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Mission Statement
The Mission of Granite State College is to expand access to public higher education to adults of all ages throughout the state of New Hampshire and beyond.

The College achieves this mission by offering degrees and programs of excellence that serve our communities through student-responsive curricula, innovative teaching methods, and ongoing assessments of learning outcomes. Granite State College fosters partnerships with area businesses, local and state organizations, and other higher education institutions in order to bring high-quality academic experiences to the residents of New Hampshire in an effective and efficient manner.

Accreditation
Granite State College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution.

Individuals may also contact:
New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
(781) 425 7785
E-Mail: info@neche.org

Catalog Limitations
This catalog describes policies, programs and procedures of Granite State College that are in effect at the time of its preparation.

The catalog is intended as a general guide to the College’s organization, programs, courses, policies, fees and program requirements, all of which are subject to change without notice. All information contained in this catalog should be verified with appropriate Granite State College staff. Granite State College reserves the right to cancel, postpone, or combine class sections, to limit registrations, and to change instructors.

Affirmative Action Statement
Granite State College is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, veteran’s status, disability, or marital status in admission or access to, or treatment or employment in, its programs or activities. Inquiries and complaints related to discrimination of any kind may be directed to the Director of Human Resources at 603- 513-1319 or maggie.hyndman@granite.edu.

The Title IX Coordinator for Granite State College is the Director of Student Affairs. Inquiries may be directed to gsc.titleix@granite.edu or 603-513-1328.

This catalog is true and correct in content and policy.
General Information

Granite State College is committed to empowering and educating students in New Hampshire and beyond by delivering high-quality education in an accessible, affordable, flexible, and innovative setting. As one of the four institutions of the University System of New Hampshire, Granite State College proudly delivers practical and relevant education online and in classrooms, offering Associate, Bachelor’s and Master’s Degrees, workforce-aligned certificates and professional development programs, post-baccalaureate programs for teacher education, and a variety of transfer opportunities.

History

Granite State College was first established as The School of Continuing Studies of the University of New Hampshire System by a vote of the Board of Trustees on August 5th, 1972. The purpose of “SOC” was to expand the educational services provided by the University System—thereby increasing the variety and availability of educational options throughout the State.

In 1979 the institution was renamed the College for Lifelong Learning, and in 1999 the College began offering coursework fully online, becoming one of the first institutions in the state to do so. The College has been accredited by the New England Commission of Higher Education (NECHE)—formerly the New England Association of Schools and Colleges—continuously since 1981. That year also featured the College’s first formal Commencement ceremony.

In January 2005 Governor John Lynch signed House Bill 99, again changing the name to Granite State College, noting that the new name “really does reflect the mission of the college to educate nontraditional students of all ages.”

Beginning in 2010 the College began expanding the number of undergraduate degrees offered, and in 2011 requested and received NEASC approval to offer Master’s Degrees, both in response to statewide, regional, and national trends in workforce demand. The School of Education was established in 2012, in also in response to a demand for more effectively prepared and appropriately credentialed educators in public schools.

The Concord facility moved to its current Hall St. location in 2012. The College currently retains a statewide presence through multiple instructional locations, partnerships with the Community College System of New Hampshire, and online capabilities that create the potential for a global reach.

Vision

While the mission of the College is singular and concise, the vision that drives the College is shaped by two converging forces. First, the explicit reference to public higher education informs the vision for the College on several levels. As a public institution:

• We are inclusive rather than exclusive, making our programs available and accessible to everyone who has the potential to benefit from our work;
• We offer programs that serve the civic and economic interests of the State and anticipate the emerging needs of the communities of New Hampshire and beyond, thus ensuring the relevance of our work and its alignment with the purposes for which our students pursue their education; and
• We recognize that the College and those who conduct its work are accountable and that our decisions and our actions must always demonstrate integrity that honors the public trust.

Further, as an adult-serving institution, our vision is to evolve teaching and learning as respectful and collaborative processes that allow us to provide high quality educational programs and services by:

• Building on the foundation of documented knowledge that each student brings to the College in pursuit of their unique educational goals, thus facilitating efficient and affordable pathways without sacrificing quality;
• Incorporating innovative and data-informed instructional design, teaching, and technologies, congruent with the leading edge of adult learning, and supported by ongoing assessments of learning outcomes;
• Leveraging professionally-engaged faculty, workplace-based learning opportunities, and meaningful partnerships with employers and other organizations to continuously strengthen the connection between a Granite State College education and the knowledge and competencies that our students will need for effective economic and civic engagement; and
• Delivering educational programs in formats that are directly responsive to the needs of our students and other stakeholders, whether in the form of individual courses, certificates, degree programs or other modular components that align with the evolving marketplace for credentials.

Through pursuit of this vision in support of our mission, Granite State College, on behalf of the University System of New Hampshire, will be a valued resource for the State of New Hampshire and its citizens, and nationally recognized as a model for meeting the learning needs of adult students with programs and services of the highest quality to address the educational and workforce priorities of our state and regions. Our statewide presence, innovative programs, and responsive delivery models will enable us to scale as needed to serve larger (and smaller) as well as more diverse groups of students with meaningful, measurable, and impactful educational opportunities. Granite State College will continue to be the institution of choice for individuals who wish to be part of a teaching and learning environment that actively promotes academic success, personal development, professional growth, and community involvement.

Values

The mission and vision of Granite State College reflect the following core values identified as key elements in successfully meeting the educational needs of our students:

• Our respect for students of all ages, for whom our innovative college programs are designed;
• Our commitment to diversity and the educational value that inclusion brings to the learning experience;
• Our commitment to ensure access to high quality education for all students who desire a college education, and the consequent commitment to make college affordable and available, but never at the expense of quality;
• Our belief that learning is a lifelong process;
• Our determination to provide an academic experience that extends critical thinking throughout the curriculum, integrates theory and practice, has a strong foundation in the liberal arts and sciences, and fosters self-directed learning;
• Our belief that effective teaching and learning results in assessable outcomes;
• Our determination to have a positive social and economic impact on the communities of which our students are members;
• Our recognition that staff and faculty are vital members of our community and the College respects and values their essential contribution to the education of our students. Hence, the College will support the lifelong learning goals of our staff and faculty.

**Outcomes-Based Learning**

As a degree granting institution our greatest concern is that our graduates develop a specific set of skills and abilities.

The College’s outcome-based degree programs and curriculum:

• Provide standards to be met in demonstrating competence
• Form a base from which to design and pursue learning activities
• Foster the ability to demonstrate self-directed learning

In addition to individual student assessment and grading, learning outcomes assessment is conducted in all programs to ensure the quality of our programs and to prompt ongoing improvements in teaching and learning.

**Institutional Learning Outcomes**

At Granite State College, at all levels and in all programs, we provide opportunities for students to learn to:

**Communicate:** To successfully receive and deliver messages through a variety of means (such as verbal, non-verbal, written, and visual) using the appropriate tools and practices for a given professional or community-based situation.

**Think Critically and Comprehensively:** To effectively collect, evaluate, and analyze information; define problems; make judgments; and draw conclusions that matter in real-world settings.

**Apply Knowledge to Workplace and Community:** To engage with diverse individuals, groups, or cultural frameworks; develop solutions to shared challenges; and reflect on professional practice and community engagement.

**Gain Specialized Knowledge:** To use essential frameworks, research methods, and professional practices of a field or discipline to further personal and professional growth.

**Degrees and Courses Online**

The College is the University System’s leader in delivering online education in New Hampshire and several other states, making it possible for people to earn a degree totally online. Students have access to an online community of faculty, course materials, library services and resources, and fellow students. For information about technical requirements and technical support, see the “Online Resources” section.

Every state has the authority to regulate higher education delivered within its borders, including online education. The National Council for State Authorization and Reciprocity Agreements (SARA) is a voluntary, regional approach to state oversight of postsecondary distance education. It allows institutions to provide online courses outside their own state borders while maintaining compliance with state regulatory agencies. Granite State College has been approved by the State of New Hampshire to participate as a SARA institution. SARA has no effect on state professional licensing requirements. Any program designed to lead to professional licensure or certification must satisfy state requirements for licensure. If a student moves to another state while enrolled in a professional degree program, please check the availability of the program in the new location. To find out if a program is offered in a particular state, go to [https://www.granite.edu/about/online-programs-state/](https://www.granite.edu/about/online-programs-state/). To learn more about SARA, please visit [http://nc-sara.org](http://nc-sara.org).

**Faculty**

Granite State College’s faculty is comprised of scholars and practitioners whose expertise and credentials in the subjects they teach comes to life in their interactions with students. The College employs faculty who are dedicated to its mission and who appreciate the profound influence of their effective teaching upon the diverse educational journeys of adults. Granite State College faculty members inspire students toward lifelong learning, promote excellence in their fields, and pursue the rewards of intellectual rigor through their teaching at the College.

**Institutional Assessment**

To examine the College’s effectiveness in providing an environment that facilitates the acquisition of skills and knowledge and the enhancement of lifelong learning, the College has developed an institution-wide assessment program. The program includes the assessment of student achievement of broad educational outcomes as well as specific program and course outcomes. Additionally, the program provides an examination of the effectiveness of teaching and learning environments as well as services that support learning.

The goal of the assessment process is to provide meaningful information that leads to continuous program involvement and enhanced educational services for adults.

**Degree Outcomes**

Based on our commitment to our students through our mission, vision and values, every graduate degree program at Granite State College provides students with opportunities to learn and demonstrate their abilities to do the following:

**Communicate**, particularly

• Demonstrate effectively—oraly and written—with respect to theories, arguments, methods, and concepts, using supplemental materials and technology as appropriate.
• Disaggregate, reformulate and adapt principle ideas, techniques or methods when completing a paper or project.
• Contribute to, expand, evaluate or refine the scholarship within the field of study.
• Collaborate with diverse people and teams using elements of effective team dynamics to effectively and appropriately structure team work.

**Think critically and comprehensively**, particularly

• Demonstrate analytical skills needed to gather and assess information to influence data-driven decision making.
• Exhibit a conceptual understanding of the most widely applicable methodologies of decision-making; for example, employ creative problem solving for strategic planning.
• Demonstrate critical thinking, appropriate analytical models, and critical reasoning processes to evaluate evidence, select among
alternatives, and generate creative options in furtherance of effective decision making.

**Apply knowledge to workplace and community,** particularly

- Display competency and appropriate skills for working effectively with people from diverse backgrounds and orientations.
- Effectively engage in one's broader community through various forms of outreach.
- Design and implement a project that requires the application of advanced knowledge to a practical challenge and articulate the insights gained from the experience.

**Gain specialized knowledge,** particularly

- Demonstrate proficiency in specialized skills and technologies needed to participate in the intellectual and organizational aspects of one's profession.

**Course Delivery Formats**

Granite State College offers multiple course schedules and modalities. Classes are offered in our campuses across the state, as well as off-site locations. Courses are available evenings, weekends, online, and through intensive and independent study formats.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face (F2)</td>
<td>Meet every week of the term on campus for face-to-face instruction between students and instructors</td>
</tr>
<tr>
<td>Online (OL)</td>
<td>Course instruction occurs completely online. There is no face-to-face requirement.</td>
</tr>
<tr>
<td>Blended (BL)</td>
<td>Combination of face-to-face and online. Meet every week on campus and remaining instruction occurs online.</td>
</tr>
<tr>
<td>Hybrid (HY)</td>
<td>Meet on campus during certain pre-selected weeks during the term. Remaining instruction occurs online.</td>
</tr>
<tr>
<td>Intensives (IN)</td>
<td>Individual class time is longer, but the course takes place over a shorter time period.</td>
</tr>
<tr>
<td>Field-Based (FB)</td>
<td>1:1 weekly meetings during the course based on times mutually determined by student and faculty.</td>
</tr>
<tr>
<td>Online Blended (OB)</td>
<td>Course instruction occurs completely online throughout the term and includes weekly scheduled live video sessions (ET). between students and the instructor.</td>
</tr>
<tr>
<td>Online Hybrid (OH)</td>
<td>Course instruction occurs completely online throughout the term and incorporates several live video sessions between students and the instructor. Please check the course schedule for the specific dates and times of the live video sessions (ET ).</td>
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</tbody>
</table>

**Course Evaluation Information**

End-of-term course evaluations are typically made available to students two weeks prior to the end of the course. Students will receive an email with a link to complete the evaluations online. Evaluations are a critical tool for continuous improvement of Granite State College courses, and students are encouraged to complete an evaluation for each course they are enrolled in. All responses are confidential and only made available to instructors after grades are submitted.

**Course Descriptions**

The course descriptions provide a summary of course content. Detailed information including course outcomes is available from the Office of Academic Affairs or online at granite.edu (http://granite.edu).

**Granite State College Course Numbering System**

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<tr>
<td>600-649</td>
<td>Advanced undergraduate courses</td>
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<tr>
<td>650-699</td>
<td>Integrative courses</td>
</tr>
<tr>
<td>700-799</td>
<td>Post-Baccalaureate courses</td>
</tr>
<tr>
<td>800-899</td>
<td>Graduate courses</td>
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<td>Accounting</td>
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<td>APST</td>
<td>Applied Studies</td>
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<td>ARTS</td>
<td>Arts and Culture</td>
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<tr>
<td>BEHS</td>
<td>Behavioral Sciences</td>
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<tr>
<td>COMM</td>
<td>Communication</td>
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<tr>
<td>CMPL</td>
<td>Computers/Information Technology</td>
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<td>CRIM</td>
<td>Criminal Justice</td>
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<td>CRIT</td>
<td>Critical Inquiry</td>
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<td>DATA</td>
<td>Data</td>
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<td>FSA</td>
<td>Fire Service Administration</td>
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<td>History</td>
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<td>HRM</td>
<td>Human Resource Management</td>
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<td>HRT</td>
<td>Hotel, Restaurant, Travel</td>
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<td>HMSCV</td>
<td>Human Services</td>
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<td>HUMN</td>
<td>Humanities</td>
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<td>PADM</td>
<td>Public Administration</td>
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<td>PM</td>
<td>Project Management</td>
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<td>POL</td>
<td>Political Science</td>
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<td>Psychology</td>
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<td>SOC</td>
<td>Sociology</td>
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<tr>
<td>SCM</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>TCHM</td>
<td>Technology Management</td>
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</table>
Post-Baccalaureate Teacher Certifications

Students living outside of New Hampshire should check with an Academic Advisor about the availability of programs in their states. For students seeking a program that leads to a professional license or certification, the College highly recommends contacting the appropriate licensing agency in the state for additional guidance before beginning the program. A list of agencies may be found at https://www.granite.edu/about/online-programs-state/.

Initial Certifications
  • Early Childhood Education and Early Childhood Special Education
  • General Special Education
  • General Special Education and Elementary Education
  • Mathematics Middle Level
  • Mathematics Upper Level
  • Life Sciences for Grades 7-12

Additional Certifications
(for already certified teachers)
  • Digital Learning Specialist
  • Early Childhood Education and Early Childhood Special Education
  • Elementary Education
  • General Special Education
  • Mathematics Middle Level
  • Mathematics Upper Level
  • Reading and Writing Specialist
  • Reading and Writing Teacher

Advanced Endorsements
(for special education teachers)
  • Emotional and Behavioral Disabilities (EBD)
  • Intellectual and Developmental Disabilities (IDD)
  • Specific Learning Disabilities (LD)

Graduation Planning System
The Graduation Planning System (GPS) pages represent the College’s approved curricula, including credit, GPA, general education, and major requirements.

Once the student is fully admitted into the program, a personalized degree audit will be completed that will account for any credits granted through transfer and/or prior learning. The student’s personalized degree plan will be available in WebROCK. More information may be found at https://www.granite.edu/current-students/academics/degree-planning-tools/.

Post-Baccalaureate Teacher Certification Course Index

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<td>Introduction to Field Experience and Program Requirements</td>
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<td>EDU 701</td>
<td>The Dynamic Role of the Special Educator</td>
<td>4</td>
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<td>EDU 702</td>
<td>Using Technology to Teach Social Studies</td>
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<tr>
<td>EDU 703</td>
<td>Instructional Methods, Strategies, and Technologies to Meet the Needs of All Students</td>
<td>4</td>
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<tr>
<td>EDU 704</td>
<td>Strategies for Teaching Science</td>
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<td>EDU 705</td>
<td>Assessment of Students with Disabilities</td>
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<td>EDU 706</td>
<td>Transition Planning and Developing IEPs</td>
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<td>EDU 707</td>
<td>Managing Student Behavior</td>
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<td>EDU 710</td>
<td>Teaching Language Arts and Literacy</td>
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<td>Teaching Language Arts and Literacy in Early Childhood and Early Childhood Special Education</td>
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<td>Role of the Reading and Writing Specialist I - Practicum</td>
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<td>EDU 711A</td>
<td>Role of the Reading and Writing Specialist II - Practicum</td>
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<td>EDU 712</td>
<td>Reading and Writing Disabilities: Assessment and Instruction</td>
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<td>Content Area Literacy</td>
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<td>EDU 717</td>
<td>Students with Disabilities</td>
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<td>Special Education Law</td>
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<td>Dynamic Assessment: Complexities of Identification in LD, EBD, and IDD</td>
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<td>Behavioral Supports for Complex Behaviors</td>
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**Prerequisite**

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<td>Foundations of Education of Students with Blindness and Visual Impairment</td>
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<td>Anatomy and Physiology of the Eye</td>
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<td>Math Access: Nemeth Code, Abacus and Tactile Graphics</td>
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<td>Assessment and Instruction Strategies for Teaching Students with Blindness and Visual Impairment</td>
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<td>Teaching Students with Visual Impairment and Additional Disabilities</td>
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<td>Culminating Experience / Itinerant Teaching</td>
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<td>Engaging Adult Learners in the Digital Age</td>
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<td>Make Learning Matter: A Choose Your Own Adventure Journey</td>
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<td>Mathematical Proof for Educators</td>
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<td>Number Systems</td>
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<td>MATH 708</td>
<td>History of Mathematics</td>
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<tr>
<td>MATH 709</td>
<td>Algebra Theory for Teachers</td>
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1. Prerequisite
Digital Learning Specialist (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

Students Will:

• Be reflective and knowledgeable about learners and are able to employ instructional methods, strategies and technologies to meet the needs of all students;
• Have a rich understanding of the subject/s that they teach;
• Employ best practices in the planning, delivery and assessment of instruction to improve learning achievement of Pre-K-12 students.

Admission

The application process for the Post-Baccalaureate Teacher Certification Programs is a two-part application process. Applications for admission are accepted on a rolling basis, offering the opportunity to begin studies at Granite State College at any term during the year. There are four start dates (Fall, Winter, Spring and Summer) throughout the academic year. Please see the "Academic Calendar" section.

Application for Admission

Part I is due at Admission.

Supporting Documents

Part II is required for full admission and includes the following:

• Bachelor’s Degree with a 3.0 GPA average for the last 60 credit hours, or a 3.0 GPA at the graduate level, from a regionally accredited college or university.
• Completed application form.
• 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
• Two signed letters of professional or academic reference and/or two completed recommendation forms.
• Current resume.
• Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.
• Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
• Criminal History Records Check.
• Means for meeting minimal technical requirements: https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?id=3240 (https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?id=3240).

Students are also required to attend a New Student Orientation.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) Include:

• Personal Plan of Study
• Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

<table>
<thead>
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<td>Introduction to Digital Learning</td>
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<td>EDU 771</td>
<td>Curricular Theory of Technological Integration</td>
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Intermediate Level Education Courses

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<tr>
<td>EDU 772</td>
<td>Pedagogical Practice and Management of Technological Integration</td>
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<td>EDU 773</td>
<td>Meeting the Needs of All Learners Through Technological Integration</td>
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Advanced Level Education Courses

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<td>EDU 775</td>
<td>Culminating Teaching Experience: Clinical Synthesis and Implementation of Technological Integration</td>
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Total Credits 19

1

A minimum grade of C is required in all Major coursework.
**Early Childhood Education and Early Childhood Special Education (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)**

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

**Students Will:**

- Be reflective and knowledgeable about learners and are able to employ instructional methods, strategies and technologies to meet the needs of all students;
- Have a rich understanding of the subject/s that they teach;
- Employ best practices in the planning, delivery and assessment of instruction to improve learning achievement of Pre-K-12 students.

**Admission**

The application process for the Post-Baccalaureate Teacher Certification Programs is a two-part application process. Applications for admission are accepted on a rolling basis, offering the opportunity to begin studies at Granite State College at any term during the year. There are four start dates (Fall, Winter, Spring and Summer) throughout the academic year. Please see the “Academic Calendar” section.

**Application for Admission**

Part I is due at Admission.

**Supporting Documents**

Part II is required for full admission and includes the following:

- Bachelor's Degree with a 3.0 GPA average for the last 60 credit hours, or a 3.0 GPA at the graduate level, from a regionally accredited college or university.
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- Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
- Criminal History Records Check.
- Means for meeting minimal technical requirements: https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=3240 (https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet/?ID=3240).

Students are also required to attend a New Student Orientation.

**Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) include:**

- Personal Plan of Study
- Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

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<td>Special Education Law</td>
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<td>Young Children with Exceptionalities, Birth-Age 8</td>
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<tr>
<td>EDU 701</td>
<td>The Dynamic Role of the Special Educator</td>
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**Introduction Level Education Courses**

| EDU 763    | Assessment of Young Children in EC and ECSPED, Birth-Age 8   | 4       |
| EDU 766    | Collaboration, Consultation, and Teaming In Early Childhood and Early Childhood Special Education | 4 |
| EDU 767    | IFSP, IEP, and Transition Plans, Birth-Age 8                 | 2       |
| EDU 768    | Behavior Interventions for Young Children                    | 4       |

**Advanced Level Education Courses**

| EDU 764S   | Science, Technology, Engineering, and Mathematics in Early Childhood and Early Child Special Ed | 4 |
| EDU 710A   | Teaching Language Arts and Literacy in Early Childhood and Early Childhood Special Education | 6 |
| EDU 765    | Curriculum, Assessment, and Instruction in Early Childhood and Early Childhood SPED, Birth-Age 8 | 4 |
| EDU 750    | Culminating Teaching Experience and Seminar                  | 4       |

**Total Credits**

| 45 |

A minimum grade of C is required in all Major coursework.

**State Certification Requirements**

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

- **Praxis Core Academic Skills For Educators Exam** required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.
- **Praxis II - EC Education of Young Children Exam** required. Students must attempt to pass Praxis II exam prior to taking the Culminating
Teaching Experience & Seminar. Passing exam scores are required for state certification.

• Pearson Foundations of Reading Exam required. Students must attempt to pass Pearson Foundations of Reading Exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.

Early Childhood Education and Early Childhood Special Education (Post-Baccalaureate Teacher Certification)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

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Admission

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Students are also required to attend a New Student Orientation.
Early Childhood Education and Early Childhood Special Education (Post-Baccalaureate Teacher Certification)

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) include:

- Personal Plan of Study
- Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

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A minimum grade of C is required in all Major coursework.

**State Certification Requirements**

The following requirements must be completed in order to be recommended to the state for Teacher Certification:

- **Praxis Core Academic Skills For Educators Exam** required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.

- **Praxis II-EC Education of Young Children Exam** required. Students must attempt to pass Praxis II exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.

- **Pearson Foundations of Reading Exam** required. Students must attempt to pass Pearson Foundations of Reading Exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.
Elementary Education (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

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Students Will:

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Admission

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• Two signed letters of professional or academic reference and/or two completed recommendation forms.
• Current resume.
• Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.
• Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
• Criminal History Records Check.
• Means for meeting minimal technical requirements: https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=3240 (https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=3240)

Students are also required to attend a New Student Orientation.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) include:

• Personal Plan of Study
• Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

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<td>Elementary School Mathematics Methods</td>
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Total Credits: 45

A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

Candidates who qualify for K-8 certification must also complete Praxis II-Middle School Content Exam.

• Praxis Core Academic Skills For Educators Exam required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.
• Praxis II-Elementary Education Multiple Subject Exam required. Students must attempt to pass Praxis II exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification. Candidates who qualify for K-8 certification must also complete Praxis II-Middle School Content Exam.
• Pearson Foundations of Reading Exam required. Students must attempt to pass Pearson Foundations of Reading Exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.
Emotional and Behavioral Disabilities
(Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

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Admission

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• Current resume.
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• Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
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Students are also required to attend a New Student Orientation.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) include:

• Personal Plan of Study
• Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

Prerequisite: Must have a Special Education Teaching Certificate.

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<td><strong>Intermediate Level Education Courses</strong></td>
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<td>EDU 736</td>
<td>Dynamic Assessment: Complexities of Identification in LD, EBD, and IDD</td>
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<td>EDU 737</td>
<td>Behavioral Supports for Complex Behaviors</td>
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<td><strong>Advanced Level Education Courses</strong></td>
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<td>EDU 742</td>
<td>Advanced Curriculum, Assessment, and Instruction for Emotional and Behavioral Disabilities</td>
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Total Credits | 23

1

A minimum grade of C is required in all Major coursework.
General Special Education (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

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Admission

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Students are also required to attend a New Student Orientation.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) Include:

• Personal Plan of Study
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Minimum GPA requirement of 3.0

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Total Credits 37

1

A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

• Praxis Core Academic Skills For Educators Exam required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.
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Total Credits 37

1 A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

- **Praxis Core Academic Skills For Educators Exam** required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.

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Total Credits

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A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

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Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) include:

• Personal Plan of Study
• Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

Prerequisite: Must have a Special Education Teaching Certificate.

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<td>EDU 736</td>
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<td>EDU 737</td>
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<td>EDU 745</td>
<td>Advanced Curriculum, Assessment, and Instruction for Intellectual and Developmental Disabilities</td>
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Total Credits 23

1

A minimum grade of C is required in all Major coursework.
Life Sciences for Grades 7-12 (Post-Baccalaureate Teacher Certification)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving, and collaboration. Students are also required to attend a New Student Orientation.

**Admission**

The application process for the Post-Baccalaureate Teacher Certification Programs is a two-part application process. Applications for admission are accepted on a rolling basis, offering the opportunity to begin studies at Granite State College at any term during the year. There are four start dates (Fall, Winter, Spring and Summer) throughout the academic year. Please see the "Academic Calendar" section.

**Application for Admission**

Part I is due at Admission.

**Supporting Documents**

Part II is required for full admission and includes the following:

- Bachelor’s Degree with a 3.0 GPA average for the last 60 credit hours, or a 3.0 GPA at the graduate level, from a regionally accredited college or university.
- Completed application form.
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two signed letters of professional or academic reference and/or two completed recommendation forms.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.
- Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
- Criminal History Records Check.
- Means for meeting minimal technical requirements: https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=3240 (https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet/?ID=3240).

Students are also required to attend a New Student Orientation.

**State Certification Requirements**

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

- **Praxis Core Academic Skills For Educators Exam** required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.
- **Praxis II-Biology: Content Knowledge Exam** required. Students must attempt to pass Praxis II exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.

**Minimum GPA requirement of 3.0**

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<td>Introductory Field Experiences</td>
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<td>Matter and Energy in Organisms and Ecosystems</td>
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**Total Credits** 35

A minimum grade of C is required in all Major coursework.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) include:

- Personal Plan of Study
- Identification of Field Placement and Supervising Practitioner or Mentor

Students are also required to attend a New Student Orientation.
Mathematics Middle Level (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

Students Will:

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Admission

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Minimum GPA requirement of 3.0

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<td>MATH 709</td>
<td>Algebra Theory for Teachers</td>
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<td>EDU 733</td>
<td>Middle School Mathematics Methods</td>
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<tr>
<td>EDU 750</td>
<td>Culminating Teaching Experience and Seminar</td>
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Total Credits: 53

1 A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

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Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) include:
- Personal Plan of Study
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Minimum GPA requirement of 3.0

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Total Credits 53

A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

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Admission

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Minimum GPA requirement of 3.0

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<td>EDU 750</td>
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</table>

Total Credits: 57

1 A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

- Praxis Core Academic Skills For Educators Exam required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.
- Praxis II-Math Content Knowledge Exam required. Students must attempt to pass Praxis II exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.
Graduate 2022-2023

Mathematics Upper Level (Post-Baccalaureate Teacher Certification)

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Minimum GPA requirement of 3.0

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Major in Math Upper Level

Introductory Upper Level Courses

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Intermediate Upper Level Courses

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The following requirements must be completed in order to be recommended to the state for Teacher Certification.

- Praxis Core Academic Skills For Educators Exam required. Passing Praxis Core Exam scores, NH DOE waiver or current NH teaching certification must be submitted prior to completion of EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) to continue with clinical courses.
- Praxis II-Math Content Knowledge Exam required. Students must attempt to pass Praxis II exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) Include:

- Personal Plan of Study
- Identification of Field Placement and Supervising Practitioner or Mentor
Reading and Writing Specialist (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

Students Will:

• Be reflective and knowledgeable about learners and are able to employ instructional methods, strategies and technologies to meet the needs of all students;
• Have a rich understanding of the subject/s that they teach;
• Employ best practices in the planning, delivery and assessment of instruction to improve learning achievement of Pre-K-12 students.

Admission

The application process for the Post-Baccalaureate Teacher Certification Programs is a two-part application process. Applications for admission are accepted on a rolling basis, offering the opportunity to begin studies at Granite State College at any term during the year. There are four start dates (Fall, Winter, Spring and Summer) throughout the academic year. Please see the "Academic Calendar" section.

Application for Admission

Part I is due at Admission.

Supporting Documents

Part II is required for full admission and includes the following:

• Bachelor’s Degree with a 3.0 GPA average for the last 60 credit hours, or a 3.0 GPA at the graduate level, from a regionally accredited college or university.
• Completed application form.
• 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
• Two signed letters of professional or academic reference and/or two completed recommendation forms.
• Current resume.
• Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.
• Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
• Criminal History Records Check.
• Means for meeting minimal technical requirements: https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=3240 (https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=3240).

Students are also required to attend a New Student Orientation.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) Include:

• Personal Plan of Study
• Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

Prerequisites: Must have completed a master's degree in a literacy-related field as defined by state certification guidelines and have three years classroom teaching experience.

<table>
<thead>
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<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
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<td>EDU 700</td>
<td>Introduction to Field Experience and Program Requirements</td>
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<td>EDU 710</td>
<td>Teaching Language Arts and Literacy</td>
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<td>EDU 730</td>
<td>Foundations of Language and Literacy Development</td>
<td>4</td>
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<tr>
<td>Intermediate Level Education Courses</td>
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<tr>
<td>EDU 712</td>
<td>Reading and Writing Disabilities: Assessment and Instruction</td>
<td>4</td>
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<tr>
<td>EDU 713</td>
<td>Content Area Literacy</td>
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<td>Advanced Level Education Courses</td>
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<td>EDU 711</td>
<td>Role of the Reading and Writing Specialist I - Practicum</td>
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<td>EDU 711A</td>
<td>Role of the Reading and Writing Specialist II - Practicum</td>
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Total Credits 31

1 A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

• Pearson Foundations of Reading Exam required. Students must attempt to pass Pearson Foundations of Reading Exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.
• Earned Master’s Degree required. The RWS certification requires an earned master’s degree in a literacy-related area.
Reading and Writing Teacher (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

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- Have a rich understanding of the subject/s that they teach;
- Employ best practices in the planning, delivery and assessment of instruction to improve learning achievement of Pre-K-12 students.

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- Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
- Criminal History Records Check.
- Means for meeting minimal technical requirements: [http://it.granite.edu/moodle-technical-requirements/]https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet/?ID=3240 (https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet/?ID=3240).

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) Include:

- Personal Plan of Study
- Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

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<tr>
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<td>EDU 710</td>
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<td>EDU 730</td>
<td>Foundations of Language and Literacy Development</td>
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<td>Reading and Writing Disabilities: Assessment and Instruction</td>
<td>4</td>
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<td>EDU 713</td>
<td>Content Area Literacy</td>
<td>4</td>
</tr>
<tr>
<td>EDU 748</td>
<td>Developing Literate Students, K-12</td>
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<tr>
<td>EDU 750</td>
<td>Culminating Teaching Experience and Seminar</td>
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Total Credits 27

1 A minimum grade of C is required in all Major coursework.

State Certification Requirements

The following requirements must be completed in order to be recommended to the state for Teacher Certification.

- Pearson Foundations of Reading Exam required. Students must attempt to pass Pearson Foundations of Reading Exam prior to taking the Culminating Teaching Experience & Seminar. Passing exam scores are required for state certification.

Students are also required to attend a New Student Orientation.
Specific Learning Disabilities (Post-Baccalaureate Teacher Certification - For Already Certified Teachers)

Granite State College offers a Post-Baccalaureate Program for candidates interested in pursuing teacher certification. The Post-Baccalaureate Teacher Certification program is designed for 21st Century Educators, providing an in-depth focus on the critical issues that are transforming the landscape of education - innovation, critical thinking, problem solving and collaboration.

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- Employ best practices in the planning, delivery and assessment of instruction to improve learning achievement of Pre-K-12 students.

Admission

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Application for Admission

Part I is due at Admission.

Supporting Documents

Part II is required for full admission and includes the following:

- Bachelor’s Degree with a 3.0 GPA average for the last 60 credit hours, or a 3.0 GPA at the graduate level, from a regionally accredited college or university.
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- Two signed letters of professional or academic reference and/or two completed recommendation forms.
- Current resume.
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- Criminal History Records Check.
- Means for meeting minimal technical requirements: https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?id=3240 (https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?id=3240).

Students are also required to attend a New Student Orientation.

Additional Requirements Completed in EDU 700 Introduction to Field Experience/Program Requirements (1 s.h.) Include:

- Personal Plan of Study
- Identification of Field Placement and Supervising Practitioner or Mentor

Minimum GPA requirement of 3.0

Prerequisite: Must have a Special Education Teaching Certificate.

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<td>EDU 700</td>
<td>Introduction to Field Experience and Program Requirements</td>
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<td>EDU 736</td>
<td>Dynamic Assessment: Complexities of Identification in LD, EBD, and IDD</td>
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<tr>
<td>EDU 737</td>
<td>Behavioral Supports for Complex Behaviors</td>
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<tr>
<td>EDU 738</td>
<td>Advanced Assistive and Educational Technology</td>
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<tr>
<td>EDU 739</td>
<td>Advanced Programming for Students with Learning Disabilities</td>
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<td>EDU 740</td>
<td>Advanced Curriculum, Assessment, and Instruction for Students with Learning Disabilities</td>
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Total Credits 23

1

A minimum grade of C is required in all Major coursework.
Graduate Certificates

- Health Care Management (Graduate Certificate) (p. 28)
- Human Services Administration (Graduate Certificate) (p. 28)
- Nonprofit Leadership (Graduate Certificate) (p. 29)
- Operations Management (Graduate Certificate) (p. 29)
- Project Management (Graduate Certificate) (p. 30)

Granite State College cannot confirm whether any particular program meets requirements for professional licensure in states other than New Hampshire. If you plan to seek licensure or certification after you complete your degree or certificate, contact that state's licensing board to determine if the Granite State College program meets licensure requirements in that state. Note that licensures and certifications may require exams, background checks or additional coursework not included in the College program.

Graduation Planning System

The Graduation Planning System (GPS) pages represent the College's approved curricula, including credit, GPA, general education, and major requirements.

Once the student is fully admitted into the program, a personalized degree audit will be completed that will account for any credits granted through transfer. The student's personalized degree plan will be available in WebROCK. More information may be found at https://www.granite.edu/current-students/academics/degree-planning-tools/
Health Care Management (Graduate Certificate)

The Graduate Certificate in Health Care Management is designed for individuals seeking professional development or specialized knowledge in healthcare management.

Students will have the opportunity to:

1. Develop new skill sets in the area of their specialization.
2. Acquire a credential and specialized knowledge in health care management.
3. Grow as a leader in the health care management field.

Certificate Requirements
Minimum grade of C required for all coursework
Minimum GPA Requirement: 3.0

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<td>HLTC 800</td>
<td>Health Care Delivery and Innovations (3 Credits)</td>
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<td>HLTC 801</td>
<td>Health Care Financial Management (3 Credits)</td>
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</tr>
<tr>
<td>HLTC 802</td>
<td>Advocacy and Health Policy (3 Credits)</td>
<td></td>
</tr>
<tr>
<td>HLTC 810</td>
<td>Health Care Quality and Safety (3 Credits)</td>
<td></td>
</tr>
<tr>
<td>HLTC 811</td>
<td>Health Care Technology and Informatics (3 Credits)</td>
<td></td>
</tr>
</tbody>
</table>

Human Services Administration (Graduate Certificate)

The Graduate Certificate in Human Services Administration is designed to prepare individuals seeking management or administrative positions at human service agencies within the communities they serve. Whether seeking professional development or interested in transitioning to a leadership role in a human services field, this certificate provides students the opportunity to develop additional knowledge and skills tailored to their interests and career goals.

Students will have the opportunity to:

1. Develop new skills in a human services administration specialization.
2. Acquire a credential and specialized knowledge in the human services field.
3. Grow as a leader in the human services field.

Certificate Requirements
Minimum grade of C required for all coursework
Minimum GPA Requirement: 3.0

<table>
<thead>
<tr>
<th>Code</th>
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<td>HMSV 803</td>
<td>Administration of Human Service Organizations</td>
<td>3</td>
</tr>
<tr>
<td>HMSV 805</td>
<td>Ethical and Legal Practices in Human Services</td>
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Complete three credits from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>APST 805</td>
<td>Grant Writing (3 Credits)</td>
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<tr>
<td>COMM 800</td>
<td>Foundations of Organizational Communication (3 Credits)</td>
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<td>INST 803</td>
<td>Foundations of Program Planning and Evaluation (1 Credits)</td>
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<td>INST 823</td>
<td>Program Planning and Evaluation: Project (2 Credits)</td>
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<tr>
<td>LD 810</td>
<td>Change Management and Communication (3 Credits)</td>
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<tr>
<td>LD 827</td>
<td>Leading and Governing Nonprofit Organizations (3 Credits)</td>
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<tr>
<td>LD 831</td>
<td>Conflict Management and Negotiation (3 Credits)</td>
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<td>LD 832</td>
<td>Building Diverse and Inclusive Organizations (3 Credits)</td>
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<tr>
<td>MGMT 815</td>
<td>Financial Management for Nonprofit Organizations (3 Credits)</td>
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</table>

Total Credits 12
Nonprofit Leadership (Graduate Certificate)

The Graduate Certificate in Nonprofit Leadership is designed for nonprofit leaders and managers and those seeking to transition to nonprofit to earn a credential related to their work. Students will gain a deeper understanding of the skills and knowledge needed to solve problems and to specialize in an area of interest in nonprofit program development, financial planning and management, program evaluation, or volunteer recruitment and retention.

Students will have the opportunity to:

1. Develop as successful professionals for highly competitive positions in nonprofit organizations;
2. Assess and enrich their capacity to function as a leader in today's business environment;
3. Demonstrate an understanding of nonprofit organizations, their structure, their legal and social responsibilities.

Certificate Requirements

Minimum grade of C required for all coursework
Minimum GPA Requirement: 3.0

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<td>LD 820</td>
<td>Cultivating Your Leadership Capabilities</td>
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<td>Leading and Governing Nonprofit Organizations</td>
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<td>IDIS 805</td>
<td>Evidence-Based Decision-Making (3 Credits)</td>
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<td>LD 806</td>
<td>Fundraising and Resource Development (3 Credits)</td>
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<td>LD 825</td>
<td>Volunteer Leadership (3 Credits)</td>
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<td>MKTG 805</td>
<td>Marketing for Nonprofits (3 Credits)</td>
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<tr>
<td>MGMT 815</td>
<td>Financial Management for Nonprofit Organizations (3 Credits)</td>
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</table>

Total Credits 12

Operations Management (Graduate Certificate)

This Operations Management Graduate Certificate program is designed to provide an interdisciplinary approach to operations management, ranging from manufacturing to healthcare. Participants will gain an understanding and appreciation of the functions an operations manager provides to their organization. They will acquire knowledge of the essentials of business operations, including project management, supply chain management. We recognize the differences in quality management between business and healthcare by providing students a choice of quality management courses.

Students will have the opportunity to:

1. Acquire new skills in support of managing an organization's operational functions;
2. Demonstrate the application of new knowledge of operations management functions and their support to an organization;
3. Establish themselves as a credible professional in operations management.

Certificate Requirements

Minimum grade of C required for all coursework
Minimum GPA Requirement: 3.0

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<tr>
<th>Code</th>
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<tr>
<td>OPS 800</td>
<td>Principles of Operations Management (3 Credits)</td>
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<td>PM 800</td>
<td>Introduction to Project Management (3 Credits)</td>
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<td>HLTC 810</td>
<td>Health Care Quality and Safety (3 Credits)</td>
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<td>PM 819</td>
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<td>SCM 805</td>
<td>Supply Chain Management (3 Credits)</td>
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<tr>
<td>PM 820</td>
<td>Introduction to Lean Practices (1 Credit)</td>
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</tr>
<tr>
<td>PM 821</td>
<td>Introduction to Theory of Constraints (2 Credits)</td>
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</tbody>
</table>

Total Credits 12
Project Management (Graduate Certificate)

The Graduate Certificate in Project Management is designed for individuals seeking professional development or foundational knowledge in project management.

Students will have the opportunity to:

1. Develop new skills in support of planning and leading projects;
2. Acquire a credential and foundational knowledge in project management;
3. Establish themselves as a knowledgeable project manager.

Certificate Requirements

Minimum grade of C required for all coursework
Minimum GPA Requirement: 3.0

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<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PM 800</td>
<td>Introduction to Project Management</td>
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<tr>
<td>PM 811</td>
<td>Project Chartering and Planning</td>
<td>3</td>
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<tr>
<td>PM 813</td>
<td>Delivering Business Value</td>
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<td>LD 804</td>
<td>Leading Teams</td>
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<tr>
<td>Total Credits</td>
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Master of Science Degrees

- Health Care Management (M.S.) (p. 32)
- Human Services Administration (M.S.) (p. 33)
- Instruction and Leadership (M.S.) (p. 34)
- Leadership (M.S.) (p. 35)
- Nursing Health Care Leadership (M.S.) (p. 36)
- Project Management (M.S.) (p. 37)

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<td>3</td>
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<td>EDU 803</td>
<td>Leadership Essentials: Evaluation of Teaching and Learning</td>
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<td>EDU 804</td>
<td>Leadership Essentials to Develop and Support a Professional Culture</td>
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<td>EDU 807A</td>
<td>Capstone Project I: Leadership Essentials to Strategically Think, Plan, Implement, and Evaluate</td>
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<td>EDU 807B</td>
<td>Capstone Project II: Leadership Essentials to Strategically Think, Plan, Implement, and Evaluate</td>
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<td>HLTC 811</td>
<td>Health Care Technology and Informatics</td>
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<td>HLTC 850</td>
<td>Health Care Management Integrative Capstone</td>
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<td>HMSV 800</td>
<td>Principles of Human Service Management</td>
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<td>HMSV 803</td>
<td>Administration of Human Service Organizations</td>
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<td>HMSV 805</td>
<td>Ethical and Legal Practices in Human Services</td>
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<td>HMSV 850</td>
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<td>INST 803</td>
<td>Foundations of Program Planning and Evaluation</td>
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<td>INST 805</td>
<td>Foundations of Adult Learning Theory</td>
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<td>INST 807</td>
<td>Foundations of Finance, Contracts and Legal Issues</td>
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<td>INST 809</td>
<td>Foundations of Program Feasibility</td>
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<tr>
<td>INST 811</td>
<td>Foundations of The Learning Workplace</td>
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<tr>
<td>INST 813</td>
<td>Foundations of Education Technology</td>
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<tr>
<td>INST 815</td>
<td>Resiliency: A Futurist Approach</td>
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<tr>
<td>INST 817</td>
<td>Roles and Skills Primer: Administration of Online Programs</td>
<td>2</td>
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<tr>
<td>INST 819</td>
<td>Engaging Adult Learners in the Digital Age</td>
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</tr>
<tr>
<td>INST 821</td>
<td>Administration of Online Education: Self-Designed Topic</td>
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<tr>
<td>INST 823</td>
<td>Program Planning and Evaluation: Project</td>
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<td>INST 850</td>
<td>Integrative Capstone: Administration of Online Education</td>
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<td>LD 810</td>
<td>Change Management and Communication</td>
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<td>LD 820</td>
<td>Cultivating Your Leadership Capabilities</td>
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<td>LD 821</td>
<td>Ethical Decision-Making</td>
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<td>LD 823</td>
<td>Emergence of a Strategic Leader</td>
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<td>LD 825</td>
<td>Volunteer Leadership</td>
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<td>Leading and Governing Nonprofit Organizations</td>
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<tr>
<td>LD 831</td>
<td>Conflict Management and Negotiation</td>
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<td>LD 832</td>
<td>Building Diverse and Inclusive Organizations</td>
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<tr>
<td>LD 850</td>
<td>Leadership Integrative Capstone</td>
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<tr>
<td>MGMT 805</td>
<td>Organizational Behavior</td>
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<td>MGMT 815</td>
<td>Financial Management for Nonprofit Organizations</td>
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<tr>
<td>MKTG 805</td>
<td>Marketing for Nonprofits</td>
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<tr>
<td>NUR 802</td>
<td>Translating and Integrating Research into Nursing Practice</td>
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<tr>
<td>NUR 812</td>
<td>Interprofessional Collaboration for Population Health</td>
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<td>NUR 817</td>
<td>Advanced Health Assessment for Nurse Educators</td>
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<td>NUR 820</td>
<td>Advanced Pathopharmacology for Nurse Educators</td>
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<td>Foundational Skills for Nurse Educators</td>
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<td>NUR 830</td>
<td>Curriculum Development, Teaching Methods, and Integrating Technology in Nursing Education</td>
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<td>NUR 833</td>
<td>Assessment and Evaluation in Nursing Education</td>
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<td>NUR 850</td>
<td>Integrative Clinical Capstone for Nursing Leaders</td>
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<td>NUR 851</td>
<td>Integrated Capstone Practicum in Nursing Education</td>
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<td>OPS 800</td>
<td>Principles of Operations Management</td>
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<td>PM 800</td>
<td>Introduction to Project Management</td>
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<tr>
<td>PM 811</td>
<td>Project Chartering and Planning</td>
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</table>
Health Care Management (M.S.)

The Master of Science in Health Care Management (MSHM) is designed to prepare individuals to make a career change or seek promotion to a mid-level or upper-level management position in the private or public sector of the health care industry, including hospitals, health system management, position practices, and government and non-government agencies. The MSHM program emphasizes strategic and analytical skills required to understand and manage in today’s health care organizations. Students will have the opportunity to understand and master the organizational, legal, financial, political and managerial aspects of health systems management.

Students will have the opportunity to:

1. Identify and analyze the organizational, economic, political and legal components of health care delivery systems in the United States;
2. Evaluate ethical issues relevant to the policies, practices, and management of health care ethics;
3. Acquire functional knowledge of current health care management policies, practices and theory and develop, and communicate design solutions that guide health care organizations to change and adapt to future challenges;
4. Conduct financial analysis, explain financial and accounting information for a health care organization;
5. Synthesize and assimilate an understanding of the environmental factors and management skills required to be innovative and successful in the health care field;
6. Apply project management and quality improvement tools to evaluate and improve health care delivery.

Admissions Criteria

- Completed Admissions Application
- Bachelor’s Degree from a regionally accredited college or university with a 3.0 GPA minimum for the last 60 credit hours attempted, or 3.0 GPA minimum overall (undergraduate), or Graduate Degree completed from a regionally accredited college or university with a 3.0 GPA minimum overall.
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two signed letters of professional or academic reference and/or two completed recommendation forms.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.

Degree Requirements

Minimum Credit Requirement: 30 credits
Minimum Residency Requirement: 30 credits must be taken at Granite State College
Minimum GPA Requirement: 3.0

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<thead>
<tr>
<th>Code</th>
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<tr>
<td>LD 821</td>
<td>Ethical Decision-Making</td>
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<tr>
<td>PM 800</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 805</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>HLTC 800</td>
<td>Health Care Delivery and Innovations</td>
<td>3</td>
</tr>
<tr>
<td>HLTC 802</td>
<td>Advocacy and Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>HLTC 810</td>
<td>Health Care Quality and Safety</td>
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<tr>
<td>HLTC 811</td>
<td>Health Care Technology and Informatics</td>
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</tr>
<tr>
<td>HLTC 801</td>
<td>Health Care Financial Management</td>
<td>3</td>
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Complete three credits from the following:
- LD 810 Change Management and Communication
- LD 831 Conflict Management and Negotiation
- IDIS 805 Evidence-Based Decision-Making

Integrative Capstone:
- HLTC 850 Health Care Management Integrative Capstone

Total Credits 30

1 A minimum grade of C is required in all coursework.
Human Services Administration (M.S.)

The Master of Science in Human Services Administration (MSHSA) prepares graduates with the knowledge, skills, and values needed to lead in human services agencies or organizations. Students will integrate methods of leadership, management and administration, ethical decision making, and program planning and evaluation in an interprofessional learning environment. The MSHSA provides graduates with the education needed to assume roles as administrators, managers, or leaders within the human service industry.

Students will have the opportunity to:

1. Integrate historical perspectives and emerging trends related to human services;
2. Evaluate the interaction of human systems including individual, interpersonal, group, family, organizational, community, and societal.
3. Compare and contrast human services delivery systems and organizations;
4. Develop knowledge and skill in disciplined inquiry and information literacy;
5. Develop program planning and evaluation that assist individuals and groups in promoting optimal functioning, growth, and goal attainment;
6. Integrate knowledge, theory, and skills in administrative aspects of human services;
7. Apply legal and ethical standards relevant to human service delivery;
8. Synthesize the knowledge, theory, skills, and professional behaviors that are congruent with the human services profession.

Admissions Criteria

- Completed Admissions Application
- Bachelor’s Degree from a regionally accredited college or university with a 3.0 GPA minimum for the last 60 credit hours attempted, or 3.0 GPA minimum overall (undergraduate), or Graduate Degree completed from a regionally accredited college or university with a 3.0 GPA minimum overall.
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two signed letters of professional or academic reference and/or two completed recommendation forms.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.

Degree Requirements

Minimum Credit Requirement: 30 credits
Minimum Residency Requirement: 30 credits must be taken at Granite State College
Minimum GPA Requirement: 3.0

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<tr>
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<td>HMSV 800</td>
<td>Principles of Human Service Management</td>
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<td>HMSV 803</td>
<td>Administration of Human Service Organizations</td>
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</tr>
<tr>
<td>HMSV 805</td>
<td>Ethical and Legal Practices in Human Services</td>
<td>3</td>
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<tr>
<td>INST 803</td>
<td>Foundations of Program Planning and Evaluation</td>
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</tr>
<tr>
<td>INST 823</td>
<td>Program Planning and Evaluation: Project</td>
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<tr>
<td>LD 827</td>
<td>Leading and Governing Nonprofit Organizations</td>
<td>3</td>
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<tr>
<td>LD 832</td>
<td>Building Diverse and Inclusive Organizations</td>
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<td>MGMT 815</td>
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<td>HLTC 800</td>
<td>Health Care Delivery and Innovations</td>
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<td>HLTC 802</td>
<td>Advocacy and Health Policy</td>
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</tr>
<tr>
<td>COMM 800</td>
<td>Foundations of Organizational Communication</td>
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Integrative Capstone:
- HMSV 850 Human Services Administration Integrative Capstone 3

Total Credits 30

A minimum grade of C is required in all coursework.
Instruction and Leadership (M.S.)

The Master of Science in Instruction and Leadership is designed as a capstone degree for certified teachers who are interested in improving their effectiveness as a teacher and who want to become effective innovators, focused on the improved learning of their P-12 students. Graduate students in this program learn from research-based techniques to collaborate with peers to create positive change and to promote increased student success.

Students will have the opportunity to:

1. Understand how to develop and support a dynamic teaching and learning environment;
2. Promote and support a professional culture to nurture all learners;
3. Focus on leadership from a peer perspective.

Admissions Criteria

- Completed Admissions Application
- Bachelor's Degree from a regionally accredited college or university with a 3.0 GPA minimum for the last 60 credit hours attempted, or 3.0 GPA minimum overall (undergraduate), or Graduate Degree completed from a regionally accredited college or university with a 3.0 GPA minimum overall.
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two signed letters of professional or academic reference and/or two completed recommendation forms.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.

Additional requirements for Master of Science in Instruction and Leadership:
- Successful completion of a post-baccalaureate certification at Granite State College with a minimum of 24 credits earned.

Degree Requirements

Minimum Credit Requirement: 36 credits
Minimum Residency Requirement: 12 credits must be taken at Granite State College
Minimum GPA Requirement: 3.0

<table>
<thead>
<tr>
<th>Code</th>
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<td></td>
<td>Major in Instruction and Leadership</td>
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<tr>
<td>EDU 803</td>
<td>Leadership Essentials: Evaluation of Teaching and Learning</td>
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<tr>
<td>EDU 804</td>
<td>Leadership Essentials to Develop and Support a Professional Culture</td>
<td>3</td>
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<tr>
<td>EDU 807A</td>
<td>Capstone Project I: Leadership Essentials to Strategically Think, Plan, Implement, and Evaluate</td>
<td>3</td>
</tr>
<tr>
<td>EDU 807B</td>
<td>Capstone Project II: Leadership Essentials to Strategically Think, Plan, Implement, and Evaluate</td>
<td>3</td>
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</table>

Total Credits 36

1 A minimum grade of C is required in all coursework.
2 The Specialization Component of this program is made up of 24 graduate credits and may include a School of Education approved post baccalaureate and/or an SOE approved graduate content area. Contact your program director to determine your Specialization Component for this program.
Leadership (M.S.)

Granite State College’s Master of Science in Leadership (MSLD) is designed to meet the needs of professionals in every industry who want to enhance their leadership skills while also gaining a deeper perspective of organizational management.

Students will have the opportunity to:

1. Assess and enrich their capacity to lead in today’s environment;
2. Identify the components of leadership practice and present ways to implement them;
3. Evaluate organizational relationships and their ability to contribute to organizational effectiveness;
4. Assess their ethical framework in the context of an effective leadership model;
5. Augment their ability to lead people and teams to excellence in projects and organizational settings;
6. Develop theoretically-grounded plans to manage change and actualize vision within organizations.

Admissions Criteria

- Completed Admissions Application
- Bachelor’s Degree from a regionally accredited college or university with a 3.0 GPA minimum for the last 60 credit hours attempted, or 3.0 GPA minimum overall (undergraduate), or Graduate Degree completed from a regionally accredited college or university with a 3.0 GPA minimum overall.
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two signed letters of professional or academic reference and/or two completed recommendation forms.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.

Degree Requirements

Minimum Credit Requirement: 30 credits
Minimum Residency Requirement: 30 credits must be taken at Granite State College
Minimum GPA Requirement: 3.0

Complete six credits from the following:

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<th>Code</th>
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<td>LD 806</td>
<td>Fundraising and Resource Development</td>
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<td>LD 825</td>
<td>Volunteer Leadership</td>
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<td>LD 827</td>
<td>Leading and Governing Nonprofit Organizations</td>
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<tr>
<td>LD 831</td>
<td>Conflict Management and Negotiation</td>
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<tr>
<td>LD 832</td>
<td>Building Diverse and Inclusive Organizations</td>
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<tr>
<td>MGMT 805</td>
<td>Organizational Behavior</td>
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<td>MGMT 815</td>
<td>Financial Management for Nonprofit Organizations</td>
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<td>MKTG 805</td>
<td>Marketing for Nonprofits</td>
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<tr>
<td>PM 800</td>
<td>Introduction to Project Management</td>
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<td>PM 811</td>
<td>Project Chartering and Planning</td>
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Integrative Capstone:

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<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>LD 850</td>
<td>Leadership Integrative Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 30

A minimum grade of C is required in all coursework.
Nursing Health Care Leadership (M.S.)

The Master of Science in Nursing Health Care Leadership provides opportunities to the registered nurses in New Hampshire and across the nation to earn a meaningful degree that will provide a clear pathway to work collaboratively with other professionals to improve health outcomes across diverse populations. The program is designed specifically from the American Association of Colleges of Nursing (AACN) Essentials Series and is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

Learning Outcomes

Students will have the opportunity to:

1. Integrate the practice of nursing with sciences and humanities to assess the unique needs of a diverse population and design, implement and evaluate a plan to impact the outcomes of nursing care within the population;
2. Apply leadership competencies in the provision of safe, high quality and cost effective care to individuals, populations, or communities within the health care system;
3. Analyze information from health care information systems related to quality initiatives that promote improved quality, cost, safety and health care outcomes;
4. Communicate research and practice outcomes to advance clinical practice;
5. Demonstrate competence in the analysis of current and emerging technologies that impact health care outcomes;
6. Advocate for policies that lead to improved population health outcomes or the improvement of the quality of the health care system;
7. Demonstrate caring, culturally responsive leadership communication both written and verbally, capable of effectively leading interprofessional teams;
8. Advocate for ethical health care practice through effective communication with interprofessional teams and stakeholders;
9. Demonstrate competence in the advanced practice as a nursing leader to promote improvement in health care outcomes for individuals, systems, or populations.

Nurse Leadership Concentration Expected Student Learning Outcomes

1. Demonstrate ability to lead initiatives that promote culturally competent and ethical care that promotes health and improvement of health among individuals, populations, or communities;
2. Implement and evaluate practice change based on innovative evidence-based nursing practice;
3. Demonstrate competency in financial management, human resource management, and strategic and operational planning within the health care setting.

Health, Character, and Technical Standards

Technical standards have been established to inform the student of minimum standards needed to satisfactorily function in the program and ultimately succeed in the profession. Applicants who feel they may not be able to meet one or more of the technical standards listed should contact the Director to discuss individual cases. All academically qualified candidates will be considered for admission provided the technical standards for classroom and practice experiences can be met with reasonable accommodations. Subsequent evidence that a matriculated student is unable/unwilling to meet one or more of the standards, and thus unable to meet course objectives, may result in dismissal from the program.

The College must ensure that patients/clients of clinical affiliates are not placed in jeopardy by students during practice experiences. Therefore, students in practice experiences must demonstrate sufficient emotional stability to withstand the stresses, uncertainties, and rapidly-changing circumstances that characterize the responsibilities of patient/client care. Furthermore, the student is expected to have the emotional stability required to exercise sound judgment, accept direction and guidance from a supervisor, staff nurse, or faculty member, establish rapport, and maintain sensitive interpersonal relationships with patients, their families, agency staff, faculty, and classmates. Applicants must also be in good physical and mental health to meet program objectives. Participation in classes and clinical experiences is expected. Technical standards are listed below:

1. Sufficient hearing to assess patients’ health, understand instructions, identify emergency signals, and engage in telephone conversation;
2. Sufficient visual acuity to observe patients, interpret data, ensure a safe environment, and read fine print;
3. Sufficient speech and language ability to read, express, comprehend, and exchange information and ideas in English verbally, non-verbally, and in writing, and to interact clearly and logically with patients, health care professionals, family members, faculty, and peers;
4. Ability to work with frequent interruptions, to respond appropriately in emergencies or unexpected situations, and to cope with variations in workload and stress levels;
5. Sufficient emotional intelligence to exhibit empathy and compassion, to maintain productive relationships in online, classroom, and clinical settings, and to integrate direction, instruction, and criticism into behavior;
6. Sufficient strength, endurance, and motor coordination to participate in course requirements;
7. Sufficient information technology skills to complete assignments according to program standards;
8. Personal transportation to and from clinical experiences;
9. Compliance with health and immunization requirements and criminal background check verification process.

Admissions Criteria

- Completed Admissions Application
- Bachelor’s Degree from a regionally accredited college or university with a: 3.0 GPA minimum for the last 60 credit hours attempted, or 3.0 GPA minimum overall (undergraduate), or Graduate Degree completed from a regionally accredited college or university with a 3.0 GPA minimum overall.
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two signed letters of professional or academic reference and/or two completed recommendation forms.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.
Additional requirements for Master of Science in Nursing Health Care Management:
- Bachelor’s Degree in Nursing
- Licensed as a registered nurse in the state of practice
- See the Health, Character, and Technical Standards in the Overview tab (https://catalog.granite.edu/graduate/master-science-degrees/nursing-health-care-education-ms/).

Degree Requirements
Minimum Credit Requirement: 30 credits
Minimum Residency Requirement: 30 credits must be taken at Granite State College
Minimum GPA Requirement: 3.0

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<td>NUR 802</td>
<td>Translating and Integrating Research into Nursing Practice</td>
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<td>LD 820</td>
<td>Cultivating Your Leadership Capabilities</td>
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<td>HLTC 802</td>
<td>Advocacy and Health Policy</td>
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<td>HLTC 801</td>
<td>Health Care Financial Management</td>
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<td>HLTC 810</td>
<td>Health Care Quality and Safety</td>
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<td>Health Care Technology and Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NUR 812</td>
<td>Interprofessional Collaboration for Population Health</td>
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Elective Course
Select one of the following:

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<td>LD 804</td>
<td>Leading Teams</td>
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<tr>
<td>LD 832</td>
<td>Building Diverse and Inclusive Organizations</td>
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Integrative Capstone:

<table>
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<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>NUR 850</td>
<td>Integrative Clinical Capstone for Nursing Leaders</td>
<td>6</td>
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</tbody>
</table>

Total Credits 30

1 A minimum grade of C is required in all coursework.

Project Management (M.S.)
Granite State College’s Master of Science in Project Management (MSPM) is a practice-oriented program ideal for managers who want to enhance their ability to plan and lead complex projects, motivate people, and deliver the desired business value associated with the project.

Students will have the opportunity to:
1. Effectively employ strategies for managing projects through the entire project cycle;
2. Acquire, deploy, and monitor resources to maximum benefit;
3. Determine and manage risk for strategic and ethical decision-making;
4. Manage changing project management environments including human resources, cost, timelines, and workflow;
5. Lead people and teams to excellence in projects and organizational settings;
6. Communicate effectively throughout the project management cycle;
7. Assess and evaluate project management processes to continuously improve;
8. Apply project management knowledge for quality assurance in real-world settings;
9. Attain competency in the components of project management required for certification as a Certified Associate in Project Management (CAPM®) or Project Management Professional (PMP®).

Admissions Criteria
- Completed Admissions Application
- Bachelor’s Degree from a regionally accredited college or university with a: 3.0 GPA minimum for the last 60 credit hours attempted, or 3.0 GPA minimum overall (undergraduate), or Graduate Degree completed from a regionally accredited college or university with a 3.0 GPA minimum overall.
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Degree Requirements
Minimum Credit Requirement: 30 credits
Minimum Residency Requirement: 30 credits must be taken at Granite State College
Minimum GPA Requirement: 3.0

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<tbody>
<tr>
<td>PM 800</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>PM 811</td>
<td>Project Chartering and Planning</td>
<td>3</td>
</tr>
</tbody>
</table>
Admission

Application Procedures for Post-Baccalaureate Teacher Certifications

The application process for the Post-Baccalaureate Teacher Certification Programs is a two-part application process. Applications for admission are accepted on a rolling basis, offering the opportunity to begin studies at Granite State College at any term during the year. There are four start dates (Fall, Winter, Spring and Summer) throughout the academic year. Please see the “Academic Calendar” section. Applications may be submitted online at https://www.granite.edu/become-a-student/apply-now (https://www.granite.edu/become-a-student/apply-now/).

Applications from prospective students will be reviewed by the School of Education. A complete application includes the following Granite State College graduate studies admission criteria:

- Bachelor’s Degree with a 3.0 GPA average for the last 60 credit hours, or a 3.0 GPA at the graduate level, from a regionally accredited college or university.
- Completed application form (https://www.granite.edu/become-a-student/apply-now/graduate-apply-now/ Graduate Apply Now - Granite State CollegeApply for Masters degree online and become a student at Granite State College. www.granite.edu).
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two completed recommendation forms of professional or academic reference.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Graduate Admissions Office, by the Registrar of the colleges or universities attended.
- Passing PRAXIS CORE Academic Skills for Educators scores or current teacher certification.
- Criminal History Records Check.
- Means for meeting minimal technical requirements (http://it.granite.edu/moodle-technical-requirements/).

Students are also required to attend a New Student Orientation.

Additional requirements completed in EDU 700 Introduction to Field Experience and Program Requirements (1 s.h.) include:

- Personal Plan of Study
- TaskStream Subscription
- Identification of Field Placement and Supervising Practitioner or Mentor

Granite State College’s Post Baccalaureate programs are available only in states where it is authorized or exempt from regulation.

Additional requirements for the following programs:

- Reading and Writing Specialist
  - Successful completion of a master’s degree program in a literacy field as defined by state certification requirements
  - Three years of classroom teaching experience
- Reading and Writing Teacher

---

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM 813</td>
<td>Delivering Business Value</td>
<td>3</td>
</tr>
<tr>
<td>PM 815</td>
<td>Negotiation, Contracting and Procurement</td>
<td>3</td>
</tr>
<tr>
<td>PM 817</td>
<td>Managing Project Portfolios</td>
<td>3</td>
</tr>
<tr>
<td>PM 819</td>
<td>Total Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>LD 804</td>
<td>Leading Teams</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Course(s)**
Complete 6 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LD 810</td>
<td>Change Management and Communication</td>
</tr>
<tr>
<td>LD 821</td>
<td>Ethical Decision-Making</td>
</tr>
<tr>
<td>LD 832</td>
<td>Building Diverse and Inclusive Organizations</td>
</tr>
<tr>
<td>OPS 800</td>
<td>Principles of Operations Management</td>
</tr>
<tr>
<td>PM 820</td>
<td>Introduction to Lean Practices</td>
</tr>
<tr>
<td>PM 821</td>
<td>Introduction to Theory of Constraints</td>
</tr>
<tr>
<td>SCM 805</td>
<td>Supply Chain Management</td>
</tr>
</tbody>
</table>

**Integrative Capstone:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM 850</td>
<td>Project Management Capstone</td>
</tr>
</tbody>
</table>

**Total Credits:**

30

A minimum grade of C is required in all coursework.
Conditional Acceptance Status

The Dean of the School of Education can grant conditional acceptance for a student who has not fully completed the application process or met Granite State College’s Post-Baccalaureate Teacher Certification Program admission criteria. A student may enroll in a certification program for non-clinical courses after being conditionally accepted to the degree program.

The conditional accepted status will be changed to full acceptance status once the application has been completed and the required conditions have been met. Required conditions may include successful completion of several courses while maintaining a GPA ≥3.0.

Transcripts

Post-baccalaureate students must ensure that all official previous college transcripts are received by the Admissions Office. In order for a transcript to be “official,” it must be in a sealed envelope from the college or university. Electronic transcripts are also accepted from prior institutions that use 3rd party vendors for delivery. Electronic Transcripts can be sent to gsc.admissions@granite.edu. Paper transcripts should be mailed to:

Admissions Office
Granite State College
25 Hall Street
Concord, NH 03301

Candidates who have earned a Bachelor’s Degree from Granite State College do not need to request their official transcript(s). The Admissions Office will obtain the transcript(s) through the Registrar’s Office.

Application Procedures for Graduate Certificate Programs

Applications for admission are accepted on a rolling basis, offering the opportunity to begin studies at Granite State College in any term during the year. There are four start dates (Fall, Winter, Spring, and Summer) throughout the academic year. Please see the “Academic Calendar” section. Applications may be submitted online at https://www.granite.edu/become-a-student/apply-now/graduate-apply-now/.

Applications from prospective certificate students will be reviewed by the appropriate Graduate Program Director. A complete application includes the following Granite State College graduate studies admission criteria:

- Bachelor’s Degree from a regionally accredited college or university with a 3.0 GPA minimum overall or 3.0 GPA minimum for the last 60 credit hours attempted.
- Successful completion of a Master’s degree from a regionally accredited college or university with a 3.0 GPA minimum overall.
- Completed application (https://www.granite.edu/become-a-student/apply-now/graduate-apply-now/)
- 500-1000 word statement which includes professional goals and aspirations, motivation for applying for the degree, and relevant formal or informal experiences.
- Two completed recommendation forms of professional or academic reference.
- Current resume.
- Official transcripts of all previous college work (with translation and evaluation if completed outside of the United States) sent directly to the Admissions Office, by the Registrar of the colleges or universities attended.

Additional requirements for the following programs:

- Master of Science in Instruction and Leadership
  - Successful completion of a Post-Baccalaureate Certificate at Granite State College with a minimum of 24 credits earned; or
  - Successful completion of the Administration of Online Education for Adult Learners Graduate Certificate at Granite State College.
- Master of Science in Health Care Management
  - After admission, see “Capstone Requirements” section and program specific information.
- Master of Science in Nursing Health Care Leadership
  - Bachelor’s Degree in Nursing.
  - Licensed as a registered nurse in the state of practice.
  - After admission, see “Capstone Requirements” section and program specific information.

Materials should be submitted to:

Admissions Office
Granite State College  
25 Hall Street  
Concord, NH 03301

**Full Acceptance Status**

Full acceptance status is attained when all application materials have been received and approved by the Graduate Program Director and Dean. The student will receive notification of full acceptance via email.

**Conditional Acceptance Status**

The Dean can grant conditional acceptance for a student who has not fully completed the application process or met the College’s Graduate Studies admission criteria. A student may enroll in a graduate program for a specified number of courses being conditionally accepted to the program. Please see the table below for individual program limits.

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Health Care Management</td>
<td>12</td>
</tr>
<tr>
<td>MS in Human Services Administration</td>
<td>12</td>
</tr>
<tr>
<td>MS in Instruction and Leadership</td>
<td>6</td>
</tr>
<tr>
<td>MS in Leadership</td>
<td>12</td>
</tr>
<tr>
<td>MS in Management</td>
<td>12</td>
</tr>
<tr>
<td>MS in Nursing Health Care Leadership</td>
<td>12</td>
</tr>
<tr>
<td>MS in Project Management</td>
<td>12</td>
</tr>
<tr>
<td>Graduate Certificate in Health Care Management</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Human Services Management</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Nonprofit Leadership</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

The conditional accepted status will be changed to full acceptance status once the application has been completed and the required conditions have been met. Required conditions may include successful completion of several courses while maintaining a GPA ≥3.0.

**Non-Degree/Special Status**

A student with proof of Bachelor’s Degree completion may enroll in up to a specified number of credits without being accepted to the graduate program. See the table below for individual program limits.

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Health Care Management</td>
<td>12</td>
</tr>
<tr>
<td>MS in Human Services Administration</td>
<td>12</td>
</tr>
<tr>
<td>MS in Leadership</td>
<td>12</td>
</tr>
<tr>
<td>MS in Management</td>
<td>12</td>
</tr>
<tr>
<td>MS in Nursing Health Care Leadership</td>
<td>12</td>
</tr>
<tr>
<td>MS in Project Management</td>
<td>12</td>
</tr>
<tr>
<td>Graduate Certificate in Health Care Management</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Human Services Management</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Nonprofit Leadership</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Certificate in Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Financial aid is not available for courses taken under non-degree status. Non-degree status students will work with their Academic Advisor for suitable course options. Students seeking to continue taking courses past the program’s limit (see table above), must meet Granite State College’s graduate admission criteria and must matriculate in a program by applying, see “Application Procedures for Master’s Programs” or “Application Procedures for Graduate Certificate Programs” section.

**Transfer Credits**

Graduate Studies does not accept transfer credits. If a student has completed the equivalent course content of one course from another accredited institution in the past seven years, a course waiver may be appropriate during the time of application.

**Course Waiver**

A course waiver may be awarded to a student who has completed the equivalent course content of a Granite State required or elective course, from another accredited institution in the past seven years.

<table>
<thead>
<tr>
<th>Program</th>
<th>Course Waiver</th>
<th>Residency</th>
<th>Program Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Health Care Management</td>
<td>Accepted</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Human Services Administration</td>
<td>Accepted</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Instruction and Leadership</td>
<td>Not Accepted</td>
<td>12</td>
<td>36</td>
</tr>
<tr>
<td>MS in Leadership</td>
<td>Accepted</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Management</td>
<td>Accepted</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Nursing Health Care Leadership</td>
<td>Accepted</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Project Management</td>
<td>Accepted</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Graduate Certificate in Health Care Management</td>
<td>Accepted</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Graduate Certificate in Human Services Management</td>
<td>Accepted</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

Students in the graduate programs notated above may request to waive one required or elective course in the program. The waiver will exempt the student from completing the required course. The student will complete another course, as approved by the Program Director, to satisfy the number of credits required for the program. Granite State College may
award course waivers for courses earned at the graduate level from regionally and programmatically accredited institutions. In specific cases, Granite State College undergraduate classes that have been co-listed with graduate courses may be considered for a course waiver if the student earned a B+ or better in the course. Information about regionally and programmatically accredited institutions is provided by the Council for Higher Education Accreditation.

An official course evaluation will take place after an applicant has been accepted to the graduate program and has submitted the Graduate Course Waiver Form, and after all previous official transcripts, course descriptions, and syllabi are received by Graduate Studies. Graduate courses will not be evaluated for a course waiver if they were earned to fulfill an academic requirement for a graduate program. All graduate course waiver awards are made on a case-by-case basis at the discretion of the Office of Academic Affairs.

Transcripts
Master's degree candidates must ensure that all official previous college transcripts are received by the Admissions Office.

Graduate certificate candidates must submit the official transcript from the institution that conferred their bachelor’s or prior master’s degree.

In order for a transcript to be “official” it must be in a sealed envelope from the college or university. Electronic transcripts are also accepted from prior institutions that use 3rd party vendors for delivery. Electronic transcripts can be sent to gsc.admissions@granite.edu. Paper transcripts should be mailed to the:

Admissions Office
Granite State College
25 Hall Street
Concord, NH 03301

Candidates who have earned a Bachelor’s or prior Master’s degree from Granite State College do not need to request their official transcript(s). The Admissions Office will obtain the transcript(s) through the Registrar’s Office.

Capstone Requirements
Capstone Presentations
All Master of Science students with the exception of those in the M.S. Instruction and Leadership program are required to participate in capstone course presentations held the week prior to the end of the term. Accommodations can be arranged for out-of-state students to participate virtually. Dates for the practice night and event night are found in the course schedule’s listing of the capstone course.

Master of Science in Health Care Management Additional Requirements
Prior to the capstone course HLTC 850 Health Care Management Integrative Capstone (3 s.h.), the following is required:

- Must demonstrate compliance with health and immunization requirements;
- Successful completion of a criminal background check prior to participation in the capstone course. Cost of the vendor sponsored criminal background and health requirements tracking is the responsibility of the student (cost varies by state). More information will be provided prior to registering for the capstone course.

Master of Science in Nursing Health Care Leadership Additional Requirements
Refer to the “Health, Character, and Technical Standards” in the Master of Science in Nursing Health Care Leadership (https://catalog.granite.edu/graduate/master-science-degrees/nursing-health-care-leadership-ms/) page under Master of Science Degrees.

Earning a Second Master’s Degree at Granite State College
Consecutive Master’s Degrees
Enrollment in consecutive Master’s Degrees refers to admission and matriculation in a second Master’s Degree program at Granite State College after the completion of the requirements for a first Master’s Degree earned at Granite State College. When an individual seeks to earn a second Master’s Degree in a discipline closely related to that of his/her first Granite State College Master’s Degree, it is not uncommon for the individual to request that he/she be allowed to apply some of the credits earned in the first program toward the requirements in the second program. However, the College has an obligation to ensure that each of its degrees reflects a significant immersion of the individual in a relevant, concentrated course of study. A student may apply up to 9 credits earned in the first Master’s Degree awarded at Granite State College toward a second Master’s Degree with approval of the student’s graduate Program Director in the second Master’s program. Such credit will be granted only for graded course work completed with a grade of “B” (3.0 on a scale of 4.0) or higher.

Exceptions to a second master’s degree: Master of Science in Nursing Health Care Leadership students are not eligible for a second degree in M.S. in Health Care Management program. Master of Science in Health Care Management students not eligible for a second degree in M.S.N. in Health Care Leadership program.

To this end, a student:

1. Must formally apply and be accepted for admission to the second graduate program. Components of application:
   b. Updated resume, if applicable.
   c. At least one new recommendation form for the second degree.
   d. Additional program requirements specific to the degree program.
2. Must obtain the second program's approval for the courses to be “accepted” from the other degree because certain course credits (e.g., electives) may not be sufficiently relevant to the second degree. The second program will determine which courses from the first program, up to a maximum of 9 credits, will be accepted toward the second Master’s Degree.
3. Must complete any specific requirements beyond coursework in the second program.
4. Must complete the capstone requirements for both programs.
5. Must earn all applicable credits from the first program within five years of admission to the second Master’s Degree program.
6. Will receive separate diplomas for each degree program.

Degree Status in More Than One Program at Granite State College
A student may only be fully accepted to one degree program at a time. However, students nearing completion of their Baccalaureate degree or
higher at Granite State may apply for admission to one of the College’s Master’s Degree programs.

Application Procedures for Post-Baccalaureate Teacher Certifications and Master’s Programs

Inactivation of Applications
Applications that are not completed within a year from the date of submission will be inactivated. After that time, prospective students will need to reapply. Previously received official transcripts do not need to be resubmitted.

International Student Admission
International students studying from their home country are eligible for acceptance to fully online programs. Several countries will not recognize foreign online degrees, which may affect employment or further education. It is the student’s responsibility to understand whether the chosen online degree or certificate will be recognized in the student’s home country or the country in which they intend to work; whether their country of residence will levy taxes in addition to the price of tuition, and how individual student data may be used in that country. Granite State College does not sponsor visas.

Transcripts From Other Countries
Applicants who attended a college or university in a foreign country must have their transcript translated and evaluated prior to full acceptance. The College will accept foreign transcript evaluation from members of NACES (National Association of Credential Evaluation Services). For a complete list of members please visit http://naces.org. Each member of NACES has their own fee structure for the translation and evaluation and those charges must be paid for by the student. The College recommends that students obtain a course by course (sometimes called a comprehensive) evaluation.

The transcript must be sent directly from the evaluating agency to the Admissions Office to be considered official.

English Proficiency
Applicants for whom English is not the primary language must demonstrate proficiency in English. Adequate proficiency is demonstrated by a minimum Test of English as a Foreign Language (TOEFL) score:

- Internet-based test (IBT) minimum score: 80
- Paper-based test (PBT) minimum score: 550
- Computer-based test (CBT) minimum score: 213

The College also accepts the International English Language Testing System (IELTS). Students must achieve an overall band score of 6.5, or present a foreign high school or college-level transcript from a school where courses were conducted entirely in English. Any student not demonstrating adequate proficiency will be referred to an institution that offers courses in English for Speakers of Other Languages. Scores must be sent directly from the testing agency to the Admissions Office. Use code 0458.

- http://www.toeflgoanywhere.org/
- http://www.ielts.org/

Veterans or Active Duty Military Applicants
Granite State College does not engage in high-pressure recruitment tactics to secure servicemember enrollments.

All contact with potential students who are servicemembers is initiated by student inquiries who voluntarily provide contact information. The College does not initiate or make any unsolicited contacts with servicemembers, nor does it use third-party contact lists or host events with incentives to recruit servicemembers.

The College does not provide commission, bonus, or other incentive payment based directly or indirectly on securing servicemember enrollments or federal financial aid to any person or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

Users provide consent for Granite State College to contact them directly. Once subscribed to receive communication, individuals may update their email preferences or opt out of communications at any time.
Tuition & Fees

Tuition and Fees

Mandatory tuition and fee charges are subject to final approval by the University System of New Hampshire Board of Trustees. Course charges, fees, and regulations are subject to change without advance notice. Tuition and fees are effective for Summer 2022 term charges unless otherwise noted.

For current tuition rates visit https://www.granite.edu/tuition-aid/tuition-fees/.

Post-Baccalaureate Teacher Certification Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$314</td>
</tr>
<tr>
<td>Non-resident</td>
<td>$370</td>
</tr>
</tbody>
</table>

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. Identification may be required at time of registration.

Application

Online Application  No Charge

Academic Services Fee Per Term  $45

This fee supports the information technology infrastructure of the College, including computer labs and the digital library.

Registration Fee Per Term  $45

Registration fees help to cover the data entry and record keeping expenses related to maintaining accurate academic transcripts.

Materials  Variable

The Post-Baccalaureate program requires all students to purchase a subscription with an e-Portfolio system for the duration of their plan of study at Granite State College. Additional technologies, educational applications, supplementary materials and other charges are required beyond tuition. These fees are assessed on a course-by-course and program basis.

Clinical Mentoring Fee  $275

Any field-based course that requires oversight of a Granite State College field-mentor will have an additional fee assessed.

Testing

Fee is charged to individuals taking tests at the College test sites:

<table>
<thead>
<tr>
<th>Training Portfolio</th>
<th>$350</th>
</tr>
</thead>
</table>

Flat fee for review of professional training programs (e.g., corporate, organizational, governmental, medical, educational) or of individual training experiences.

Overdue Accounts

All costs, including attorney fees associated with the collection of an overdue account, will be charged to the student.

Returned Checks  $25

Personal checks returned by the bank.

Re-registration Fee  $25

Master's and Graduate Certificate Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$545</td>
</tr>
<tr>
<td>Non-resident</td>
<td>$595</td>
</tr>
</tbody>
</table>

Application

Online Application  No Charge

Registration Fee Per Term  $45

Academic Services Fee Per Term  $45

Materials  Variable

Graduate programs (with the exception of School of Education programs) require all students to maintain an ePortfolio account with the ePortfolio provider for the duration of their plan of study at Granite State College. Visit http://granite.edu/books (http://granite.edu/books/) for access code fees.

Overdue Accounts

All costs, including attorney fees associated with the collection of an overdue account, will be charged to the student.

Returned Checks  $25

Personal checks returned by the bank.

Re-registration Fee  $25
When applicable, Master's Degree programs require students to purchase memberships to professional organizations related to their degree program. Additionally, some courses require supplementary materials or other charges beyond tuition. These fees are assessed on a course by course basis and will be specified during the course registration period.

Financial Aid Refunds

Tuition Refunds

Students are eligible for a refund of tuition and fees for courses dropped during the Add/Drop period for the course. For courses that do not follow the twelve week schedule, specific drop dates are noted in the course schedule or posted at https://www.granite.edu/become-a-student/calendars/academic-calendar/. After the Add/Drop deadline there will be no refund of tuition or fees. For specific information on dropping courses please refer to the “Dropping Courses” section.

Aid Returns for Withdrawals

If a student receiving federal financial aid officially (W) or unofficially (AF) withdraws from coursework in a term or from a degree program, return policies designated by the U.S. Department of Education will apply. A prorated schedule is used to determine the amount of federal aid a student has earned at the time of withdrawal up to the 60% point of a student's enrollment. If grant and/or loan funds are returned to the federal funding source, the student will be responsible for any tuition charges remaining after the return. If a student withdraws from a course, but is registered or plans to register for a late start course in the same term (and the drop date has not passed for the late start course), then written confirmation of the student’s intent to return is required to be provided to the Office of Financial Aid or a return calculation will be performed.

Students receiving aid through the Department of Defense’s (DoD) Federal Tuition Assistance program are subject to the same prorated schedule of returning unearned aid if the student officially or unofficially withdraws for a course(s). The calculation will be based on the student’s last date of attendance in the course(s). The unearned aid will be returned to the DoD. Students are responsible for any balance that results from the calculation. The only exception is when the student stops attending due to military obligation.

Questions on these polices may be directed to:

Office of Financial Aid
603-513-1392

or

Student Accounts Office
603-513-1330

Student Accounts

The Student Accounts Office’s core mission is to serve the College community by establishing and maintaining business practices that will enable staff to provide consistent information and quality service to all students, faculty, staff, and vendors. The Office generates bills, processes payments and refunds, and assists students in understanding and managing their accounts and payment obligations. This includes scholarship payments, veteran’s benefits, vocational rehabilitation or other third party payments and the Nelnet Campus Commerce interest-free monthly payment plan.

Note: Students are responsible for the status of their accounts and should contact the Student Accounts Office immediately with questions or concerns about accounts, or if there have been changes in any payment arrangements.

Statement of Financial Responsibility

Before registering for courses, students must submit a Student Financial Responsibility Agreement, acknowledging the understanding and agreement to the terms and conditions of financial responsibility. Students may do so at time of application or visit WebROCK and select “Registration,” “Student Accounts,” or the “View Holds” menu options. The agreement may also be found by going to https://www.granite.edu/current-students/student-accounts-office/payment-policies-FAQs/.

Bill Payment

The College accepts personal checks, money orders and credit cards (American Express, Discover, Master Card and Visa).

Payment Options

Payments Online: Students with a WebROCK account may make electronic check and credit card payments online:

1. Go to https://www.granite.edu/current-students/
2. Login to WebROCK
3. Select Student Accounts
4. Select Make an Online payment

Payments by Phone: Students may make credit card payments (American Express, Discover, Master Card and Visa) by phone at 603-513-1330.

Payments by Mail: Send a check or credit payment to:

Student Accounts
Granite State College
25 Hall Street
Concord, NH 03301

Taxpayer Relief Act of 1997

The College is required to file form 1098-T with the U.S. Internal Revenue Service to report certain enrollment and identifying information for payments received toward “Qualified Tuition and Related Expenses” in a tax year. IRS Form 1098-T provides information from educational institutions to students which may be of use in determining a student’s eligibility for tax credits (American Opportunity Tax Credit or Lifetime Learning Credit). In order to provide this information, the first time an individual registers, their social security number will be required.

Cancellation for Non-Payment

Payment for all classes must be made or payment arrangement confirmed in order to remain enrolled. Students will be dropped from classes if payment arrangements are not made by the published due date for the term. Students may re-register once payment arrangement has been confirmed. A $25 re-registration fee will be assessed.

Please refer to the to the academic calendar on granite.edu (http://granite.edu).

Accounts are considered paid when any of the following conditions are met:
• Payment for all tuition, fees, and charges is made in full, or
• A payment arrangement is approved by the Student Accounts Office for all remaining charges (ex. third party payments, VA, Voc Rehab, pending scholarships, etc.) or

Admitted Degree Candidates Using Financial Aid

• Financial Aid is finalized and covers all charges, or
• Financial Aid is finalized; however the award does not cover all charges and a payment arrangement with the Student Accounts Office is approved.

Note: New degree candidate, or individuals applying for a subsequent degree, must have all admissions and financial aid documentation in by the published due date for the term. If you wish to register and apply for admission and financial aid after the published due date for the term, another form of payment must be secured at the time of registration. Students may receive reimbursement after admissions and financial aid award is determined and funds disbursed to account.

Communications Policy

Granite State College uses multiple methods of communication with students. The College-provided go.granite.edu account is the preferred method of communication, but students are responsible for monitoring their personal accounts for College correspondence, as well as the following:

• Billing statements, unofficial transcripts, registration information, grades, and financial information are available via the College’s secure web portal, WebROCK.
• In some instances, students will receive email correspondence directing them to WebROCK, where they can access confidential information only after logging into their secure account.
• Course materials are available via the electronic learning platform eLearning+(Moodle).
• Some documents (i.e. diplomas, transcripts) may be sent to the student’s permanent postal address. It is the student’s responsibility to notify the College of a change to this address via WebROCK.

Instructions on creating Granite State College accounts may be found at http://it.granite.edu/create-your-gsc-account (http://it.granite.edu/create-your-gsc-account/). IT support may be accessed 24/7 via the following:

Email: GSC.Help@granite.edu
Internet: IT Help Request
Telephone: 1-888-372-4270
Financial Aid

Federal Aid

Financial Aid

Students who need assistance with tuition and other costs related to their education may find help through one of several financial aid programs. Federal, state, and most institutional aid programs require the filing of the Free Application for Federal Student Aid (FAFSA). Types of aid include work study (part-time employment while enrolled), and loans (borrowed money that must be repaid with interest).

For full descriptions, disclosures, deadlines, and information regarding financial aid, please visit https://www.granite.edu/tuition-aid or contact the Office of Financial Aid at 603-513-1392.

Federal Financial Aid Eligibility
To be eligible for federal financial aid, students must meet these general requirements:

• Be a U.S. citizen or eligible non-citizen; and
• Have a high school diploma or equivalent, or have been home-schooled in a setting approved by state law; and
• Not owe a refund on a federal grant or be in default on a federal student loan; and
• Be accepted in an eligible degree or post-baccalaureate certificate program; and
• Be attending at least half time during any term. Half time is defined as 4 credits for post-baccalaureate programs and 3 credits for graduate programs; and
• Be making Satisfactory Academic Progress at each scheduled review; and
• Not be receiving federal or state financial aid from another institution for the same period of enrollment.

Advanced Book Funds
Federal aid (Direct Stafford, Direct PLUS) recipients may be eligible to receive funds before the start of the term to cover the average cost for books and supplies ($150 per registered class) if, after direct charges have been paid, there is a remaining credit balance on the student account.

To be eligible, a student must be registered for classes and have aid ready to be disbursed at the time the Advanced Funds process runs 10-days prior to the term start. Generally, checks are mailed the Tuesday prior to the start of the term. Direct deposits are made the Wednesday prior to the start of the term.

Students who have a previous account balance are not eligible for Advanced Funds. Students are responsible for repayment of funds if they dropped from any or all coursework. Students may opt out of this process by submitting the Opt Out of Advanced Funds form.

Federal Aid

Federal Work Study Program
Federal work study encourages part-time employment related to a student's course of study and/or career interests while pursuing a post-secondary education. Students must demonstrate financial need from the FAFSA to be eligible for this program. Awards are based on availability from an annual allocation are not guaranteed to every eligible student.

Federal Direct Loan Program
Direct Loans are low-interest loans for students and/or parents to help pay for the cost of an education. The lender is the U.S. Department of Education and offers the following types of loans:

Subsidized: For students with demonstrated financial need, as determined by the FAFSA. No interest is charged while a student is in school at least half-time. Available to eligible students enrolled in an undergraduate or eligible post-baccalaureate program.

Unsubsidized Stafford: Loans that are not based on financial need. Interest is charged during all periods, even during the time a student is in school. Available to eligible students enrolled in an undergraduate, eligible post-baccalaureate or graduate program.

Parent Plus: Loans that are not based on financial need which help pay for educational expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods, even during the time a student is in school. To be eligible the borrower cannot have an adverse credit history and the student must have a valid FAFSA on file. Available to eligible parents of dependent students enrolled in undergraduate and eligible post-baccalaureate program.

Grad Plus: Loans that are not based on financial need which help pay for educational expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods, even during the time a student is in school. To be eligible, the borrower cannot have an adverse credit history. Available to eligible students enrolled in a graduate program.

Institutional Aid

National Guard Tuition Waiver
This program is available to students serving in the New Hampshire Air and Army National Guard. NH National Guard Waivers are for tuition costs only on a space available basis, which means that a seat is available in a course without excluding paying students.

Other Source of Aid

Aid may be available from local sources, including local banks with education assistance trusts, community and civic groups, Veterans Administration, NH Job Training Council, Vocational Rehabilitation, and employer tuition reimbursement.

New Hampshire Charitable Fund
New Hampshire residents pursuing undergraduate or graduate study at approved institutions of post-secondary education are eligible to apply for grants and scholarships from this foundation. For more information, please visit www.nhcf.org.

Veterans Benefits
Veterans are encouraged to take advantage of the benefits provided by the GI Bill®. All the College's degree programs are approved for veteran's benefits.

If you are a beneficiary of Vocational Rehabilitation and Employment or the GI Bill® and provided a valid VA Form 28-1905, you may attend the course(s) without penalty while the VA processes payment to Granite State College.
Many of Granite State College's graduate students receive full or partial employer reimbursement. Tuition Reimbursement can help offset the cost of graduate education. Employer reimbursement can help offset the cost of graduate education. Many of Granite State College's graduate students receive full or partial reimbursement from their employers. Check with your Human Resources Department about this option.

Vocational Rehabilitation Programs

Every state operates a vocational rehabilitation program to assist people with a variety of disabilities to return to productive activity. In certain cases, a vocational rehabilitation agency will assist disabled students to meet their college expenses. Students should contact their local agency for more information.

Online Scholarship Search Engines

Online scholarship search engines may be utilized to assist students in finding scholarships that reduce their educational costs. Trusted examples include: Fastweb, College Board Scholarship Search, and Peterson's Scholarship Search.

Monthly Payment Options

The College offers a payment plan option at a nominal cost. This interest-free plan allows payments in monthly installments for a single term within the same academic year. The plan is administered for the College by Nelnet Campus Commerce. For further information, contact Nelnet at 800-609-8056 or https://mycollegepaymentplan.com/.

Private (Alternative) Loans

Private loans, also known as alternative loans, are non-federal student loans that may be needed by students to fund and/or supplement the cost of their education. All private loans are credit-based and have interest rates that may be fixed or variable (meaning there is no limit to the amount the rate can increase). Students may borrow up to the cost of attendance less any financial aid and are required to complete a self-certification form. Private Loans should be used as a last resort to fund one's education.

The Office of Financial Aid strongly encourages the use of all federal, state and institutional aid programs identified through the filing of the FAFSA before applying for any private loan option.

Rights and Responsibilities

Federal, state, and institutional student financial aid is a privilege, which creates both rights and responsibilities:

- Know and understand the authorized educational expenses involved in the cost of attendance and that aid awards are only used for these expenses while enrolled.
- Be informed about the financial aid application process/procedures and respond promptly to all documentation and information requests.
- Understand how financial need is determined, how outside resources may affect eligibility, and report all resources received.
- Understand the award and the guidelines of the aid programs involved.
- Know and understand the refund policies pertaining to dropping and the return of federal aid as a result of withdrawing from coursework, as well as student responsibility for repayment of any returned funds.
- Understand the requirements for Satisfactory Academic Progress to receive federal financial aid and the responsibility to maintain SAP standards.
- Understand that financial aid records are confidential and maintained in accordance to the Federal Family Educational Right and Privacy Act (FERPA).
- Maintain copies of all forms and agreements signed.
- Recognize that the student and his/her family are primarily responsible for educational costs.
- Notify the Office of Financial Aid of any changes in anticipated enrollment or incarceration, since it may affect eligibility.
- Satisfactorily perform and complete work assignments accepted through the federal work study program.

Financial Aid Application Process

1. Complete the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/. Receive an estimated financial aid award within 2 weeks. Awards will be issued beginning early May.
2. Complete the admissions application. Once processed, this will give access to move forward with financial aid: https://www.granite.edu/become-a-student/apply-now/.
3. Check granite.edu/current-students/ (https://www.granite.edu/current-students/) and click the WebROCK button often for any additional requirements. Requirements will vary from student to student and may include submitting additional documentation. Students may also be subject to additional verification procedures, and the award may change as a result of the verification process, so check for updates and respond to any changes. All additional documents must be submitted before any financial aid can be finalized.
4. Complete Federal Student Loan Requirements, if applicable. For all new Federal Student Loan Borrowers, complete the following steps at https://studentaid.gov/ in order to begin classes:
   a. Stafford Loan Entrance Counseling: Learn the rights and responsibilities associated with borrowing Federal Direct Loan funds.
   b. Master Promissory Note (MPN) with Direct Lending: a legal document which explains the terms and conditions of the loan, as well as repayment responsibilities.
5. Financial aid notification. Our goal is to award financial aid to meet the tuition, fees, and book expenses for up to 6 credits for Graduate students and 8 credits for Post-Baccalaureate students per term for those who are eligible. We assume acceptance of all loans and grants as offered, unless informed in writing otherwise. Awards will be adjusted down for actual enrollment at the time of disbursement unless we are notified otherwise via the Award Revision Request. Please complete an Award Revision Request form to: decline all or a portion of loans, request aid for more than 6 or 8 credits, or attend fewer terms or credits that are reflected on the award. Please allow sufficient time for us to process these change requests. Typically, changes are completed in 3-5 business days. During peak times, the 3 weeks prior to each term start, processing times may be longer.

Verification
Federal regulations require verification to be completed for some applicants and they may be selected by the U.S. Department of Education or by the College. The purpose of verification is to maintain the integrity of student aid programs by verifying the information provided by students and parents on financial aid applications.

Requirements for verification must be completed before aid is finalized or disbursed. A student should complete verification as soon as possible after notification but must complete the process prior to the last day they are enrolled at least half-time.

Application Processing Timeline
Applications are accepted on a rolling basis. Student aid is packaged when the student has been accepted into an eligible post-baccalaureate or graduate program. Financial aid application processing may take up to fourteen days once the FAFSA results are received. Apply as early as possible to avoid delays. A student should complete verification as soon as possible after notification but must complete the process prior to the last day they are enrolled at least half-time. Students must reapply for financial aid each academic year.

Financial Need
Federal, state, and most institutional aid programs are awarded based on financial need except for the Direct Unsubsidized Loan and the Direct PLUS Loans which are categorized as non-need-based aid. Financial Need is the difference between the Cost of Attendance and your Expected Family Contribution added with external Educational Resources.

Cost of Attendance (COA), also known as the student’s budget, is an estimate of educational and related expenses incurred during a period of enrollment.

The Expected Family Contribution (EFC) is a measure of your family’s financial strength and resources available to assist with the cost of your education which is calculated through the FAFSA.

Any anticipated Educational Resource, paid directly to you or to the College on your behalf, is your legal responsibility to report, and may affect your financial aid eligibility. Examples include, but are not limited to, Vocational Rehabilitation, Veterans Administration, and employer tuition reimbursement.

Special Circumstances
The College does recognize that a student and/or family’s true circumstances may not be accurately portrayed at the time they file their FAFSA. Special circumstances may include, but not limited to loss of job, divorce, and medical expenses above the average allowance. A special circumstance application may require completion of the verification process, supporting documentation, and providing further information upon request.

Code of Conduct
The staff of the Office of Financial Aid and designated agents of the College are expected to always maintain exemplary standards of professional conduct and to follow this code of conduct outlined by the National Association of Student Financial Aid Administrators (NASFAA).

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.

   • Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
   • If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
   • A borrower’s choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution’s preferred lender list.
   • No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.

3. Institutional financial aid offers and/or other institutionally provided materials shall include the following:

   • A breakdown of individual components of the institution’s Cost of Attendance, designating all potential billable charges.
   • Clear identification of each aid being offered, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
   • Standard terminology and definitions, using NASFAA’s glossary of terms.
   • Renewal requirements for each aid being offered.

4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as “Consumer Information.”

5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Important Dates
The Academic calendar includes important dates such as financial aid deadlines, disbursement of funds and credit balance issue dates. It applies to standard term courses.
The calendar can be found at: https://www.granite.edu/become-a-student/calendars/academic-calendar/.

Constitution Day
September 17 is designated as Constitution Day for all schools eligible for Title IV funding. Granite State College annually celebrates Constitution Day to promote an understanding and appreciation of the U.S. Constitution.

Financial Aid Eligibility for Repeated Coursework
Students are eligible to use federal financial aid to pay to retake a previously passed course for which they earned credit only one time in an attempt to better their grade. Students are eligible to use federal financial aid to retake a failed course repeatedly (please note that eligibility based on Satisfactory Academic Progress standards still apply). However, if a student earns credit for a course and then retakes the course but fails in the second attempt, the student will not be able to receive aid to retake that course again.

Satisfactory Academic Progress (SAP) for Financial Aid
All Granite State College students are required to achieve minimum SAP standards to receive financial aid. Graduate and Post Baccalaureate students must maintain a cumulative GPA of at least 3.0, a 67% completion rate, and be able to complete their program within 150% of the published length.

Qualitative Measure (GPA)
The qualitative measure requires a minimum cumulative GPA of 3.0.

Quantitative Measure (Pace)
The quantitative measure requires a completion rate of at least 67% for all attempted credits. Credit hours attempted include completed credits, incompletes, withdrawals, repeated for failed classes, as well as transfer credits. Also included are all credits attempted at Granite State at the same academic level (i.e. Graduate or Post- Baccalaureate).

Maximum Timeframe (in credits)
The timeframe for degree completion is limited by federal regulations to 150% of the published credit length of the program. For example, a graduate program may have a published length of 30 credits. The maximum timeframe for completion of that program is 45 credits.

The maximum number of credits attempted includes transfer credits and all credits attempted while enrolled at Granite State College at the same academic level. If due to withdrawals, failed courses, change in program, etc, it becomes mathematically impossible for the student to complete his/her program within the maximum number of attempted credits for the program, then he/she will no longer be eligible for financial aid for any future terms.

Coursework Definitions
Definitions of coursework and how they affect various categories when reviewing financial aid SAP.

Credits Attempted but not Completed
The following count as credits attempted, but not considered as credits successfully completed. “F” and “AF” grades are counted in the GPA calculation.

- “F” failing grade
- “AF” administrative failure
- “IC” incomplete
- “W” withdrawal

Dropped Coursework
Courses that are dropped during the official add/drop period are not included in the evaluation of SAP.

Audit Coursework
Audited coursework receives no credit and is not counted in the evaluation of SAP.

Repeated Coursework
Courses that are repeated will count as hours attempted and completed if the student receives a passing grade; however, only the last grade earned is calculated in the GPA.

Pass/Fail Coursework
Pass/Fail coursework is not calculated in the cumulative GPA, but will be counted as credits attempted. If the coursework is passed, the credits will also be counted as completed.

Transfer Coursework
Transfer credits that are applicable to the student’s degree program are counted as credits attempted and completed.

Consortium Coursework
Coursework at another institution under a consortium agreement, while a Granite State College student is enrolled in an eligible program, will be counted in the GPA and as credits attempted (and completed if a grade other than the equivalent of “F” or “AF” is issued).

Subsequent Program
Students who earn a graduate degree at Granite State College will have their maximum timeframe clock reset one time when they come back for a subsequent graduate degree.

Students who complete coursework for a teaching credential at Granite State will have their maximum timeframe clock reset when they come back for an additional certification, up to two times.

SAP Review Timeframe
Granite State College will review SAP eligibility on an annual basis at the end of each Spring payment period for all programs that are more than 24 credits. Programs that are 24 credits or less will be reviewed after each payment period.

Financial Aid Warning
Students who are reviewed after each payment period, who do not meet the minimum SAP standards will be placed on financial aid warning beginning with their next term of enrollment. Students on Financial Aid warning are eligible for aid.

Financial Aid Suspension
Students enrolled in programs that are 24 credits or less, who do not meet the minimum SAP standards during the annual review will be placed on
Financial Aid suspension beginning with the summer term. Financial aid suspended students are not eligible for financial aid which will result in the loss of all federal, state and institutional aid, including grants, scholarships, loans, and work study.

**SAP Appeal**

Granite State College will allow an appeal process for students in suspended status for receipt of aid. A student whose eligibility is suspended may request an appeal if he/she feels that extenuating circumstances existed that affected the student’s ability to achieve the minimum SAP qualitative (GPA) and/or quantitative standards (completion rate). A student cannot appeal a financial aid suspension if he/she has reached or will reach the maximum timeframe before program completion.

An extenuating circumstance must exist and be supported by additional documentation in order to file an appeal to regain financial aid eligibility. An extenuating circumstance may include:

- Injury
- Illness
- Divorce
- Death of an immediate family member, or
- Other extenuating circumstance.

Extenuating circumstances do not include a lack of dedication to his/her studies, not understanding the impact of withdrawals, etc.

All submitted documentation of extenuating circumstances is confidential and only used to verify and support a student’s appeal. All documentation will be filed in the student’s financial aid records.

Granite State College students may appeal a SAP suspension for reentry in the Summer, Fall, Winter, and Spring terms. All appeals will include an academic plan that must demonstrate that the minimum SAP standards will be achieved by the next scheduled review. Official deadlines will be published annually on the aid-year specific Financial Aid Satisfactory Academic Progress Appeal Form.

**Appeal Review**

All SAP appeals will be reviewed by the SAP Appeal Committee, which is made up of representatives from the Office of Financial Aid and the Registrar’s Office. The Committee will determine a student’s eligibility or eligibility for continued aid. Any incomplete appeals will not be reviewed. As a result, the student will not be eligible for aid. Students must have a current FAFSA on file, resolve any defaulted federal student loans, and pay any outstanding balance due to Granite State College before an appeal will be considered for review.

**Appeal Approval**

An appeal may only be approved if there is sufficient documentation of extenuating circumstance, an explicit statement of what has changed, and an academic plan that demonstrates the student will be able to achieve the requirements of SAP within the next four consecutive terms. Decisions for academic plans may involve, but are not limited to, a reduced course load, specific courses, a required GPA by term, etc. Academic plans cannot include more than 8 credits per term. The student and the advisor will be informed in writing of the decision, any additional requirements, and the consequences of failing to follow the academic plan.

Approved students will be required to achieve at least a “B” in each course while completing 100% of the credits in the academic plan. No incompletes, failures, or withdrawals will be accepted. Any higher expectations will be communicated to the student in writing. If the student does not meet or exceed this requirement their aid will again be suspended the following term.

If a student’s appeal is approved, but the student does not attend the subsequent payment period, the student’s aid will be once again suspended and must submit a revised academic plan for approval.

**Financial Aid Probation**

A student who is approved through the appeal process will be placed on financial aid probation for their first term back.

Students who achieve the minimum SAP standards after the probation term will have their eligibility reinstated and will not be required to continue to follow the established academic plan, however following the plan is recommended. The student will be reviewed again for SAP at the next scheduled review.

If the student is unable to achieve the minimum SAP standards after probation, the student will be placed on his/her approved academic plan and continue to receive aid if the student achieves the minimum grade required in each course while completing 100% of the credits attempted during probation. Otherwise, the student’s aid will be suspended.

**Academic Plan**

A student who successfully completes probation and did not achieve the minimum SAP standards will follow the academic plan created by his/her advisor and approved by the Committee. Progress will be reviewed on a term by term basis in accordance with the academic plan. Students who fail to meet the requirements of the academic plan will have their aid suspended.

**Number of Appeals**

Students that are reviewed annually are allowed to appeal at two different times during their academic career at Granite State College, however, students cannot appeal in successive aid years. Post-baccalaureate students who are reviewed term by term may only appeal once.

Students who fail to meet the requirements of an approved appeal will have their aid suspended again. The student must, on their own, work to achieve the standard to regain eligibility. If the student then, after regaining eligibility, is suspended again, that student may appeal once more.

**Appeal Denial**

If an appeal is denied, the student may not submit another appeal. The student must, on their own, work to achieve the standard to regain eligibility. If the student then, after regaining eligibility, is suspended again, that student may appeal once more.

**Re-establishing Eligibility Without an Appeal**

Once suspended students meet SAP requirements, they may regain aid eligibility during the next scheduled review.

If they wish to regain aid eligibility sooner, they may submit the Request for Reinstatement of Suspended Aid form. This form is used to alert the Office of Financial Aid that the student now meets SAP requirements and wishes to have their eligibility reinstated. The student will be placed on Probation for the subsequent payment period and must continue to meet
SAP standards at the end of that payment period. If they do not meet the standards, they will once again be suspended.
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

Prior to Summer 2023, full-time status for Post-Baccalaureate students was defined as enrollment in at least eight credits within a 12-week term. Half-time status for post-baccalaureate students was defined as enrollment in four credits within a 12-week term. Full-time/half-time status will differ at other USNH institutions.

Effective Summer 2023, the College will transition to a 16-week semester. Full-time status for Post-Baccalaureate students is defined as enrollment in six credits within a 16-week semester. Half-time status for Post-Baccalaureate students is defined as enrollment in six credits within a 16-week semester. For the 8-week summer term, students will need to be enrolled in twelve credits to be considered full-time, six credits to be considered half-time.

Graduate Students

Prior to Summer 2023, full-time status for graduate students was defined as enrollment in at least six credits within a 12-week term. Half-time status for graduate students was defined as enrollment in three credits within a 12-week term. Full-time/half-time status will differ at other USNH institutions.

Effective Summer 2023, the College will transition to a 16-week semester. Full-time status for graduate students is defined as enrollment in at least twelve credits within a 16-week semester. Half-time status for Post-Baccalaureate students is defined as enrollment in six credits within a 16-week semester. For the 8-week summer term, students will need to be enrolled in twelve credits to be considered full-time, six credits to be considered half-time.

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.

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

Registration

Register online at https://www.granite.edu/become-a-student/take-a-course/.

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.

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 (see the “Advanced Book Funds” section for information and eligibility
requirements). Barnes and Noble is the authorized textbook supplier for the college. Detailed information on required books, including ISBN, is listed at: https://granite.bncollege.com/.

**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 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. 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.

**Withdrawals 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 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.

**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 readmittance 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 courses\(^1\) 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.

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 have been processed.

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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.

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. § 3301 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.
Student Support & Campus Resources

Academic Advising

Academic advising is a critical component of all students’ educational experiences. Through advising, students are empowered to develop and implement sound academic plans that are consistent with their personal values, goals and career plans. The purpose is to guide students to become self-directed learners and decision makers. Advising is a shared partnership between a student and Field Placement Faculty or Academic Advisor with the purpose of reaching education and career goals. Using the framework of the Appreciative Advising model, Academic Advisors build trust and rapport with students, help students uncover their strengths and skills, and co-construct action plans to reach goals. Ultimately, the responsibility to make decisions that affect their life goals is that of the student.

Granite State College Academic Advising follows the guidelines by the Council for Academic Standards and National Academic Advising Association to:

- Maintain confidentiality (compliance with FERPA)
- Serve students on a fair and equitable basis
- Avoid any personal conflict of interest so advisors can deal objectively and impartially with issues
- Refrain from any form of harassment
- Recognize their advising expertise and refer students when necessary
- Impart accurate information while complying with institutional policies and rules (CAS Standards 2005)
- Treat students and colleagues with respect
- Honor the concept of academic freedom
- Learn about and understand the institutional mission, culture, and expectations and interpret the institution's values, mission, and goals to the community
- Obtain education and training (NACADA Core Values, 2004 and Nutt, 2007, Legal and Ethical Issues)

Ethical Standards

The College has adopted a set of eight ethical principles based on four fundamental ethical ideals (Utility, Justice, Respect for Persons, and Fidelity) to guide staff actions with students. The eight principles were formulated by the National Academic Advising Association and are as follows:

1. Seek the best possible education for the student.
2. Treat students equitably.
3. Enhance the student's ability to make decisions.
4. Advocate for the student with other offices.
5. Interact with the student with fidelity about college policies and procedures.
6. Support the college's educational philosophy and its policies.
7. Maintain the credibility of the advising/coaching process.
8. Accord colleagues appropriate courtesy and respect.

Orientations

Graduate Studies provides the following orientations sessions for students:

- GSC Orientation – Self-paced online orientation providing a valuable introduction & preparation to the College
- Graduate Student Orientation - Canvas self-paced orientation providing information on graduate programs, purchasing books, faculty and courses, course work and e-Portfolios, accessing library resources, and strategies for success.
- Canvas – is available for students new to online learning or Canvas as well as those who may need a refresher. In this orientation students will be introduced to Canvas, the learning management system used by Granite State College for course delivery, and gain comfort in using the various online tools and resources. This orientation is available in three formats: online live webinars offered at the start of the term, a recorded Canvas Orientation webinar and a self-paced tutorial. Staff are also available to help students who are new to online learning navigate their courses.

Look for these orientations through https://www.granite.edu/become-a-student/accepted-students/orientation/ and in the term course schedules. Orientations are also available on electronic resources including granite.edu/current-students/.

Student Disabilities Services

Granite State College Student Disability Services is committed to helping students become engaged, self-advocating, independent learners. We seek to promote accessible learning environments where students with disabilities experience equal access and full participation.

Granite State College, in accordance with the American Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, will provide to eligible students with a documented disability a reasonable accommodation plan in order to ensure equal access to college programs and activities. Students who would like more information on disability services or to apply for accommodations may contact the Student Disability Services directly:

Granite State College Student Disability Services
25 Hall Street
Concord NH 03301
Phone: 603-513-1140
Email: GSC.SDS@granite.edu

Applications for accommodations can be downloaded at http://granite.edu/current-students/advising-support/disability-services/.

Granite State College Library

The Granite State College Library is 100% digital and available 24/7. It provides access to millions of full-text scholarly journals and over 400,000 e-books that support the College's curriculum. These resources include special collections in Management and Leadership, Education, Healthcare and more. Assistance is available whenever students need it via email, live chat, or phone. Visit the library website to learn more at https://library.granite.edu/
%2F8%data=05%7C01%7CTiffany.Doherty%40granite.edu
%7Cdfac00ca99824e28e1f308a7f010d4cc8%7C7cd241893512d46dc8d2bebe47f8%7C7TWFpbGZsb3d8eyJjIjoimC4wLjAwMDA1LCJqOiV2luMziliLCJBTiI6Ik1haWwiLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyVzI3Mn0%3D
%7C3000%7C7%7C
%7C%data=NFCl1uxNL67FGzP1OINBEagnQYU5MBokEBxUIGwy4%3D&reserved=0

As part of Granite State College’s membership in the New Hampshire College and University Council (NHUCUC), students may use resources and borrow books from other NHUCUC libraries.

Online Resources
Granite Email, Canvas and WebROCK

The current Student section of Granite State College’s website is the go-to resource for current student information and support services. Students can access important online resources such as WebROCK, Canvas, the college Library, IT Help and Granite email. Visit https://www.granite.edu/current-students/.

Canvas is the College’s learning management system for delivering courses and course-related content online. It is used for online, hybrid, blended, and classroom-based courses. Canvas also offers access to e-portfolios, Zoom web-conferencing, Turnitin, and Kaltura, a streaming server for audio and video files.

Every active student and faculty member at the college gets a Granite email account which offers each user 100 GB of email storage as well as the full Office365 Suite for download, including Word, Excel, PowerPoint, Teams, OneDrive and other applications. If you are enrolled in an online or hybrid course, important course notifications, messages, announcements as well as other college communications will be sent to this email account. For more information on the Granite email including how to forward this email, see the IT Help Desk: (https://it.granite.edu (https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fit.granite.edu%2F&data=05%7C01%7CTiffany.Doherty%40granite.edu %7C12e2838ef48b472c93e908da73f7d171%7C7Cd6241893512d46dc8d2bebe47f8%7C7TWFpbGZsb3d8eyJjIjoimC4wLjAwMDA1LCJqOiV2luMziliLCJBTiI6Ik1haWwiLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyViLCJwYW1kJyVzI3Mn0%3D
%7C3000%7C7%7C&reserved=0)) and look for the Quick Link: About Granite Email.

WebROCK provides direct access to student records and registration. Once logged on, students can:

• Register for courses
• Make e-payments
• View degree evaluations
• Request official transcripts
• View academic history
• Verify enrollments
• View financial aid information
• Access the tax information the College has sent to the IRS

Technical Requirements to Take an Online Course

The minimal technical requirements to take an online course include: a computer running a current operating system, Internet access (DSL or broadband recommended), a current browser, anti-virus software with current updates, and a word-processing program, such as Microsoft Word, which allows students to create and submit work online and a web-browser with a version of Firefox or Chrome (Windows, Mac or Linux OS) for accessing Canvas.

Mobile Devices: While it is possible to access and participate in some elements of an online course using a mobile device, a computer is required for completing some assignments. Some courses may require additional software, hardware, plugins or applications which will be specified in the syllabus.

Chromebooks: Chromebooks, and other similar notebooks, do not support any software programs other than those that are cloud-based and supported by Chromebooks. This is a limitation if you need specific software for a course or your program. It will be your responsibility to consider other options for accessing that software.

For more information and the most up-to-date technical requirements, search for “Canvas & Zoom Technical Requirements” in the IT Knowledge Base found on the IT Help Desk: https://IT.granite.edu (https://it.granite.edu/).

Technical Assistance

For support documentation, account set up and answers to frequently asked questions, visit the IT Help Desk at: https://it.granite.edu (https://it.granite.edu/). Use the search function to find specific documentation (Knowledge Base articles) or submit an online help request. You can also call 1-888-372-4270. IT support is available 24/7.

For technical assistance with Canvas, use the Help menu in the global navigation. Support includes live chat, a toll-free hotline and links to Canvas specific documentation.

University System Student Board

There shall be a University System Student Board ("USSB") to advise the Board of Trustees and each of its committees on all topics and matters of interest to the students of any or all of the component institutions of the University System of New Hampshire ("USNH") and to advise the Board of Trustees from each of the USNH component institutions, including the two Student Trustees serving under RSA 187-A:13, III. Each institution may, but is not required to, select one representative to the USSB for years in which the institution elects a Student Trustee and two representatives in other years. Each institution may but is not required to reserve one (but no more than one) representative position for a graduate student. Members of the USSB will serve from July 1 of the year in which they are elected to the following June 30. The members of the USSB shall elect a Chair from among themselves. The USSB will meet at the call of the USSB Chair to consider and make recommendations to the Board or any of the Board’s committees. Each USSB member is entitled to one vote on all matters coming before the USSB, five members shall constitute a sufficient quorum for the conduct of business, and all votes shall be decided by majority rule. The Officers of the Board of Trustees shall appoint each of the USSB members to one or more of the Board’s committees. The Student Trustees, elected and serving under RSA 187-A:13, III, shall be full voting members of the committees to which they are appointed. The other members of the USSB shall be non-voting members of the committees to which they are appointed, entitled to participate in all committee business and activities, including non-public sessions.

Individual Career Planning

Granite State College is committed to student advancement in their chosen career field. The college offers a variety of resources to assist students at all stages of career development including self-assessment, major decision making, resume and cover letter writing, building relevant
experience, job search and interview skills and more. Contact your Academic Advisor to set up an appointment with a Career Counselor to create your personal career plan.

**Awato, Career Planning Software System**

Awato is a career pathfinding program that utilizes assessments to help you understand more about your career. Assessing your interests, inclinations, and values can provide useful feedback and help you to align your academic and professional goals. Awato assists you with exploring degrees and careers that match your interests, helps you to build a resume, and identify and apply for jobs and field-based experiential learning opportunities. Contact your Academic Advisor to set up an appointment with a Career Counselor to learn more.

**Alumni Association**

Alumni have made a significant impact on the State of New Hampshire’s economy for 50 years. Thousands of Granite State alumni work in business, health care, education and many other fields. The Alumni Advisory Board provides an excellent opportunity to meet other alumni and continue an important connection with Granite State College. For more information on how to join, go to [https://www.granite.edu/about/alumni/](https://www.granite.edu/about/alumni/).

**Victor Montana Alumni Award**

In honor of Dr. Victor B. Montana, past president of the College, an annual award is presented to a member of the alumni who most closely personifies Dr. Montana’s spirit during his tenure with Granite State College.

Once a qualified name is submitted and an application form received, a committee of the Alumni Association will make a decision based on the following criteria. The nominee must:

- Demonstrate a commitment to lifelong learning.
- Demonstrate a commitment to serving the community through professional or volunteer work.
- Approach life with a “Can Do!” attitude as noted by others.
- Demonstrate professional achievement or notable accomplishments in a chosen field.
- Show personal integrity and credibility as noted by others.

A recognition award will be given to one recipient annually.
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 Dean of 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 Dean of Academic Affairs may determine that temporary suspension from the College or academic dismissals is warranted. Upon notification of a second academic dishonesty incident by the same student, the Dean of 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 Dean of 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 Dean will be placed in the student’s official file.

When a student has received notification from the Dean of 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 Dean of 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 Dean of 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/).

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>QP</th>
<th>SH</th>
<th>Total GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 500</td>
<td>A-</td>
<td>3.67</td>
<td>3</td>
<td>11.01</td>
</tr>
<tr>
<td>CRIT 501</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12.00</td>
</tr>
<tr>
<td>MATH 502</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32.01</td>
</tr>
</tbody>
</table>

32.01 ÷ 9 = 3.55 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Grade Points</th>
<th>Level of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
<td>2.0</td>
<td>Below Average¹</td>
</tr>
</tbody>
</table>

¹Below Average includes grades C through C-
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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>AF</td>
<td>Administrative Failure</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Administrative Failure (AF)
An AF grade is assigned to the student who stops participating in the course and has not completed coursework 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

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td></td>
</tr>
<tr>
<td>February 1</td>
<td>Work due from student to faculty</td>
</tr>
<tr>
<td>February 14</td>
<td>Grades due from faculty to <a href="mailto:gsc.grades@granite.edu">gsc.grades@granite.edu</a></td>
</tr>
<tr>
<td>Winter Term</td>
<td></td>
</tr>
<tr>
<td>June 1</td>
<td>Work due from student to faculty</td>
</tr>
<tr>
<td>June 14</td>
<td>Grades due from faculty to <a href="mailto:gsc.grades@granite.edu">gsc.grades@granite.edu</a></td>
</tr>
<tr>
<td>Spring Term</td>
<td></td>
</tr>
<tr>
<td>September 1</td>
<td>Work due from student to faculty</td>
</tr>
<tr>
<td>September 14</td>
<td>Grades due from faculty to <a href="mailto:gsc.grades@granite.edu">gsc.grades@granite.edu</a></td>
</tr>
<tr>
<td>Summer Term</td>
<td></td>
</tr>
<tr>
<td>November 1</td>
<td>Work due from student to faculty</td>
</tr>
<tr>
<td>November 14</td>
<td>Grades due from faculty to <a href="mailto:gsc.grades@granite.edu">gsc.grades@granite.edu</a></td>
</tr>
</tbody>
</table>

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. 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 Dean of 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: Dean
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 Dean. 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 Dean. The Dean 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 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 College 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 Dean 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:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9</td>
<td>For September 30 conferral</td>
</tr>
<tr>
<td>December 9</td>
<td>For December 30 conferral</td>
</tr>
<tr>
<td>March 24</td>
<td>For March 30 conferral</td>
</tr>
<tr>
<td>June 23</td>
<td>For June 30 conferral</td>
</tr>
</tbody>
</table>

Students who wish to attend the spring commencement ceremony may need to observe a special deadline for their application to graduate, which will be communicated both via email and on the school website. 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Transfer</th>
<th>Residency</th>
<th>Degree Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Health Care Management</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Human Services Administration</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Instruction and Leadership</td>
<td>24</td>
<td>12</td>
<td>36</td>
</tr>
<tr>
<td>MS in Leadership Management</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Management</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Nursing Health Care Leadership</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MS in Project Management</td>
<td>0</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

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 by the published deadline.
2. Completion of all requirements, by the end of the spring term, for an Associate, Bachelor, or Master’s Degree.
# Academic Calendar

## Fall 2022 (202201) – 12 Weeks

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12 (T)</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>Aug. 26 (F)</td>
<td>Preferred date to submit all Financial Aid documents</td>
</tr>
<tr>
<td>Sept. 2 (F)</td>
<td>SAP appeal deadline for term reentry (due by Noon ET)</td>
</tr>
<tr>
<td>Sept. 7 (W)</td>
<td>Tuition &amp; fees payment due no later than or by 5:00pm (EST) for all courses beginning the week of September 19</td>
</tr>
<tr>
<td>Sept. 13 (T)</td>
<td>Advanced funds checks and electronic refunds sent to qualified Federal Financial Aid recipients to purchase books and supplies</td>
</tr>
<tr>
<td>Sept. 19-23 (M-F)</td>
<td>First week of fall term</td>
</tr>
<tr>
<td>Sept. 27 (T)</td>
<td>Last day to add/drop first session 6-week courses</td>
</tr>
<tr>
<td>Sept. 30 (F)</td>
<td>Last day to add/drop 12-week course</td>
</tr>
<tr>
<td>Oct. 3-7 (M-F)</td>
<td>Credits verified and aid disbursement of financial aid to student accounts begins</td>
</tr>
<tr>
<td>Oct. 12 (W)</td>
<td>Last day to withdraw from first session 6-week courses</td>
</tr>
<tr>
<td>Oct. 17 (T)</td>
<td>Checks and electronic refunds drawn and sent for credit balances. Courses with late start dates have different disbursement dates</td>
</tr>
<tr>
<td>Oct. 18 (T)</td>
<td>Tuition and fees payment due no later than 5:00pm (ET) for second 6-week courses beginning the week of October 31</td>
</tr>
<tr>
<td>Oct. 24-28 (M-F)</td>
<td>Last week of first session 6-week courses</td>
</tr>
<tr>
<td>Oct. 31-Nov. 4 (M-F)</td>
<td>First week of second session 6-week courses</td>
</tr>
<tr>
<td>Oct. 31 (M)</td>
<td>Final grades due to Registrar for first 6-week courses</td>
</tr>
<tr>
<td>Nov. 4 (F)</td>
<td>Last day to withdraw from 12-week courses</td>
</tr>
<tr>
<td>Nov. 8 (T)</td>
<td>Last day to add/drop second session 6-week courses</td>
</tr>
<tr>
<td>Nov. 11 (F)</td>
<td>Closed for Veterans Day Holiday</td>
</tr>
<tr>
<td>Nov. 23 (W)</td>
<td>Last day to withdraw from second session 6-week courses</td>
</tr>
<tr>
<td>Nov. 23-25 (W-F)</td>
<td>Thanksgiving Break - Classes held Monday and Tuesday. NO FACE-TO-FACE Classes Wednesday evening. The College is closed Wednesday-Friday.</td>
</tr>
<tr>
<td>Dec. 5-9 (M-F)</td>
<td>Last week of Fall Term courses</td>
</tr>
<tr>
<td>Dec. 12 (M)</td>
<td>Final deadline to report grades for 12-week and second session 6-week courses</td>
</tr>
</tbody>
</table>

## Winter 2022 (202202) – 12 Weeks

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 25 (T)</td>
<td>Registration opens</td>
</tr>
<tr>
<td>Dec. 9 (F)</td>
<td>Preferred date to submit all Financial Aid documents</td>
</tr>
</tbody>
</table>

## Spring 2023 (202203) – 12 Weeks

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 31 (T)</td>
<td>Registration opens</td>
</tr>
<tr>
<td>Mar. 10 (F)</td>
<td>Preferred deadline to submit all Financial Aid documents</td>
</tr>
<tr>
<td>Mar. 17 (F)</td>
<td>SAP appeal deadline for term reentry (due by Noon ET)</td>
</tr>
<tr>
<td>Mar. 22 (W)</td>
<td>Tuition and fees payments are due no later than 5:00pm (ET) for all courses beginning the week of April 3</td>
</tr>
<tr>
<td>Mar. 28 (T)</td>
<td>Advanced funds checks and electronic refunds sent to qualified Federal Financial Aid recipients to purchase books and supplies</td>
</tr>
<tr>
<td>Apr. 3-7 (M-F)</td>
<td>First week of Spring Term</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Apr. 11 (T)</td>
<td>Last day to add/drop first session 6-week courses</td>
</tr>
<tr>
<td>Apr. 14 (F)</td>
<td>Last day to add/drop 12-week courses</td>
</tr>
<tr>
<td>Apr. 17-21 (M-F)</td>
<td>Credits verified and aid disbursement of financial aid to student accounts begins</td>
</tr>
<tr>
<td>Apr. 26 (W)</td>
<td>Last day to withdraw from first session 6-week courses</td>
</tr>
<tr>
<td>May 2 (T)</td>
<td>Checks and electronic refunds drawn and sent for credit balances. Courses with late start dates have different disbursement dates</td>
</tr>
<tr>
<td>May 3 (W)</td>
<td>Tuition &amp; fees payments are due no later than 5:00pm (ET) for second session 6-week courses beginning the week of May 15</td>
</tr>
<tr>
<td>May 8-12 (M-F)</td>
<td>Last week of first session 6-week courses</td>
</tr>
<tr>
<td>May 15-19 (M-F)</td>
<td>First week of second session 6-week courses</td>
</tr>
<tr>
<td>May 15 (M)</td>
<td>Final grades due to Registrar for first 6-week courses</td>
</tr>
<tr>
<td>May 19 (F)</td>
<td>Last day to withdraw from 12-week courses</td>
</tr>
<tr>
<td>May 23 (T)</td>
<td>Last day to add/drop second session 6-week courses</td>
</tr>
<tr>
<td>May 29 (M)</td>
<td>Closed for Memorial Day holiday</td>
</tr>
<tr>
<td>Jun. 7 (W)</td>
<td>Last day to withdraw from second session 6-week courses</td>
</tr>
<tr>
<td>Jun. 19 (M)</td>
<td>Closed in observation of Juneteenth holiday</td>
</tr>
<tr>
<td>Jun. 20-23 (T-F)</td>
<td>Last week of Spring Term courses</td>
</tr>
<tr>
<td>Jun. 26 (M)</td>
<td>Final deadline to report grades for 12-week and second session 6-week courses</td>
</tr>
</tbody>
</table>

**Summer 2023 (202204) – 8 Weeks**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 26-30 (M-F)</td>
<td>First week of Summer Term</td>
</tr>
<tr>
<td>June 30 (F)</td>
<td>Last day to add 8-week courses</td>
</tr>
<tr>
<td>July 4 (T)</td>
<td>Closed for Independence Day holiday</td>
</tr>
<tr>
<td>July 7 (F)</td>
<td>Last day to drop 8-week courses</td>
</tr>
<tr>
<td>July 27 (Th)</td>
<td>Last day to withdraw from 8-week classes</td>
</tr>
<tr>
<td>Aug. 14-18 (M-F)</td>
<td>Last week of Summer Term courses</td>
</tr>
<tr>
<td>Aug. 21 (M)</td>
<td>Final deadline to report grades for 8-week courses</td>
</tr>
</tbody>
</table>
Records

Privacy Rights (FERPA, Buckley Amendment)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA/ The Buckley Amendment), it is the policy of the College to protect the education records of its students, former students, and alumni. All personally identifiable information in an education record is considered confidential. Students have the right to inspect and review their education record, the right to seek to have the records amended, and the right to have some control over the disclosure of information from their records.

It is the College’s practice not to release any information other than directory to non-institutional persons or organizations, except as expressly allowed by this law. No one, other than third parties allowed by the Act, will have access to such records without the student’s written consent.

The rights guaranteed under this policy do not extend to those who have applied to the College but do not enroll in courses. Exceptions to the consent requirement are:

1. Granite State College administrative employees who have legitimate educational interest in seeing the record.
2. Authorized federal and state officials auditing or evaluating federally and/or state supported educational programs.
3. Persons processing a student’s financial aid application.
4. Recognized accrediting organizations carrying out their accrediting functions.
5. Federal or state law enforcement officials pursuant to a lawfully-issued subpoena or court order or in response to a federal grand jury subpoena.
6. In an emergency, other appropriate individuals (as determined by the keeper of the records), if that information is necessary to protect the health and safety of the student or other persons.

Privacy Policy

Granite State College values the privacy of personal information. This policy outlines the College’s information gathering and dissemination practices.

Student Information

Student information is protected by the Federal Family Educational Rights & Privacy Act (FERPA).

Personal Information

Personal information is unique information such as name, address, phone number, and email address. The College does not collect personal information unless a student voluntarily provides it by, for example, completing an application for admission or registering for a course. Once such information is collected, it is never sold to or shared with third parties unless:

1. a student has given permission, or
2. it is required in order to comply with state laws, federal law, or other legal processes.

Non-Personal Information

Non-personal information is information generally associated with a computer, such as its IP address and location. This information may be collected for internal purposes such as analyzing website usage and effectiveness, demographic analysis, and market trends. Like personal information, this is never sold to or shared with third parties except in the circumstances described above.

Directory Information

Granite State College complies with the federal government’s Family Educational Rights and Privacy Act of 1974. Granite State College does not sell or otherwise provide any information collected in its student information system to any external entity except as expressly allowed by this law. However, the following data is considered directory information by the College:

- Name
- Address
- Telephone
- E-mail address
- Dates of attendance
- Concentration or major
- Degrees and awards received
- Film, video, or electronic images

Request for Confidentiality

Under the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of directory information. Should a student decide to withhold, any requests for such information from non-institutional persons or organizations will be refused, except as allowed by the law. In addition, the student’s name will not be published in the College’s official graduation program or other public graduation or honors announcements. Students who wish to withhold directory information must complete and submit the Confidentiality Request Form available at https://www.granite.edu/current-students/registrar/forms-faqs/.

Changing Legal Name

A legal name change must be brought to the attention of the Registrar’s Office. The student must provide a legal document with the new name. Acceptable legal documents include: Marriage License, Divorce Decree, Social Security Card or Valid Driver’s License.

Returning students with records under their former name must provide an acceptable legal document to update their record.

The legal name change request form is available at https://www.granite.edu/current-students/registrar/forms-faqs/.

Preferred First Name Policy

To foster a campus environment that is inclusive and that encourages self-expression, Granite State College has established a policy whereby any current student may use a preferred or chosen first name. We strive to have this name used wherever a legal name is not necessary. For more
details, please visit the full policy at https://www.granite.edu/current-students/registrar/preferred-first-name/.

Gramm-Leach-Bliley Act (GLBA)
Gramm-Leach-Bliley Act (GLBA) is a federal law which requires financial institutions to ensure the security and confidentiality of customer personal financial information. The University System of New Hampshire seeks to:

• Ensure the security and confidentiality of customer records and information – in paper, electronic or other form,
• Protect against any anticipated threats or hazards to security or integrity of such records; and
• Protect against the unauthorized access to or use of any records or information which could result in substantial harm or inconvenience to any customer.

Granite State College complies with the Gramm-Leach-Bliley Act.

Cookies
Cookies are small text files stored on a computer that maintain preferences between browsing sessions. The College uses information stored in cookies to enhance and improve the experience with the website. Cookies may also store any personal information provided to the College. You may choose to adjust or disable cookies on your web browser, or choose to be notified when a Granite State College website attempts to send you a cookie. This could, however, reduce the quality of the experience with the College’s website and student portal.

Google Adwords
The College uses the Google AdWords remarketing service to advertise on third party websites (including Google) to previous visitors to our site. It could mean that we advertise to previous visitors who haven’t completed a task on our site, for example using the contact form to make an inquiry. This could be in the form of an advertisement on the Google search results page, or a site in the Google Display Network. Third-party vendors, including Google, use cookies to serve ads based on someone’s past visits to the Granite State College website. Any data collected will be used in accordance with this privacy policy and Google’s privacy policy.

Security
Granite State College follows industry-standard security measures, to protect the loss, misuse and alteration of the information under our control, including the use of encryption/security software. Please note that any emails you send to the College may not be secure or encrypted, so we recommend using caution when emailing sensitive information such as social security numbers.

Links to External Websites
The Granite State College website contains links to various third-party websites, such as the U.S. Department of Education. The College is not responsible for the privacy policies or practices of those websites.

Purging Paper Files
Paper files will be stored for a period of five years after last year of attendance or graduation and will then be destroyed. Official transcripts of all course work/learning experiences completed with Granite State College will be on file permanently.

Granite State College Transcripts
Official academic records are maintained in the:

Office of the Registrar  
Granite State College  
25 Hall Street  
Concord, NH 03301

All financial obligations to Granite State College must be met before an official transcript can be released.

Current enrolled students may request official transcripts by logging on to the College’s secure portal and entering their request through WebROCK. Alumni may request a transcript through Credentials Inc., the provider of the College’s authorized online transcript ordering system, at https://www.granite.edu/current-students/registrar/transcript-request-information/. Students must pay by credit or debit card to order online, and may choose one recipient per order (multiple copies may be sent to the same recipient, and multiple orders may be placed). The cost per electronic (official emailed copy) transcript is $3. The cost per paper transcript is $3 per copy, plus the $3 processing fee.

Students may choose from a variety of expedited shipping options, the prices of which are subject to change depending on current rates offered by the U.S. Postal Service. There is no additional cost for Domestic U.S. First Class Mail (regular shipping).

For students who do not have the use of a credit or debit card, a paper form is available online at the webpage below. Completed request forms should be returned to the Office of the Registrar by mail or in person. Only one copy to one addressee may be requested per form using this method. The cost per official transcript is $6 with payment by check or money order only; Payment must be made before the transcript is released. Please note that walk-in requests brought directly to the College Administrative campus in Concord will be available for pick-up on the following business day.

For more information on the transcript request process, please see https://www.granite.edu/current-students/registrar/transcript-request-information/.

Institutional Name Change
In 1972, the Board of Trustees of the University System of New Hampshire established the School of Continuing Studies in order to extend the educational resources of the University System to all areas of the state. Seven years later in 1979, the name was changed to the School for Lifelong Learning. In 1993, the School became the College for Lifelong Learning. As a reflection of its expanded mission in providing statewide access to public higher education, on May 9, 2005, the name was changed to Granite State College. Transcripts are issued under the name of Granite State College. Diplomas and certificates awarded before the name change will be re-issued under the name of Granite State College for a $20.00 fee.
Community Partnerships
Child Welfare Education Partnership

Granite State College has contracted with the New Hampshire Division for Children, Youth and Families (DCYF) to provide education and training to DCYF staff, prospective foster and adoptive parents, children's residential staff, non-licensed relative caregivers, and other eligible community members.

Mission Statement
The Child Welfare Education Partnership strives to enhance the potential of positive outcomes for children in care and New Hampshire families by providing quality education. Curricula is developed responsively, collaboratively, and in a manner designed to maximize adult learning. Whether classroom based, or online, courses are delivered in a supportive atmosphere that recognizes participants’ level of experience. The Child Welfare Education Partnership embraces a system of quality improvement and program evaluation that is both proactive and comprehensive.

Programs

Foster and Adoptive Care Essentials (FACES)
Foster and Adoptive Care Essentials (FACES) is offered to individuals interested in pursuing a license to provide foster/adoptive care. It consists of a minimum of 21 hours of training that promotes a better understanding of working with children, families and the child welfare system. This training assists in preparing the applicant to be a skilled caregiver, birth parent role model and a professional team member. Courses are primarily instructed by foster and adoptive parents.

Caregiver Ongoing Education (COT)
The goal of Caregiver Ongoing Training (COT) is to enhance the quality of care for children living outside of their own homes and to provide the skills and mutual support necessary to address the daily issues that confront substitute caregivers. It is the mission of the Child Welfare Education Partnership to help children and strengthen families through well trained and supported caregivers. Courses are offered for Continuing Education Units (CEUs) and are designed to meet the requirements for:
- Foster parent re-licensure
- Emergency Foster Care
- Specialized Care
- Staff development

Core Academy
A wide range of adult learning modalities are used to provide over 200 hours of pre-service training to newly hired Child Protection, Juvenile Justice, Sununu Youth Center staff, nurses, and legal staff employed by DCYF in partnership with coaching from an Instructor Coach and a trained DCYF mentor.

DCYF Advanced Training
On-going learning is offered to all DCYF staff to provide enhanced skill development, address DCYF quality improvement priorities, refresh key skills and knowledge of staff, and include needs assessment data from the field. On-going training is offered to be accessible, needs-based, outcomes-focused, and provided virtually or in local District Offices.

Supervisory Core
A supervisory pre-service training incorporating DCYF supervisory standards and best practices and in conjunction with DHHS supervisory expectations is provided to the field. This 6-day training was piloted and is now in the process of being updated and finalized this fiscal year for delivery to all new DCYF supervisors.

Better Together
Through an intensive two-day workshop facilitated by one birth parent/foster parent and/or one staff/ally, Better Together with Foster and Birth Parents adheres to a guiding set of principles that includes honoring parent voices and promoting parent leadership; shared decision-making; acknowledging shared purposes and common values; engaging extended family members and other supporters within the community; understanding and then overcoming the disparity in power between parents, staff and allies; and providing parents with a forum in which they can express what they need.

Osher Lifelong Learning Institute (OLLI)
OLLI at Granite State College (GSC) is a member-driven, volunteer-based educational program for older adults who are eager to explore ideas and interests in a safe and relaxed environment with a community of peers. Members explore ideas and interests with their peers in traditional classrooms, on-line, and out in the community. Social events, travel, special interest groups (SIGS) and a wide array of volunteer opportunities enhance member benefits. There are no tests, grades, or prerequisites and courses are developed in response to member interests.

OLLI courses and events are offered via Zoom, on Granite State College campuses, and in accessible community locations. These exciting courses in our four learning regions are facilitated by volunteers who enjoy sharing their specific expertise with learners whose life experiences enrich an open exchange of ideas.

OLLI values include high standards of program excellence with an emphasis on educational and social enrichment, volunteerism, fiscal sustainability, a diverse membership, mutual respect, and member safety.

OLLI at Granite State College is one of 125 Osher Lifelong Learning Institutes at colleges and universities nationwide, representing more than 170,000 members and serving 394 cities and towns.
Faculty

The faculty represents one of the most important dimensions of academic quality in colleges and universities.

The faculty of Granite State College is comprised of a group of dedicated instructors and independent scholars representing many businesses and professions. At Granite State College, Senior Lecturers, Lecturers, and Adjunct Faculty teach with expertise and enthusiasm. Faculty provide a supportive yet academically challenging environment for the adult student. Active faculty as of February are:

A

Katherine Elisha Acker  
M.Ed., University of New Hampshire  
Liberal Arts

Maryanne Adams  
M.B.A., Plymouth State University  
Business, Management & Finance

Amy Lyn Allen  
M.S.W., University of New Hampshire  
Education & Training

Amy L. Allen  
M.S.W., University of New Hampshire  
Education & Training

Michelle Alvarez  
Ed.D., Nova Southeastern University  
Human Services & Public Safety

Michelle Alvarez  
Ed.D., Nova Southeastern University  
Human Services & Public Safety

Michael Ammons  
Ed.D., Liberty University  
Business, Management & Finance

Rita Anger  
M.S.N., Rivier University  
Nursing

B

Stephanie Banks  
Ed.D., Plymouth State University  
Liberal Arts

Catherine Bardier  
M.S., Rivier University  
Health & Wellness

Kathleen A. Bartolini  
M.A., Hahnemann Graduate School  
Human Services & Public Safety

Sarah Batterson  
Ph.D., University of New Hampshire  
Liberal Arts

Christopher Richard Benedetto  
M.A., Brown University

Liberal Arts

Christopher S. Benton  
Ph.D., University of New Hampshire  
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M.S., Florida State University  
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Jay Berman  
M.B.A., University of New Hampshire  
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M.Ed., University of Pittsburgh  
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Christopher T. Brooks  
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M.Ed., Boston University  
Education & Training

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M.Ed., Boston University  
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Education & Training

Tammy L. Carnevale  
M.Ed., Plymouth State University  
Education & Training

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M.S., Lewis University, Chicago, IL  
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Claude Caswell  
Ph.D., University of New Hampshire  
Liberal Arts

Jordan Chadwick  
M.S., University of New Hampshire
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Education & Training

Justin C. Chase
M.S., Granite State College
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Tobi G. Chassie
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Tracey Collins
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Thomas Conomacos
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Hannah Merry Dul
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<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Institution</th>
<th>Field</th>
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<tbody>
<tr>
<td>Hannah M. Dul</td>
<td>M.Ed., Keene State College</td>
<td>Education &amp; Training</td>
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<tr>
<td>Tanya Dumont</td>
<td>M.S., Springfield College</td>
<td>Business, Management &amp; Finance</td>
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<td>Derek Edry</td>
<td>M.B.A., Southern New Hampshire University</td>
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<td>M.A., Farleigh Dickinson</td>
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<td>David Emanuel</td>
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<td>Patricia Ann Erwin-Ploog</td>
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<td>Dierdre C. Estes</td>
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<td>Marisa Forti</td>
<td>M.A., University of Connecticut</td>
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<td>Sandra T. Found</td>
<td>M.A., University of Massachusetts - Amherst</td>
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<td>James Frackleton</td>
<td>M.S., Merrimack College</td>
<td>Business, Management &amp; Finance</td>
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<td>Carmen J. Frederico</td>
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<td>Leia Friedman</td>
<td>M.S., Rivier University</td>
<td>Human Services &amp; Public Safety</td>
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<td>Mark Gregory Friedman</td>
<td>M.I.A., Columbia University - School of International Affairs</td>
<td>Business, Management &amp; Finance</td>
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<td>Samuel F. Fucile</td>
<td>M.S., New England College</td>
<td>Business, Management &amp; Finance</td>
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<td>John Michael Gagnon</td>
<td>M.B.A., Plymouth State University</td>
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<td>Laurie L. Galletta</td>
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<td>Emily M. Gannon</td>
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