

IMPORTANT DATES

If you enrolled between...	Your Term is...	Your Course Cancellation Deadline is...	Your Course Completion Deadline is...
July 1–November 30	Fall	December 31	January 31*
December 1–March 31	Spring	April 30	May 31
April 1–June 30	Summer	July 31	August 31

Please make note of your deadlines. If you received special permission for late registration or are uncertain about which term you enrolled in, please contact Canter immediately at 800-669-9011.

*All deadlines refer to same calendar year you enrolled, with the exception of the Fall term course completion deadline, which is January 31st of the following year.

Grades and transcripts are available six (6) weeks after receipt of coursework. Upon timely and successful completion of your coursework, your transcript will reflect 3.34 semester hours of graduate credit.

IMPORTANT CONTACT INFORMATION

<p>Contact CANTER regarding:</p> <ul style="list-style-type: none"> ▪ Proof of payment ▪ Course materials ▪ Course content ▪ Change of contact information ▪ Withdrawals and course transfers (prior to cancellation deadline only) <p>Phone: 800-669-9011 Fax: 310-301-7512 Email: gradcourse.student@laureate-inc.com</p>	<p>Contact ANDREWS UNIVERSITY regarding:</p> <ul style="list-style-type: none"> ▪ Grades and transcripts ▪ Course reevaluation ▪ Transfer of terms <p>Office of Distance Learning Phone: 800-471-6210 (option 1) Fax: 269-471-3362 Email: odl@andrews.edu Web: www.andrews.edu/sed/odl</p>
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IMPORTANT ADDRESSES

<p>Send transcript requests or requests for coursework reevaluation to:</p> <p>Office of Distance Learning School of Education Andrews University Berrien Springs, MI 49104-0103</p>	<p>(For course withdrawals only) Return unused books and DVDs to:</p> <p>Canter c/o DART Warehouse 1835 Ferry Road, Suite 100 Naperville, IL 60563</p>
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COURSE COMPLETION DEADLINE

Coursework must be submitted in your online classroom on or before the course completion deadline. Your online classroom provides instructions on how to submit your electronic coursework and how to confirm it was successfully submitted.

No extensions are granted except for serious illness, in which case Andrews requires written documentation from a physician. If you do not qualify for an extension but are unable to complete your coursework by the deadline, you may request a one-time transfer into the next term for a \$100 transfer fee per course. The request must be made prior to the course completion deadline. **Call the Office of Distance Learning for more information if you need a transfer.** (See Important Contact Information)

Loan deferments are only available upon receipt of completed coursework.

COURSE LOAD POLICY

You may enroll in a maximum of four courses per term. Even if you request a transfer from one term into the next term, please be aware that no more than four courses may be submitted for evaluation and transcription in any given Andrews University semester.

INDIVIDUAL WORK

Collaboration with fellow teachers is an important part of this course. You will use online discussion boards to share ideas with other teachers during your course. Therefore, similar responses for Dialogue Summaries will be accepted; however, **ideas must be expressed in your own words. You may not share answers.** In the Application Assignments, Dialogue Summaries and Final Assignment or Reflection Paper, we are not looking for answers that have been determined by consensus; we are looking for your personal thoughts, reactions and conclusions. Each student is responsible for the academic integrity (content) of his/her own coursework. **Identical or very similar responses obtained with or without your permission will be challenged by the university;** all parties involved will be subject to a failing grade.

GRADING AND TRANSCRIPT POLICIES

GRADING SCALE

744–800	A	584–615	C
720–743	A–	560–583	C–
696–719	B+	536–559	D+
664–695	B	504–535	D
640–663	B–	480–503	D–
616–639	C+	Below 480	F

FEEDBACK ON COURSEWORK

Coursework is evaluated in the order in which it is received. Within six weeks of submitting your coursework, an evaluation summary containing comments and point totals will be available in your online classroom.

To access your evaluation summary:

- Locate the Tools section in the left-hand menu
- Click on Course Tools and then on My Grades
- Look for the grade book entry Submit Your Assignment Organizer. Once your evaluation summary is available, there will be a score (highlighted and underlined) under the Grade column
- Click on the score
- On the next page under Feedback from the Instructor, you will see a link that allows you to download your evaluation summary.

GRADES AND TRANSCRIPTS

Grades are recorded by the registrar and are available approximately six weeks after submission of completed coursework. Student transcripts are available after grades are recorded. Please note that the transcripts will reflect the semester in which the grades are recorded

Approximate semester dates:

Spring: January 16–May 15

Summer: May 16–August 14

Fall: August 15–January 15

To order an official transcript, use the Transcript Request form included at the end of this document. Follow the directions to submit it to Andrews University along with a \$10 fee for each transcript requested. Make checks payable to Andrews University.

Processing time for Transcript Requests is a minimum of five (5) business days.

REEVALUATION PROVISION

If your submitted coursework is incomplete or does not satisfactorily fulfill stated criteria, you may make corrections or additions. Permission to do so must be granted by the director of the Office of Distance Learning, and then you may resubmit the original assignments, including changes, and a \$50 reevaluation fee.* The change of grade will be posted within six weeks of receipt of your material in the Office of Distance Learning. Please send payment and coursework to Andrews University.

*This does not include a new transcript.

CANCELLATION POLICY

Please refer to the Important Dates information at the top of this page for specific course cancellation deadlines. Prior to the cancellation deadline, you may request to withdraw from a course and receive a tuition refund, less a \$50 processing fee. A Request for Status Change form is included at the end of this document; follow the directions on the form to submit it.

To receive a tuition refund, you must withdraw by the cancellation deadline of the term in which you originally enrolled. No refunds will be issued for late requests. You are responsible for returning materials to Canter. (See Important Addresses)

COURSE POLICIES

In your online course, you will be asked to confirm that you have read all of the information related to academic policies, and you will be asked to acknowledge the following statements:

1. I have read all of the information in the Academic Policies section of this course. I understand, and agree to abide by the policies of the institution where I am enrolled.
2. I understand the course completion deadline date, when grades are available, and the instructions for requesting a transcript.
3. I understand the policies regarding late coursework, transfers, and cancellations.
4. I understand it is my responsibility to turn in my coursework in time to meet my deadlines.
5. I understand that because requirements vary, it is my responsibility to check with my state/district to ensure this course fulfills my particular licensure/certificate renewal, salary advancement, or other any requirements.
6. I understand this is a graduate course, requiring a bachelor's degree, and coursework is expected to reflect graduate-level quality in presentation, content, grammar, and spelling.
7. I understand the Course Maximum Policy regarding enrollment in a single term.
8. I understand upon timely and successful completion of this course, my transcript will reflect graduate-level credit. I understand the number of credit hours awarded and grade-posting policy of the institution where I am enrolled.
9. I understand responses to all of the assignments in this course must be entirely my own. I understand and agree that I am responsible for the academic integrity of my coursework.
10. I understand it is my responsibility to keep a copy of my coursework; and neither Canter nor the university is responsible for lost or missing coursework.
11. I understand in order for my coursework to be evaluated, I submit this checklist; and in doing so, I am indicating I have read all the policies in the Academic Policies section and have answered yes to all of the statements in this checklist.

If you answer "no" to any of these statements, please call Andrews University for further information at 800-471-6210 (option 1).

COURSE TITLE	NUMBER	COURSE TITLE	NUMBER
Assertive Discipline® and Beyond	EDCI 689-001	Math: Teaching for Understanding K–6	EDCI 689-018
Assessment to Improve Student Learning	EDCI 689-014	Meeting the Needs of Culturally and Linguistically Diverse Students	EDCI 689-030
Building Your Repertoire of Teaching Strategies	EDCI 689-009	Motivating Today's Learner®	EDCI 689-007
Classroom Management to Promote Student Learning	EDCI 689-026	Returning Creativity to the Classroom	EDCI 689-035
Designing Curriculum and Instruction With the Learner in Mind	EDCI 689-023	Strategies for Literacy Instruction—Comprehension K–6	EDCI 689-022
Differentiating Instruction for Student Success	EDCI 689-034	Strategies for Literacy Instruction—Phonics, Vocabulary, and Fluency K–6	EDCI 689-021
Foundations of Reading and Literacy K–6	EDCI 689-020	Succeeding With Difficult Students®	EDCI 689-003
Helping Struggling Readers With Content-Area Learning 6–12	EDCI 689-028	Supporting the Struggling Reader® K–6	EDCI 689-019
Helping Students Become Self-Directed Learners®	EDCI 689-011	Teacher Leadership for Learning and Teaching	EDCI 689-031
How to Get Parents on Your Side®	EDCI 689-002	Teacher Leadership in Professional Learning Communities	EDCI 689-033
Improving Reading in the Content Areas 6–12	EDCI 689-017	Teacher Leadership: Mentoring, Coaching, and Collaboration	EDCI 689-032
Including Students With Special Needs: Curriculum, Instruction, and Assessment	EDCI 689-027	Teaching Reading in the Elementary Grades	EDCI 689-015
Integrating the Internet Into the K–12 Curriculum	EDCI 689-025	Teaching Students to Get Along®	EDCI 689-005
Introduction to Teacher Leadership	EDCI 689-029	The High-Performing Teacher®	EDCI 689-004
Learning Differences: Effective Teaching with Learning Styles and Multiple Intelligences®	EDCI 689-010		

Andrews University

REQUEST FOR STATUS CHANGE

Date: _____

Name: _____
(First, no nicknames) (Middle Initial) (Last) Social Security #

Home Phone: _____ Work Phone: _____ Date of Birth: _____

CHECK AND COMPLETE ALL INFORMATION FOR THE APPROPRIATE SECTION:

<input type="checkbox"/> Name Change
Former Name: _____ (First, no nicknames) (Middle Initial) (Last Name)
New Name: _____ (First, no nicknames) (Middle Initial) (Last Name)
<input type="checkbox"/> Address Change
Old Address: _____ Street City State ZIP
New Address: _____ Street City State ZIP
<input type="checkbox"/> Course Cancellation (Please complete all information) Single course <input type="checkbox"/> Multiple courses <input type="checkbox"/>
Course: _____
Course: _____
Course: _____
Term: _____ Spring _____ Summer _____ Fall Year _____
Reason for Cancellation: _____ _____ _____
Signature: _____

For Office Use Only:			
Prepared By: _____	Date: _____	Completed By: _____	Date: _____
Season/Year: _____			
Course #: _____	Invoice #: _____	Date BC Charged: _____	
Customer #: _____	Division #: 4	Cashiering #: _____	Date: _____
Less CXL Fee: _____	Credit Amount: _____		
Credit Card #: _____			Exp: _____
or			
Make Check Payable To: _____			

Submit this request via: **Email** gradcourse.student@laureate-inc.com or **Mail** Distance Learning Courses
(include all data, as above) 12975 Coral Tree Place
Fax 310-301-7512 Los Angeles, CA 90066-7020

Andrews University

Distance Learning • School of Education
Berrien Springs, Michigan 49104-0103
FAX: 269-471-3362 Attn: Distance Learning
800-471-6210 opt.1, odl@andrews.edu

TRANSCRIPT REQUEST

You may either include this completed form with your completed coursework, or mail or fax it to the address above.

Please print legibly. Incorrect or incomplete information will result in a delay in processing your transcripts.

Student Name	Name(s) while attending	
Address (Street, City, State, Zip)	Email address	
AU ID # (if known)	Social Security (last four digits)	Daytime/Cell Phone #

Number of copies to this address

Delivery information if different from the above address: (If necessary, attach a sheet to this form listing additional addresses. Include your full name on the second sheet.)

Name Title _____

Address _____

Address _____

City _____

State, zip/province/country _____

Number of copies to this address _____

Fax unofficial Transcript to: Fax # _____ Attn: _____

Special Instructions:

___ **Process NOW.** I have received a grade

___ **HOLD** until current course grades are posted

EDCI #s _____

Date transcript mailed: _____

Transcript fee due:

Previous Balance	Dr/Cr \$	_____
This request	\$	_____
Current Balance	Dr/Cr \$	_____

PAID \$ _____

Transcript Fee Information:

Fee: \$10 per copy X _____ \$ _____

RUSH Add \$20.00 \$ _____

Processed within 24 hrs AFTER grades are posted.
[does NOT include expedited shipping]

Shipping

USPS Overnight (\$20)	\$	_____
USPS Priority (\$10)	\$	_____
Regular Mail		<i>free</i>
TOTAL		\$ _____

Make checks payable to Andrews University **OR**

Mastercard Visa Discover:

Card # _____

Expiration Date _____

Signature _____

Processing time for Transcript Requests is a minimum of five (5) business days.