

Graduate Credits (3) Available Through the Northeast Consortium for Staff Development at Salem State College

Registration Procedures:

Complete the attached Graduate Credit Option Registration Form and return it to **TERC** along with your payment by check (made out to Northeast Consortium), PO (vendor is Northeast Consortium) or by credit card. If a purchase order is used to pay for graduate credit, it must be separate from the course fee and a hard copy must be sent with the registration.

Fee for 3-credits:

\$200

Absences:

In a typical 3-credit on-campus course, only 1 absence is allowed. Due to the nature of the online course environment, it is anticipated that any need to be away from the course will be recovered as the student works through the course materials. As many activities are time sensitive. In terms of the “team’s” interactions, students should plan to keep to the task schedule.

Grading and Grade Reports:

Grades that may be given are A, A-, B+, B, B-, C+, C, F or I (incomplete). Incomplete grades must be made up within four weeks of the end of the course. Instructor’s grade reports are mailed out by the Northeast Consortium approximately four weeks after the end of a course. Salem State College grade reports are sent approximately three weeks after the semester ends. A student who desires an official Salem State College transcript (in addition to the grade report) must:

- (1) have his/her own official undergraduate transcript on file at Salem State College
- (2) make this request in writing and mail with check for \$2.00 (payable to Salem State College, Salem, MA 01970).

Call the Salem State registrar’s office directly if you have questions about official transcripts (978 542-6359).

Withdrawal Refunds:

100% less \$25.00 before 1st class

50% less \$25.00 before 2nd

0% After 2nd class

Notify the Consortium office if you wish to withdraw from a course:

Northeast Consortium for Staff Development

248 Boston Street (Rt 1)

Topsfield, MA 01983

Tel: 978-887-0929

Fax: 978-887-2498

Please note: this pertains only to the withdrawal refund for graduate credits. You may withdraw from graduate credit option and continue to take the online course. See our website: <http://usingdata.terc.edu/udonline> for withdrawal details.

**SALEM STATE COLLEGE/NORTHEAST CONSORTIUM
GRADUATE CREDIT OPTION REGISTRATION FORM**
(Please print legibly. All credit students must complete this form in its entirety.)

Today's Date: _____
Semester: **Fall 2007**

Undergraduate Info:

Degree: _____ Major: _____ Granting College: _____

Year of graduation: _____ Do you have a transcript on file at SSC? ___ Yes ___ No

Social Security #: _____ or Salem State I.D. #: _____

Last Name: _____ First _____ MI _____

Address: _____

City: _____ State _____ Zip: _____

Home telephone: _____ Business telephone: _____

Course Number: **NE 9148**
Title: **Using Data to Close Achievement Gaps**
Credits: **3 SSC CR**

Payment Information

Check # _____

PO # _____

Credit Card:

I wish to charge my VISA () MasterCard ()

Card Number: _____ Expiration Date (00/00) _____

Amount to be charged: **\$200**

Signature