

SNHU School of Community
Economic Development

A School of Southern New Hampshire University

Southern New Hampshire University

School of Community Economic Development

Graduate Student Handbook

Academic Year 2009 - 2010

Welcome!

Welcome to the School of Community Economic Development. We hope your time with us will be an outstanding educational experience, one that will increase your skills and expand your horizons.

This handbook provides information that is specific to our School and complements SNHU's Graduate Catalog. We have tried to provide a clear guide so that you know what to expect but it may not answer all your questions. If additional questions about policies and procedures arise, please feel free to contact me, your faculty advisor or our Student Services staff. We'll be glad to help you out.

All SNHU policies detailed in the Graduate Catalog apply to our School and to you as graduate students, so please make sure you have a copy of the SNHU Catalog (available online) as well as a copy of the SCED Graduate Students Handbook in your files.

Charles Hotchkiss
Dean

The SCED's Mission Statement

To be a global leader in advancing the creation of just economies and sustainable communities by:

- Educating and training community leaders,
- Conducting applied research, and
- Developing and promoting innovative CED policies and practices.

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Model of Education at the School of CED

The School emphasizes a learner-centered model in its approach to education. The learner-centered model assumes that students learn best when they take an active role in the learning process. The model presumes a different set of responsibilities for both the students and the instructor than one encounters in a more traditional educational approach. Some of you may not be used to the learner-centered model but over time, you will not only become comfortable with the model here but use it in your own practice as a community development practitioner.

Our model of education is based on the following principles:

- Education should promote critical thinking and empower the learner to act effectively.
- Experience is a rich resource for learning. As such, participants' prior experience should be integrated into the learning process.
- The participant should be an active participant in the planning, implementation and evaluation of his or her learning experience.
- Cultural diversity and a respect for cultural diversity enhance the learning process.

Contact information at the School of CED

Administration

Dr. Charles Hotchkiss, Dean & Chair Doctoral Program

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Veronica Kamerman, Assistant to Dean

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Faculty

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Dr. Puneetha Palakurthi

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Dr. Catherine Rielly, Chair ICED

c.rielly@snhu.edu 603-644-3156

Dr. Jolan Rivera, Chair NCED

j.rivera@snhu.edu 603-644-3103x3355

Dr. Chuck Hotchkiss, Chair, MA & PhD

c.hotchkiss@snhu.edu 603.644-3181

SNHU Offices

Bursars

603-645-2095

Public Safety

603-645-9700

Financial Aid

603-645-9645

Library

603-645-9605

Wellness Center

603-645-9679

Computer Resources Help Desk

603-645-9000

SNHU Student Handbook

A complete copy of the SNHU Student Handbook can be viewed here:
www.snhu.edu/2103.asp

Student Services

Rose Palis is the Student Services Coordinator and will be your primary points of contact in the School for any administrative matter. If you have any academic concerns, please contact your academic advisor.

Message Board

The School maintains bulletin boards located in front of the SCED Lounge Area --ACC 211.2. This includes all of the most current information – including classroom assignments. Please check the board when you are on campus.

Monthly Information

Each month the School emails information to students via students' SNHU email addresses. Please check your SNHU email account regularly!

Academic Standards and Regulations

(The information outlined here is complementary to SNHU standards as detailed in the Graduate Catalogue. Students should thoroughly review the Graduate Catalogue to stay current on University standards and regulations since these are applicable to all SCED students.)

Assignments

Written assignments are intended to provide students the opportunity to demonstrate acquired skills. Written assignments help ensure that all students have a working understanding of the subject. If a student is unable to meet a submission deadline, it is the student's responsibility to arrange for an extension with the instructor before the due date. If the student does not negotiate an extension, the instructor may choose to adjust the grade accordingly. If a student is dissatisfied with a grade on SCED Graduate Handbook 2009-2010 • Page 5

any written assignment, it is the instructor's discretion to allow resubmission for a better grade. Deadlines for re-writing are set by the instructor.

All written assignments must be typed on a computer. It is the student's sole responsibility to keep a copy of all materials submitted.

Reading Assignments are intended for the purpose of providing all students with a common base of information. The student will be expected to participate in classroom or online discussions using information from the readings to develop a fuller understanding of the subject matter.

Bibliography and In-Text Citation Style

Graduate students are required to learn and use a common reference and publication style. The School uses the style shared by the social sciences: the American Psychological Association (APA) author/date style. Students may access basic information online through the Shapiro Library. This information is included in SCED course syllabi.

Student's Responsibilities

It is the student's responsibility to be prepared for active classroom and/or online discussions based on work assigned for each session. If you find yourself falling behind in the readings and written assignments, discuss this with your instructor or advisor. **DO NOT WAIT UNTIL THE SEMESTER IS OVER!!!!**

Achievement Levels Expected

A student must complete the prescribed courses and required credit hours of the program of study and earn a minimum GPA which is determined by the degree program in which the student is enrolled. Students should review these with their academic advisor at the outset of the semester – and review their standing on a regular basis. All degree requirements must be satisfied within eight years of the date of admission.

Grades recorded for all courses completed prior to the awarding of a graduate degree are used to calculate a student's cumulative grade-point average, except in the case of the first grade earned for a course that was repeated. A student needs a cumulative GPA of 3.0 in order to be awarded the degree in MS CED. In addition, the policy limiting the number of Cs or lower grades applies to all courses completed prior to the awarding of a degree. Students are graded on performance according to the scale below.

Letter Grade	Numerical Equivalent	Points
A	95-100	4.00
A-	90-94	3.67
B+	86-89	3.33
B	83-85	3.00
B-	80-82	2.67
C+	76-79	2.33
C	73-75	2.00
F	0-72	0.00
CR	Credit	
I	Incomplete	
IF	Incomplete/Failure	
S	Satisfactory	
T	Transfer Credit	
U	Unsatisfactory	
W	Withdrawn	

Grade Change Policy

Once submitted to the Registrar, grades are final and may not be changed. The exception is if the faculty who submitted the grade determines upon

further review that a calculation or numerical error was made in assigning the original grade or if a letter grade is submitted in place of an incomplete. Written notification to the registrar, with the approval of the faculty member and respective chair, is required for grade changes.

Grade Report

Final grades are due to the office a week after the semester officially ends. Students can check grades through PenPal.

Incompletes

DO NOT assume that an incomplete grade will be awarded for a course for which you did not complete the requirements.

If you need to request an extension to submit your work, please complete the “Petition for an Incomplete Form” (see addendum). The form is available in the SCED Office. It must be approved by your instructor. The Office will return all incomplete petitions for an incomplete grade forms to students.

Faculty may give a student a grade of incomplete (“I”) in a course, provided the student has submitted an incomplete request form. The Incomplete grade automatically becomes a grade of “IF” if work has not been completed and the deadline has passed. Unless specific arrangement is made after the deadline is past, a student will need to retake the course when it is offered next time.

Regulations

Academic Advising

Academic Advisors are School faculty and staff members who serve as a student’s first point of contact on academic issues. Advisors are appointed by Academic Program Chairs who manage Academic programs.

Change of Program

Students who wish to change their program of study or add a new degree or specialization to their current program need to complete a “Request for Change of Program” form, (see addendum) available in the SCED Office. Students that request a program change will be notified by the relevant Academic Program Chair of approval. However, students should meet with their advisor prior to submitting a request in order to identify any additional requirements that may need to be satisfied and to plan their schedules accordingly.

Conflict Resolution

If you have a problem with a student, staff or instructor, please speak directly to that person. If the dispute is not satisfactorily resolved, it should be taken to the Academic Program Chair and, ultimately, to the Dean of the School.

Course Waiver Procedure

A student may be allowed to waive out of a course if it can be demonstrated that she/he has the knowledge and skills that the course intends to provide. Knowledge/skills demonstration is gauged via a waiver exam and/or submission of pertinent documents (e.g., transcript of academic records, employment certification, etc). The student does not receive course credit for a class that is waived. An elective course must be substituted for a waived course. Once a course is waived, it may not be taken to fulfill degree requirements.

You can start the course waiver process by getting in touch with the Academic Program Chair. Final approval of transfer credits rests with the School Dean.

Transfer Credits

A student can transfer course credits earned from another academic institution to the School of CED's Masters Program provided that the following are met:

- The course was taken in an accredited academic institution.
- The credits were earned in the last five (5) years.
- The course is a graduate-level course.
- The student garnered a grade of B or higher.
- The course should be comparable in terms of content to a course offered by the School of CED; course comparability is determined by the course instructor.
- The student needs to submit an official transcript of academic records and a detailed syllabus of the course he/she wishes to transfer.

A maximum of six credits may be transferred into any degree program. Credits are transferable; grades are not. Grades earned at other institutions do not appear on Southern New Hampshire University transcripts, nor are they calculated in the student's overall GPA.

You can start the transfer credit process by getting in touch with the Academic Program Chair. Final approval of transfer credits rests with the School Dean.

Parking Stickers

Parking permits are available on line at <http://thepermitstore.com/>. All students are required to purchase a parking permit prior to bringing their vehicle onto campus and are expected to obey all parking rules and regulations. Students must purchase a new permit every academic year

- Commuter Night and Weekend Students - \$45.00 plus \$4.95 handling charge

Permits are to be displayed on the lower left corner windshield of the driver's side of the vehicle near the VIN #. Not in a tinted area. If the permit is not properly displayed, it will be considered a violation. The permit authorizes the use of the appropriate designated parking facilities.

Rental cars must also have valid SNHU Parking stickers. To updated your sticker please view the addendum entitled "How to update your vehicle information through IPARQ"

English Language

Students whose primary language is not English are required to submit their score on the Test of English as a Second Language (TOEFL). The Center for Language Education offers intensive instruction to students needing to develop their English speaking and writing skills. Masters students who did not submit a TOEFL score or whose TOEFL is below 550 on the paper-based test, or 213 on the computer-based test, must have their English assessed upon arrival on campus.

Group Work

Group work is an essential element of the CED strategy. From the initial research stage to the final completion stage, the manner by which a community development initiative is carried out (i.e., the process) is as important as the product. Only by working cooperatively will communities be able to build strong and sustainable institutions. The coursework of the School of CED is designed to reflect what we might experience in the field. Therefore many of the CED classes involve group projects. Whenever possible, groups will be formed according to individual interests and abilities. Students are expected to be full members of their groups and be fully cooperative in working toward the completion of the groups' objectives. Experience has shown that, inevitably, conflicts will arise when people of different backgrounds, interests and skills work together. Such problems can best be avoided when there are written principles established to which group members may refer to whenever any questions of procedure arise. The following set of procedures was

established by a committee of International CED participants concerned with assuring full participation of group members:

- Each group must agree upon its own set of rules and procedures that will define how its members will function and relate to each other while working together in the group. The agreed upon set of procedures shall be written down and signed by all group members. Work schedules shall be established by the group. A group member shall be appointed to maintain records of meetings and tasks completed.
- Each group will maintain attendance records for meetings and group activities. Groups shall be formed by the instructors. Consideration in forming the groups will be given to the special interests and abilities of the participants. After groups are formed, any new members must be unanimously accepted by the group. Each group must keep minutes of meetings and vote on the approval of the minutes. A division of tasks shall be submitted with the final project report that spells out the responsibility of each member as well as all the above reports and records.

Homework/Term Paper Delivery

Faculty will provide you with contact numbers at the beginning of the semester. Under the privacy policy at SNHU, the Office cannot give you faculty home phone numbers, but can provide an email address.

If your instructor is not a full-time faculty or staff member of the School of CED, please make sure that you arrange with your instructor how your assignments are to be submitted.

Independent Study

A student may register for up to two independent study courses in the program. The student must present a proposal and have it approved by a full-time faculty member and the Academic Program Chair before

registering. Guidelines for Independent Study are available from the School Office.

Initial Enrollment

Students accepted at the School are enrolled in their required courses when they have submitted the Intent to Enroll form. Students who choose not to enroll after being admitted will be required to satisfy any new program/degree requirements that become effective after the date of original acceptance. Scholarship awards are only good for the academic year awarded and may not be deferred. Files of students who do not enroll for two consecutive semesters are inactivated, requiring students to submit a written request to the Academic Program Chair asking to resume studies.

Students' Evaluations

Before your last class session, Student Services will arrange a semester-end student course evaluation link either in class or online. Please take the time to fill out these forms and provide us feedback. This will help us improve our programs and services. This evaluation has no effect on your course grade: evaluations are anonymous, and as a further safeguard, we will not process evaluations until after grades are processed.

Weather Cancellations

SNHU alerts is an optional emergency alert text messaging service for students, faculty and staff. SNHU Alerts is just one method the University will use to communicate emergency information. We may continue to use a variety of methods as appropriate, including e-mail, telephone and the Web.

SNHU uses this notification system to send alerts about Crisis situations affecting the SNHU community Closings, cancellations, or delays of office hours or classes SCED students are encouraged to sign up for email and

text alerts via this website: www.snhu.edu/126.asp This is the primary way SCED will contact students regarding class cancelations.

If a student feels that travel is unsafe and chooses not to attend classes as a result of weather conditions, they should be in direct contact with their instructor to make whatever arrangements are necessary to make up any missed work.

Credit Policy / Finance Charges

Finance charges

- Tuition payment is due before the start of the official date of the term.
- Any outstanding balance as of the term's official start date will be subject to a finance charge of 18% annual rate, assessed monthly at 1.5%
- If the account balance is zero at the close of business on the last day of the month, any accrued finance charges will not be assessed to the students' account for that month.

Graduate programs and Doctoral programs

- Full payment is due at the time of registration.
- First time International full time Manchester Graduate students will get a 2 week grace period for payment of tuition.
- Payment plans can be arranged with Tuition Management Systems for Day school students through the Bursars'
- Students with balances or are past due on their payment plan will be prevented from starting subsequent terms, will be dropped from the payment plan, and will incur finance charges.

Third Party Billing and Military Tuition Assistance

- Students eligible to participate in the third party direct billing in which a third party will be authorizing direct billing from the University to the party, must first submit a voucher/letter or military tuition assistance form to the Bursar's Office or appropriate

center. The voucher must include beginning and end dates of the academic term, courses covered, books, and other fees covered (if any) and maximum dollar value. Paperwork is due before the term start date. Payers will be billed at the beginning of the term covered by the voucher. Payment is due within 30 days of the billing, finance charges are waived upon confirmation of the approved authorization. Student reimbursement based upon satisfactory completion of the course and grades are not subject to third party billing.

Other

- All students waiting for pending aid/alternative loans will be required to give a credit card to keep on file with authorization to process on a specific date if aid /loans are not here on that specific date. All students will sign a one time promissory note. This note will be used in case of default of any payments owed to the University.
- Transcripts, caps/gowns, diplomas and verifications, along with registration for future classes will be withheld if students' owe any type of balance.
- Students with outstanding balances will go on a financial hold and will be assessed finance charges, call /email fees and late fees at the discretion of the University.
- All students sent to collections will be subject to 25% fee added to their account, legal fees and the account will be reported to the credit bureaus.
- All former collections accounts and bankruptcies must pay up front for any future classes.
- Credit policy is at the discretion of the credit office and subject to change.

Program Withdrawal

- Students may withdraw from the University by obtaining a withdrawal form (see addendum) from the Student Services office and obtaining all necessary signatures. International Students are required to notify the appropriate offices of their change of status. Merely ceasing to attend classes does not constitute an official withdrawal, academically or financially. Failure to file a withdrawal form with the Student Services office will result in the automatic recording of “F” grades for all courses being taken by the student. The official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining any refund. Southern New Hampshire University identification cards must be returned to the Student Affairs Office when withdrawing from the University. Students who withdraw from the University completely after the eighth week, the last day of the second class weekend, or the second week of the intensive program semester – depending on which academic program the student is enrolled in (whichever comes last) of the semester will receive either a “WP” or “WF” from each of their instructors.
- No adjustments to account balances will be done nor will withdrawal disputes be considered after 30 days from the end of the semester during which the student withdrew.

Leave of Absence

Students may take a leave of absence from the University by obtaining a leave of absence form (see addendum) from the SCED office and obtaining all necessary signatures. All International Students must notify the appropriate offices of SNHU. Merely ceasing to attend classes does not constitute an official leave of absence either academically or financially. Failure to file a leave of absence form will result in the automatic recording of “F” grades for all courses being taken by the student. The official date of the leave of absence is the last date of class attendance as verified by an instructor. This date will be used in determining any

refund. Southern New Hampshire University identification cards must be returned to the Student Affairs Office when taking a leave of absence from the University. Students who take a leave of absence from the University after the eighth week, the last day of the second class weekend, or the second week of the intensive program semester – depending on which academic program the student is enrolled in (whichever comes last) will receive either a “WP” or “WF” from each of their instructors.

- No adjustments to account balances will be done nor will leave of absence disputes be considered after 30 days from the end of the semester during which the student withdrew.

Transferring to a Different SCED Center or Academic Program

Students may transfer from on SCED degree program or center of record (although some require a separate application and the approval of the Chair and/or review committee) to another degree program or center of record within the School by obtaining and completing a Change of Program form from the Student Services office of the School of CED. Failure to complete the Change of Program form may prevent the student from registering for classes, graduating in a timely manner, may have an adverse impact on financial aid, and may result in the incorrect billing of tuition and fees,

Students **MUST** have the approval of their existing Academic Advisor to transfer to a different program or Center of Record.

SCED Graduate Academic Program Requirements

M.S. NCED

The National Community Economic Development (NCED) Program is an applied Masters degree designed for working professionals interested in acquiring the credentials and skills to help communities become more

stable and achieve greater ownership over resources. NCED participants take courses one long weekend per month (typically Friday through Sunday), and work online the rest of the month. This allows students to continue working while going to school. A number of elective courses are offered during weekdays preceding the class weekend.

Students must complete 32 credits of required courses and 7 credits of elective courses, for a total of 39 credits. A student is awarded an MS degree in CED if she/he earns a minimum GPA of 3.0 and no more than two “Cs”.

M.S. International Community Economic Development (ICED): Weekend and Summer Intensive Formats

The International Community Economic Development Program is an applied Masters degree for practitioners working internationally or with international community’s domestically.

The ICED Masters program includes two formats designed to meet the needs of US-based international NGOs as well as international students. Courses are offered in a weekend format, and a summer intensive, low residency format. All formats are a semester-based, 39-credit program.

Students must complete 34 credits of required courses, and 39 total credits, with a minimum GPA of 3.0 and no more than two “Cs” to graduate. Students must take at least 5 elective credits, but may take as many elective credits as they wish during their four terms of study. (See Graduate Catalog for course and credit information).

Scholastic Standing: The School reviews student transcripts before the summer and determines scholastic standing. All CED graduate students should review their standing with the academic advisor regularly – in particular at the end of each term. . All NCED and ICED students must maintain a GPA of 3.0, have a project and carry no more than one

incomplete or I/F. Students who fail to meet these criteria will not be allowed to register.

Students who fail to meet criteria established for the program may not be allowed to register in the next semester.

M.A. in CED Policy

Note: Per the decision of the University administration, no new students are being admitted to the M.A. in CED Policy program in 2009-2010.

The MA in CED Policy is a program designed to address the need of senior CED professionals for a policy focus. The focus is on skills. This program is different from the MS programs that share an applied orientation. Half the MA courses are in the doctoral program, and the rest are policy courses in the National or International programs. A supervised policy paper for three credits acts as a thesis. The MA is an advanced professional program independent of the academic Ph.D. Program; admission to the MA does not influence or guarantee future admission to the Ph.D. Program.

Doctoral students completing 36 credit hours of doctoral coursework are eligible to receive the MA degree. An MS/MA dual program is available. 800 level (doctoral) courses taken as part of the MA may be applied towards the PhD degree if a student applies and is subsequently admitted to the doctoral program

Ph.D. Doctoral Program

Note: Per the decision of the University administration, no new students are being admitted to the M.A. in CED Policy program in 2009-2010.

The Doctoral Program is designed to serve students in residence as well as nonresidential working professionals. All doctoral students take the core course work over two years, including a supervised Doctoral Apprenticeship program in teaching and research. At the end of their second year students take Comprehensive Examinations in Theory, SCED Graduate Handbook 2009-2010 • Page 19

Methods and Statistics. On their third year, students take Oral Exams before an Examination Committee convened by the Chair of the Doctoral Program. Upon completion of the core, Comprehensives and the Oral Exam, the student advances to doctoral candidacy and prepares a dissertation proposal, then a dissertation, supervised by a Doctoral Dissertation Committee. Finally, the student defends the dissertation before the Dissertation Committee and the Academy. This process is governed by the regulations of the Doctoral Program as set in Doctoral Program Policies, Procedures, and Dissertation.



School of Community Economic Development
Change of Program Application

Transfer from: (Name of Degree Program & Center)

Transfer to: (Name of Degree Program & Center)

Name of Current Academic Advisor:

PLEASE PRINT OR TYPE

Student ID #: Birth Date (Month Day Year)

Phone #: (Area code Number) Preferred e-mail address:

Full Name

Home Address

Last Semester of Attendance

Briefly state the reason for the change:

CITIZENSHIP

Are you a citizen or permanent resident of the United States? Yes No

If no, what is the country of your citizenship? Visa No.

What is the country of your birth?

ABOUT YOUR APPLICATION

Are you currently enrolled Full or Part Time? Full-Time Part Time

Do you intend to apply for, or do you currently receive, Financial Aid? Yes No

Will you be seeking financial assistance (scholarship)? Yes No

Do you currently have an outstanding balance (if so, this will need to be resolved prior to the approval of this application)? Yes No

How many credits have you completed toward your degree? 1 - 20 20+

Intended course of study: (Your choice of major will assist us in helping you develop an academic plan to achieve your educational goals at SNHU.)

Degree (Select one): NCED ICED MA (requires application) PhD (requires application)

(over)

**Transfer of Program or Center of Record
School of Community Economic Development**

Students may transfer from to a different degree program or center of record (although some require a separate application and the approval of the Chair and/or review committee) to another degree program or center of record within the School by obtaining and completing a Change of Program form from the Student Services office of the School of CED. Failure to complete the Change of Program form may prevent the student from registering for classes, graduating in a timely manner, may have an adverse impact on financial aid, and may result in the incorrect billing of tuition and fees,

Students MUST have the approval of their existing Academic Advisor to transfer to a different program or Center of Record.

I have read and understand the above statement:

Signature: _____ Name: _____

Date: _____

FOR OFFICE USE ONLY

Signature of Current Academic Advisor: _____ Date: _____

Signature of Program Chair: _____ Date: _____

Signature of New Academic Advisor or Center
Director, as appropriate: _____ Date: _____

Signature of Student Services Staff: _____ Date: _____



School of CED Leave of Absence Request

Please check/complete as appropriate:

- In Person Notification Phone Notification
- From: _____ (date) To: _____ (date)

Student ID #: _____

Phone #: _____ Preferred e-mail address: _____
Area Code Number

Full Name: _____

Home Address: _____

Date of last class attended: _____
Month Day Year

International Student? yes no

Academic Program: (Check one) NCED ICED MA PhD

Center of Record: (Check one) Manchester West Coast Southeast Asia

Forwarding Address: _____

Reasons for Leave of Absence

Please check all that apply and indicate specifics if possible:

- Financial Personal
- Medical Other

Please explain: _____

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

Signature of Program Chair: _____ Date: _____

(over)

**LEAVE OF ABSENCE FROM
School of CED**

Students may take a leave of absence from the university by obtaining a leave of absence form from the SCED Student Services office and obtaining all necessary signatures. **All International Students must notify the appropriate offices of SNHU.** Merely ceasing to attend classes does not constitute an official leave of absence, academically or financially. Failure to file a leave of absence form with the will result in the automatic recording of “F” grades for all courses being taken by the student. The official date of the leave of absence is the last date of class attendance as verified by an instructor. This date will be used in determining any refund. Southern New Hampshire University identification cards must be returned to the Student Affairs Office when taking a leave of absence from the University. Students who take a leave of absence from the University after the eighth week, the last day of the second class weekend, or the second week of the intensive program semester – depending on which academic program the student is enrolled in (whichever comes last) will receive either a “WP” or “WF” from each of their instructors.

NO adjustments to account balances will be done nor will leave of absence disputes be considered after 30 days from the end of the semester during which the student withdrew.

I have read and agree to the above statement:

Signature: _____ Name: _____
Date: _____

FOR OFFICE USE ONLY

Signature of Academic Advisor: _____ Date: _____

Signature of Program Chair: _____ Date: _____

Signature of Student Services Staff: _____ Date: _____

Distribution:

NOTE: *Electronic final versions of this form will be accepted from a student, but must include ORIGINAL signatures of the Academic Advisor and Program Chair.*



School of CED Withdrawal Form

Please check as appropriate:

- In Person Notification Phone Notification
- End of Term _____ Withdrawal from SNHU
- Other _____ Never Attended SNHU

Student ID #: _____

Phone #: _____ Preferred E-mail Address: _____
Area Code Number

Full Name: _____

Home Address: _____

Date of last class attended: _____ Last date in residence: _____
Month Day Year Month Day Year

International Student? yes no

Academic Program: (Check one) NCED ICED MA PhD

Center of Record: (Check one) Manchester West Coast Southeast Asia

Forwarding Address: _____

Reasons for withdrawal

Please check all that apply and indicate specifics if possible:

Transferring to another school: _____

Financial: _____

Academic: _____

Employment Related: _____

Personal Reasons: _____

Disciplinary action _____

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

(Over)

**WITHDRAWAL FROM
School of Community Economic Development**

Students may withdraw from the university by obtaining a withdrawal form from the Student Services office and obtaining all necessary signatures. **International Students are required to notify the appropriate offices of their change of status.** Merely ceasing to attend classes does not constitute an official withdrawal, academically or financially. Failure to file a withdrawal form with the Student Services office will result in the automatic recording of "F" grades for all courses being taken by the student. The official date of withdrawal is the last date of class attendance as verified by an instructor. This date will be used in determining any refund. Southern New Hampshire University identification cards must be returned to the Student Affairs Office when withdrawing from the University. Students who withdraw from the University completely after the eighth week, the last day of the second class weekend, or the second week of the intensive program semester – depending on which academic program the student is enrolled in (whichever comes last) of the semester will receive either a "WP" or "WF" from each of their instructors.

No adjustments to account balances will be done nor will withdrawal disputes be considered after 30 days from the end of the semester during which the student withdrew.

I have read and agree to the above statement:

Signature of Student: _____ Name: _____
Date: _____

FOR OFFICE USE ONLY

Signature of Academic Advisor _____ Date: _____

Signature of Program Chair _____ Date: _____

Signature of Student Services Staff: _____ Date: _____

Distribution:

NOTE: *Electronic final versions of this form will be accepted from a student, but must include ORIGINAL signatures of the Academic Advisor and Program Chair.*



REQUEST FORM
COURSE WAIVER/SUBSTITUTION/OTHER SPECIAL REQUESTS

Student Name _____ ID# _____
Address _____
_____ Tel# _____
_____ Date: _____

Student Request (Student's description of request): _____ _____ _____ _____
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DOCUMENTATION ATTACHED TO SUPPORT REQUEST: Transcripts _____ Course Description _____ Letter of Rationale _____ Other: _____

Advisor Request Recommendation

Remarks:

Request Recommended _____ **Request NOT Recommended** _____

Area Chair Recommendations

Remarks:

Request Recommended _____ **Request NOT Recommended** _____

Department Chair Signature: _____

Office Use Only	Request recorded on STRK screen: _____ Notification letter generated: _____
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