Receipt of support from parents who are resident or domiciled outside the State of New Hampshire;
- Voting residence;
- Claim by any non-resident parent that the applicant is a dependent for tax or any other financial purpose;
- Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System unit;
- The filing of any claim for benefits under any policy of insurance or any federal, state or local benefit legislation based on residence or domicile outside the State of New Hampshire; or
- Status in some other state which would qualify a person for in-state tuition in that state.

Emancipation

No person shall be deemed to be emancipated unless his/her parent, as defined in BOT IV.E.2.1 above, has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met.

Evidence of the following shall be submitted by an applicant and requested by the dean or director of admissions:

- Lack of financial support of the person by the parents;
- Lack of contribution by the parents to any earnings or other income received by the person;
- Failure of the parent to claim the person as a dependent on his/ her income or other tax returns;
- Establishment by the person of a domicile separate and apart from that of the parent; and
- Failure of the person to return to the home of the parent during vacations and other recesses from school.

Presumptions

Unless the contrary appears to the satisfaction of the dean or director of admissions in individual cases, the following presumptions shall prevail:

- A student is presumed to be emancipated from his/her parent(s) when he or she reaches the age of twenty-four (24).
- The domicile of an unemancipated person shall be that of his/ her parent(s), as defined in BOT IV.E.2.1.
- The domicile of any person who first enters the University System from the domicile of his/her parent(s), as defined in BOT IV.E.2.1 above is that of the parent until s/he abandons such domicile and, for purposes other than that of education, acquires a new domicile;
- The domicile of any person who first enters the University System from a domicile other than New Hampshire is such a domicile until s/ he abandons such domicile and, for purposes other than that of his/ her education, acquires a new domicile; and
- Attendance at a unit of the University System or at any other educational institution in this state in itself shall not be evidence of intention to establish or establishment of a domicile in this state.

Waiver

Nothing contained in these rules shall preclude the dean or director of admissions or campus residency officer from waiving any requirements hereof under special circumstances in individual cases. Waivers shall not be routinely granted.

Military Personnel

A member of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for himself/ herself, spouse and dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

Individuals receiving educational assistance under 38 U.S.C. § 3001 et seq. or 38 U.S.C. § 3301 et seq., including children or spouses of active service members or veterans eligible for educational assistance under 38 U.S.C. § 3311(b)(9) or 38 U.S.C. § 3319, shall be eligible for the in-state rate while living in this state.

Review of Student Status

Any student who is aggrieved by the decision of the dean or director of admissions classifying him or her as an out-of-state student for tuition purposes may appeal to the campus residency officer on forms and in accordance with procedures which shall be made available to the student in the office of the dean or director of admissions. Any student aggrieved by the campus residency officer's decision may appeal that decision to the University System's Residency Appeals Board (the "Board").

The student may present to the Board such additional evidence as s/ he may deem appropriate in processing his/her appeal and may appear before the Board and be heard. The decision of the Board shall be the final decision of the University System.

The University System Residency Appeals Board shall be comprised of four members who shall be designated by the presidents of each of the System's institutions. At the first meeting of each academic year, the Board members shall designate one member to serve as chair for the remainder of the academic year and until a successor has been designated for the following year. The chair may delegate authority to chair particular meetings of the Board to any member of the Board.

Change in Status

Any student who has, on his/her first admission to the University System, been classified as out-of-state for tuition purposes may apply to the campus residency officer for a change in status.

Students applying for a change in status shall file their applications with the campus residency officer prior to the first day of the semester for which the student is seeking the in-state tuition rate. Applications shall be considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next following semester.

However, where a change of status from out-of-state to in-state has been denied by the campus residency officer prior to the commencement of a semester, and that decision is reversed by the Residency Appeals Board during the semester, the student's status shall be effective as of the commencement of the semester.

In the event the campus residency officer possesses any fact or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision of the campus residency officer as set forth in BOT IV.E.11.1. No such change made by the campus residency officer after the commencement of any semester shall be effective until the beginning of the next semester. Change to out-of-state status made by the campus residency officer prior to the commencement of any semester, but reversed during the semester by the Residency Appeals Board shall be effective as of the commencement of the semester.

Student Responsibility to Notify Institution of Changes in Status

It shall be the responsibility of students on all campuses to notify the campus residency officer of any change in their eligibility for the in-state tuition rate as a result of:

- Change in the domicile of their parents; or
- Change in their own domicile

Failure to notify the campus residency officer of any changes affecting eligibility for the in-state tuition rate may subject a student to disciplinary

action under the provisions of the code of student conduct and/or to such actions that may be available under law, or both.