IMPORTANT DATES

<table>
<thead>
<tr>
<th>If you enrolled between...</th>
<th>Your Term is...</th>
<th>Your Course Cancellation Deadline is...</th>
<th>Your Course Completion Deadline is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1–November 30</td>
<td>Fall</td>
<td>December 31</td>
<td>January 31*</td>
</tr>
<tr>
<td>December 1–March 31</td>
<td>Spring</td>
<td>April 30</td>
<td>May 31</td>
</tr>
<tr>
<td>April 1–June 30</td>
<td>Summer</td>
<td>July 31</td>
<td>August 31</td>
</tr>
</tbody>
</table>

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.

CONTACT INFORMATION

**Contact CANTER regarding:**
- Proof of payment
- Course materials
- Course content
- Change of contact information
- Withdrawals and course transfers (prior to cancellation deadline only)

**Phone:** 800-669-9011  
**Fax:** 310-301-7512  
**Email:** gradcourse.student@laureate-inc.com

**Contact ANDREWS UNIVERSITY regarding:**
- Grades and transcripts
- Course reevaluation
- Transfer of terms

**Office of Distance Learning**
**Phone:** 800-471-6210 (option 1)  
**Fax:** 269-471-3362  
**Email:** odl@andrews.edu  
**Web:** www.andrews.edu/sed/odl

IMPORTANT ADDRESSES

Send transcript requests or requests for coursework reevaluation to:
Office of Distance Learning  
School of Education  
Andrews University  
Berrien Springs, MI 49104-0103

(For course withdrawals only)
Return unused books and DVDs to:
Canter  
c/o DART Warehouse  
1835 Ferry Road, Suite 100  
Naperville, IL 60563

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

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>584–615</td>
<td>560–583</td>
<td>536–559</td>
<td>504–535</td>
<td>480–503</td>
<td>Below 480</td>
</tr>
<tr>
<td>B+</td>
<td>536–559</td>
<td>504–535</td>
<td>480–503</td>
<td>D+</td>
<td>D–</td>
<td>F</td>
</tr>
<tr>
<td>C+</td>
<td>Below 480</td>
<td>D–</td>
<td>D–</td>
<td>D–</td>
<td>D–</td>
<td>F</td>
</tr>
</tbody>
</table>

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.**

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

☐ Name Change

Former Name: ____________________________________________________________________________________________________________________________________________

(First, no nicknames) (Middle Initial) (Last Name)

New Name: ______________________________________________________________________________________________________________________________________________

(First, no nicknames) (Middle Initial) (Last Name)

☐ Address Change

Old Address: ______________________________________________________________________________________________________________________________________________

Street City State ZIP

New Address: _____________________________________________________________________________________________________________________________________________

Street City State ZIP

☐ Course Cancellation (Please complete all information)

Single course □ Multiple courses □

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

Fax 310-301-7512

Andrews University Distance Learning Courses

12975 Coral Tree Place

Los Angeles, CA  90066-7020

Andrews University Academic Policies

Rev. 9/09

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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.**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Name(s) while attending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street, City, State, Zip)</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AU ID # (if known)</th>
<th>Social Security (last four digits)</th>
<th>Daytime/Cell Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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.)

<table>
<thead>
<tr>
<th>Name Title</th>
<th></th>
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<tbody>
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<table>
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<th>Address</th>
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<th>Address</th>
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<table>
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<tr>
<th>City</th>
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<table>
<thead>
<tr>
<th>State, zip/province/country</th>
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</tbody>
</table>

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 free

☐ 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.**