Statement on Fair Practices

New England College is an equal opportunity/affirmative action employer. New England College prohibits discrimination on the basis of race, color, creed or religion, national origin, sex, sexual orientation, age, marital status, pregnancy, veteran’s status, or disability in regard to treatment, access to, or employment in its programs and activities, in accordance with federal and state laws and regulations. In compliance with the Americans with Disabilities Act (ADA), individuals with disabilities needing accommodation should contact the ADA compliance officer.
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Welcome!

The purpose of this handbook is to provide you with detailed information, policies, procedures and resources related to your education. We hope that you read it carefully, along with the SGPS catalog, and that it will provide you with information that will facilitate your work as you progress through your program. The handbook is an extremely valuable tool; nonetheless, it is also important for you to develop relationships with other students, your professors, program director, and the student support services staff. Remember, the faculty and staff are always available to assist you in any way that we can.

On behalf of the faculty and staff of the School of Graduate and Professional Studies, I thank you for choosing New England College and wish you great success.

Nelly Lejter, Ph.D.
Dean
New England College and the School of Graduate and Professional Studies

New England College is nestled in an area abounding with natural beauty. Located in Henniker, a village of 4,000 residents, NEC is just 90 minutes from Boston and 20 minutes from Concord, the state capital.

The Contoocook River runs through the center of the village and alongside the campus. The area is surrounded by scenic hills and mountains. We offer undergraduate, graduate, professional, and doctoral programs leading to the degrees of Bachelor of Arts, Bachelor of Science, Master of Art, Master of Business Administration, Master of Education, Master of Fine Arts, Master of Science, and Doctor of Education.

At New England College, we have over 60 years of success in challenging and supporting students of diverse academic and cultural backgrounds in an atmosphere of mutual concern and respect. Our goal is to ensure that our students thrive as they strive to achieve their full academic, personal and social potential.

Mission of New England College

New England College is a creative and supportive learning community that challenges individuals to transform themselves and their world.

Description of Mission

New England College emphasizes experiential learning as an essential component in the development of an enduring academic community. Building upon a strong liberal arts foundation, we challenge our students to reach their full potential through informed discourse and the pursuit of excellence in a framework of academic freedom that reflects the following values:

- imaginative, innovative, and creative approaches to all their endeavors;
- respect for self in the development of personal, social, physical and intellectual abilities;
- caring and collaborative relationships among members of our community;
- respect for the varied qualities of individuals, communities, and the world;
- an appreciation of beauty and elegance in the search for truth;
- inquiry into and the pursuit of social justice;
- ethical and responsible citizenship, including service to the community;
- the pursuit of ecological sustainability;
- continuous learning and a lifetime of personal achievement.

Accreditation

New England College is accredited by the New England Association of Schools and Colleges Inc. (NEASC) through its Commission on Institutions of Higher Education. The Teacher Education Program (and the majors in Elementary Education, Physical Education, Secondary Education, and Special Education) are approved by the New Hampshire Department of Education.
Commitment of the School of Graduate and Professional Studies

The purpose of the New England College School of Graduate and Professional Studies is to remove obstacles to educational advancement and open new pathways leading to professional development and personal enrichment.

Goal
To be New England’s leader in flexible, tailored on-site graduate programs offered throughout the region and through alternative media.

The Graduate and Professional Studies community is made up of students and faculty supportive of the reflective and interactive forum that characterizes New England College. Graduate courses are offered in Henniker, New Hampshire, other locations throughout New Hampshire and Maine, and online.
Division of Programs

New England College consists of four divisions under which each Graduate and Professional Studies program is considered a part of. Each division is overseen by an Associate Dean (see below). To see which division each graduate program is in, see the listing on the right.

The four divisions are:

Arts & Humanities Division
Education Division
Management Division
Natural & Social Sciences Division

The Associate Deans for each division in the 2014-15 academic year are:

Jim Walsh, Arts & Humanities Division
Debra Nitschke-Shaw, Education Division
Kevin Martin, Management Division
Debra Dunlop, Natural & Social Sciences Division

Contact Information can be found in the staff directory at the end of this document.

Programs in the Arts & Humanities Division
Master of Arts in American Studies
Master of Arts in Professional Writing
Master of Arts in Public Policy
Master of Fine Arts

Programs in the Education Division
Certificate of Advanced Graduate Studies
Doctor of Education
Master of Education
Master of Science in Higher Education
Teacher Certification

Programs in the Management Division
Master of Business Administration
Master of Science in Accounting
Master of Science in Management

Programs in the Natural & Social Sciences Division
Master of Science in Human Services
Master of Science in Mental Health Counseling
Academic Calendars 2014-2015

7-Week Graduate Programs

Summer II 2014
July 7 - August 24

Note: The Summer II term is not required for all 7-week programs. Refer to your individual program schedule or contact Student Services for more specific information.

Fall I 2014
September 1 - October 19

Fall II 2014
October 27 - December 14

Spring I 2015
January 12 - March 1

Spring II 2015
March 9 – April 26

Summer I 2015
May 4 – June 21

12-Week Programs

Summer 2014
July 7 – September 28

Fall 2014
September 29 – December 21

Winter 2015
January 5 – March 29

Spring 2015
April 6 – June 28

MFA Program

On-Campus Residency Dates

Winter 2014 Residency
TBD

Summer 2015 Residency
TBD

Commencement 2015
Saturday, May 14

15-Week Semester Programs

Fall 2014
September 2 – December 21 (No class November 26 – 30)

Spring 2015
January 27 – May 17 (No class March 7 - 22)

Summer 2015
May 18 – August 30
Key Contacts

Program Directors: Each SGPS program has one or more faculty appointed as a Program Director. This may be the most important person for you to know and with whom you should stay in touch. Your program director is involved either directly or indirectly throughout your Capstone/Action Research project (if your program has it). In addition, your program director can be an excellent source of advice about your post-graduate plans. A complete list of program directors and their contact information is listed at the end of this Handbook (See Staff Directory) and also posted to the faculty and staff listing: http://www.nec.edu/faculty-staff

SGPS Student Support Services Staff: The Student Support Staff provide information, help in processing required forms, review and modify your degree completion plan, review your application for graduation, certify your graduation and maintain your records while you are an enrolled student. The Student Services Staff is very helpful in providing solutions to whatever question or concern you may have along the way to graduation.

Student Support Services Staff for students using Blackboard: Email: studentservices_gps@nec.edu Phone: 603-428-2258 Fax: 603-428-8123

Student Support Services Staff for students using Moodle: Email: studentservices@onlinenec.com Phone: 1-866-532-1989

Getting Started

Registering for Courses
Student Services will register you for your first term classes. Subsequent registrations are the responsibility of the student. Registration and textbook information will be emailed to your NEC email account approximately four weeks prior to the next term start. To register for classes online, login in to MyNEC at http://www.nec.edu/my-nec-1. Students with a hold on their record (including financial or other obligations) may not be able to register until resolved.

Once you are registered, there are four services you can start using immediately. These are:

- your NEC Blackboard or Moodle account
- your MyNEC student account
- your H. Raymond Danforth Library online databases
- your NEC Email account

By familiarizing yourself with these tools you will be one step ahead of the game when beginning your program. Please, however, guard your login information carefully. Do not share this information with anyone, and wherever possible change your PINs and passwords immediately upon login. This is for your security and the security of your data.

Accessing Transcripts and Grades; Transcript request
Final grades and unofficial transcripts are available to students through the college’s MYNEC web services. Students are entitled to examine and make copies of any graded examinations and papers not handed back
in class. Official transcript requests must be submitted in writing to the Registrar’s Office.

To obtain an official transcript from New England College, students and alum must submit a signed request to the Office of the Registrar. The Transcript Request form is available for download at http://www.nec.edu/sgps/current.

Degree Completion Plan
Students can request a degree audit and/or degree completion plan from Student Services. In particular, students planning to modify their degree completion from the initial program schedule should contact Student Services for an updated degree completion plan.

How to access your Blackboard or Moodle Courses

To access your learning platform (Blackboard or Moodle), go to http://www.nec.edu/my-nec-1 and from there click on the appropriate link:

BLACKBOARD

MOODLE

Blackboard can be accessed at: http://blackboard.nec.edu

Moodle can be accessed at: http://nec.embanet.com/

NEC Email can be accessed at: https://necmail.nec.edu

Earning Your Degree

Please refer to the academic catalog for detailed program and degree requirements. Students are responsible for fulfilling all degree requirements. Should programmatic changes occur, actively enrolled students should not be impacted. In rare instances, and only if the changes benefit the student, will programmatic changes impact actively enrolled students. In most cases, students should be able to complete degree requirements under the conditions in effect at time of admission.

Tuition

Tuition for students in the School for Graduate and Professional Studies is assessed on a per-credit basis and is set by the Board of Trustees. Current tuition is listed on the NEC website. Payment is due prior to the beginning of the term.

All payments and/or questions regarding student bills should be addressed to:

New England College
Student Financial Services
98 Bridge Street
Henniker, NH 03242-3500
Telephone: 603.428.2226
FAX: 603.428.2266
sfs@nec.edu
Financial Aid

Entering students should apply for financial assistance when applying for admission. Aid offers are made only after a student is accepted for admission and the Office of Student Financial Services has received all required forms. Students may apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

Graduate students otherwise eligible for Federal Student Aid may borrow funds through the Federal Stafford Loan Program (see the Financial Aid section in the College Catalog for a full description of this program). A student must reapply for financial aid each academic year.

NEC also offers graduate assistantships for qualified graduate students. These positions offer students unparalleled leadership opportunities in the NEC community. The positions are competitive, and are based on prior academic record and practical experience. Assistantships are compensated through a scholarship credited to current tuition.

Financial aid awards are credited directly to student accounts after the add/drop period each term and once all requested forms and requirements are complete. If a student’s account with the College is paid in full, the student may receive a refund check of any excess funds borrowed to cover other educational expenses such as books and supplies. Refund checks are processed within approximately fourteen days of receipt of the funds. Financial Aid award information, requirements and account information is available online through MyNEC at www.nec.edu.

If a student withdraws during a term, a portion of the assistance received may be returned to federal, state, and College programs as calculated under the College’s refund policy and federal regulations. Details of this pro-rated policy are available from Student Financial Services or the College Catalog.

Financial Aid and Satisfactory Academic Progress

Academic Progress is required by federal law (34 CFR 668.34) to measure a student’s completion of coursework toward a degree. The Student Financial Services Office monitors the progress of each student to determine if the student meets federal guidelines for receiving financial aid. Students must make both quantitative (pace) and qualitative (GPA) progress toward their program each year to receive financial aid. Students who do not maintain the minimum standards for grade point average and pace of progression may lose their eligibility for federal, state and/or institutional financial aid. Academic progress will be measured at the end of each student’s academic year, or at the midway point for programs under one year. All financial aid applicants are subject to the satisfactory academic standards whether or not they have received financial aid previously.

Students must maintain a Cumulative Grade Point Average (GPA) of 3.0. Grades of I, P, NR, AU, ADW, ADI, W, T and WD are not used in grade point calculations. Please refer to the College catalogue for the complete grading system.
Students may receive financial aid for repeating a previously passed course once or a failed course until it is passed. The higher grade for the repeated course is used in the grade point average calculation.

Students must successfully complete a minimum of 67% of all credits attempted throughout their academic history as a graduate student at New England College. Transfer credits earned at other institutions and accepted by New England College are included as credits attempted & earned. Graduate students may receive financial aid for up to a total of 150% of the total number of attempted credit hours required for their degree.

Students who fail to meet the satisfactory academic progress standards will be placed on financial aid termination and will be ineligible to receive financial aid. Students on termination must pay educational expenses from personal resources or private lenders that do not require a student to maintain Satisfactory Academic Progress.

Appeals will be reviewed within 14 days of receipt. Incomplete appeal forms or missing supporting documentation not received within the 14 day timeframe will result in a denied appeal. Decisions regarding appeals will be made in writing to the student. If an appeal is approved, the student will be either placed on a semester of financial aid probation or on a specific academic plan. If the student is on a semester of financial aid probation, they will be eligible to receive financial aid during the probationary semester and must meet Satisfactory Academic Progress by the end of that semester to remain eligible for financial aid. Students on an academic plan must meet the terms of the plan for the duration of the academic plan to remain eligible for financial aid. Students requesting reinstatement of financial aid should submit a request to the Student Financial Services Office once they have met the Satisfactory Academic Progress standards.
Graduate and Professional Degree Programs – Graduation Requirements

To be considered for degree candidacy, all students must submit an Intent to Graduate Form by December 1 of the year preceding degree completion. Failure to submit this form could delay official degree awarding until the college’s next official conferral date. Student Services will email the Intent to Graduate form to your NEC email account by October 15. The Intent form is also available online at: http://www.nec.edu/sgps/current.

The Intent to Graduate form is a very important graduation-related document. Degrees will not be officially awarded nor diplomas ordered for any student with whom Student Services is not in receipt of this form.

New England College has five degree conferral dates, including the annual May Commencement ceremony. The five dates are:

- January 31
- May Commencement Ceremony
- July 15
- September 15
- December 31

All degree requirements must be completed prior to the corresponding degree award date. Diplomas are mailed within two weeks of the degree award date. Please contact Student Services with any commencement or diploma related inquiries.

Regalia

The NEC Bookstore orders regalia (cap/gown/hood) for each student who indicates, on the requisite Intent to Graduate form, his/her attendance at the annual ceremony. Student Services will notify all ceremony attendees via email when regalia are available for shipment or pick-up (usually by May 1). The regalia payment is due to the NEC Bookstore upon shipment or pick-up.

Diplomas

All students receive empty diploma cases at the May ceremony. The official diplomas are mailed within two weeks of the appropriate degree conferral date. If you are unsure as to your degree award date or ceremony eligibility, please contact the Student Services Office.

All graduation requirements must be met within six years of entering the program. Petitions for extension must be submitted in writing to the Dean of the School of Graduate and Professional Studies.
Graduation Requirements for the Certificate of Advanced Graduate Study (CAGS)

CAGS programs provide professional development for educators beyond the master's degree level.

CAGS candidates must complete all degree requirements, as outlined in the individual program descriptions, including successfully earning a minimum of thirty-six to forty graduate credits. All candidates must earn a final grade of B- or better in each required course and attain a minimum 3.00 cumulative grade point average on all graduate credit earned at New England College, based on a 4.00 scale. Please note that a B- equates to a 2.7 on the 4.0 GPA scale.

Course credits used by the student to fulfill requirements for a previous graduate degree may not be used by the student to fulfill the requirements for any other graduate degree at New England College.

Graduation Requirements for Master Degrees

Program requirements vary. It is the student's responsibility to consult the graduate catalog to ensure successful completion of program requirements. Questions about graduate degree requirements should be addressed to Student Support Services (studentservices_gps@nec.edu or 603-428-2258).

Master degree candidates must complete all degree requirements, as outlined in the individual program descriptions, including successfully earning a minimum of thirty to sixty graduate credits. All candidates must earn a final grade of B- or better in each required course and attain a minimum 3.00 cumulative grade point average on all graduate credit earned at New England College, based on a 4.00 scale. Please note that a B- equates to a 2.7 on the 4.0 GPA scale.

Course credits used by the student to fulfill requirements for a master's degree may not be used by the student to fulfill the requirements for any other graduate degree at New England College.
## Grading System

Letter grades and numerical point values are assigned as listed below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Meaning</th>
<th>Quality Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Unsatisfactory</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>none</td>
</tr>
<tr>
<td>P</td>
<td>Passing (B or higher)</td>
<td>none</td>
</tr>
<tr>
<td>NR</td>
<td>Below passing</td>
<td>none</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>none</td>
</tr>
<tr>
<td>ADW*</td>
<td>Administrative Withdrawal</td>
<td>none</td>
</tr>
<tr>
<td>ADI*</td>
<td>Administrative Incomplete</td>
<td>none</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>none</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrew from School</td>
<td>none</td>
</tr>
</tbody>
</table>

* see below for descriptions
ADI (Administrative Incomplete): This grade is submitted only in extraordinary circumstances when the instructor of record did not or could not turn in grades. A grade of ADI will be converted to a letter grade by the instructor of record as soon as conditions permit. When extreme circumstances, such as the death of a faculty member, make it impossible for him or her to convert the ADI, the Vice President for Academic Affairs will make the conversion in consultation with the affected students and appropriate faculty.

ADW (Administrative Withdrawal): This grade is submitted when a student attended the course infrequently prior to the last date to withdraw, failed to comply with the required procedure for withdrawal, and did not attend at all subsequent to the last date to withdraw. This grade is noted on permanent record, but not calculated in grade point average.

Calculation of Grade Point Average
To compute a student's cumulative grade point average (GPA), numerical values are assigned to each letter grade as indicated above. Grades of I, P, NR, AU, ADI, W, and WD are not used in grade point calculations. The sum of the grade points received is divided by the number of credits completed, resulting in the student's cumulative grade point average (GPA).

Final Grades
The decision of an instructor to award a grade is presumed to be final. Barring incompetence or error on the part of instructors, grades submitted become a part of the student’s permanent record. Under ordinary circumstances, no one else within the College has the right, or competence, to change an instructor’s grades.

Students who believe that they have been graded wrongly must immediately bring this to the attention of their instructor. Should disagreement ensue, students are best served by seeking counsel from the director of their respective degree programs. If necessary, appeals can be made to the Dean of the School of Graduate and Professional Studies within 30 days of receipt of the grade. As a last resort, disagreements may be appealed to the Vice President for Academic Affairs.

Pass/No Record Option
The Pass/No Record option is not permitted in the student’s major program except for internships, or as permitted by the program director. In the MFA program, a “P” is only awarded for performance that would merit a “B” grade or better.
Graduate Academic Standards

Each student is expected to make satisfactory progress toward meeting degree requirements. Instructors are asked to identify all who are having difficulty in their classes no later than halfway through the semester. Students having difficulties in meeting academic performance standards should meet with the Program Director, and in some cases with the Associate Dean of the Division where the program resides, to discuss potential plans of action.

Due to the rigorous nature of graduate and professional studies, students are expected to maintain a high academic grade point average (GPA).

As a general rule, students are required to maintain a minimum cumulative GPA of 3.0, or s/he will be placed on academic probation. The Registrar’s office will inform the student of his/her probationary status. The student must maintain a GPA in the two terms following receipt of the letter that will ensure a cumulative GPA of 3.0 or above. If it becomes apparent that the standard cannot be met (for instance, if the student receives a grade below a “B” during the probation period), the student may be subject to dismissal on account of a cumulative academic performance below the 3.0 GPA required for graduation. The Registrar’s office will remove a student from academic probation only if the student’s academic record has improved to the extent that it is reasonable to expect that the student will be able to maintain a cumulative GPA of 3.0 or above for the remainder of the program.

Final course grades of C+ or below will not meet graduate degree requirements.

Students will need to repeat any course in which they received a grade C+ or below.

An “F” in a graduate course is indicative of a serious academic deficiency that requires an immediate ruling by the Dean of the School for Graduate and Professional Studies, regardless of prior standing in the degree program.

All grades remain on the student’s permanent record, but for instances in which a course is repeated, only the highest grade will be used in computation of the grade point average.

Disenrolled students who wish to reenter the College may contact the Dean of the School for Graduate and Professional Studies for readmission. Students who are readmitted following disenrollment are expected to achieve a minimum GPA of 3.0 for the duration of their program. Failure to do this will result in disenrollment from the College.

Notification

Students placed on probation, suspended, or dismissed will be notified by the School of Graduate and Professional Studies of their status.

Appeals

If necessary, appeals can be made to the Associate Dean of the Division where the program resides upon 30 days of receipt of the grade. The next level of appeal is the Dean of Graduate and Professional Studies. The student can submit a final appeal to the office of the Vice President for Academic Affairs, who issues a final ruling.
Standards in Academic Work

A student is expected to be the author of all course work (including quizzes, tests, papers, laboratory work, art projects, etc.) he/she submits, whether for a grade or not. By seeking credit or recognition for work that is not his/her own, a student engages in an act of academic dishonesty that is a serious offense in a college community. There are two kinds of academic dishonesty: cheating and plagiarism.

Cheating includes giving or receiving assistance on an examination, quiz or assignment in a way not specifically permitted by the instructor. Plagiarism includes the use of another’s scholarship, words, ideas, or artistic product without proper citation or acknowledgment. In all written work, the standard guide for citation or acknowledgment will be The Publication Manual of the American Psychological Association or, in the case of students in the Master of Arts in Public Policy, the Chicago Manual of Style.

Penalties for Academic Dishonesty

A student who cheats or plagiarizes will receive a failing grade on the work in which the dishonesty occurred or may, if in the instructor’s opinion the work is of major significance in the total course, receive a failing grade in the course. Instances of cheating or plagiarism must be reported to the Dean of the School for Graduate and Professional Studies. If a second report of cheating or plagiarism occurs, the student will be subject to expulsion.

Procedure for Assigning Penalties

In order to protect the interests of the College community, including those of students and instructors, the following procedure shall be followed in cases of cheating and/or plagiarism:

• If an instructor is convinced cheating or plagiarism has occurred, the instructor shall inform the student immediately before taking any other action. The student shall be given the opportunity to discuss the matter with the instructor.
• As a result of the discussion with the student, the instructor shall either dismiss the matter or, if the instructor remains convinced that the student has cheated or plagiarized, assign the student a failing grade for the work and/or the course, and report the matter to the Program Director and the Dean.

Instances of cheating or plagiarism must be reported to the Dean of the School of Graduate and Professional Studies, who shall inform the student and the Vice President for Academic Affairs of any resulting action.

Appeals Procedure

The student may appeal the instructor’s action through the following procedure:

• Within 10 class days of receiving notice of the failing grade in the assignment or course, the student must submit a written request for a hearing to the Director of the program in which the student is enrolled and/or the Assistant Dean of the School of Graduate & Professional Studies. The request will contain a statement of the basis for appeal as well as any supporting evidence. The instructor will receive a copy of the student’s appeal. The Program Director will consult with
the student and with the faculty member, and will try to reach a decision acceptable to both. If this is not possible, the Program Director shall refer the case to the Dean and the Assistant Dean. If an acceptable decision cannot be made by these parties, the case will be referred to the Graduate Council.

- The Graduate Council shall hear and decide, in accordance with procedures it may adopt, academic dishonesty appeals referred to it by the Dean of the School of Graduate and Professional Studies. Both the student and the faculty member involved may present witnesses and be represented by advocates at the hearing. If the Council finds in the student’s favor, it will recommend that the instructor reconsider the failing grade. If the instructor accepts the Council’s recommendation and changes the failing grade, the Council will direct the Dean of the School of Graduate and Professional Studies to destroy all record of the accusation. If the instructor does not accept the recommendation, the case will be forwarded to the Dean of the School of Graduate and Professional Studies for further consideration. If after final disposition the accusation is reversed, all records pertaining thereto will be destroyed.

- Decisions of the Graduate Council or the Dean of the School of Graduate and Professional Studies that are adverse to the student may be appealed in writing on procedural grounds only, to the Vice President for Academic Affairs, whose decision shall be final.

Adding, Dropping, Withdrawing, and Auditing Courses

Students may add or drop courses prior to the first day of the term. Dropped courses are not recorded on a student’s academic record. A student may drop a course for any reason prior to the first day of the term without a penalty.

A course for which a student has registered remains on his/her academic record unless a formal petition to remove it has been submitted in writing to the Student Services Office prior to the first day of the term. Courses that are dropped after the first day of the term but prior to the last day of classes will carry the grade of “W” or “WD” and remain on the transcript. Exception to this policy is by petition, only with the approval of the instructor. Students are financially responsible for all courses with a “W/WD” grades.

The refund of tuition is based on the week the student withdraws and notifies the Student Services Office (both must be accomplished). For this purpose, Monday is considered the first day of the applicable week for all students.

The refund of tuition is as follows:

Before the first day of class: 100% refund
As of the first day of the first week of class: 80% refund
As of the first day of the second week of class: 50% refund
As of the first day of the third week of class: 0% refund
No adjustments to account balances will be made nor withdrawal disputes considered after 30 days from the end of the term during which the student withdrew. For weekend seminar courses, cancellations must be received by the Thursday before the first class date, or the student will be responsible for payment of the entire course tuition. Attending any portion of a weekend course will cause the student to incur the same responsibility for tuition payment.

Audited Courses
Students wishing to audit a course may do so by contacting the Graduate and Professional Studies Office. Permission of the instructor is required. The workload and attendance policy in the course is to be determined by the instructor and should reflect expectations of both the instructor and the student. No credit is granted for an audited course. A grade of “AU” will not be entered on the student’s permanent record unless a student satisfactorily completes the attendance and workload requirements of the course. Students will be charged one-half the current tuition rate for that course. All students will be charged any course-related fees. After the end of the add/drop period, a student may not convert an audited course back to the letter grading system.

Directed Study Contract
A directed study is an academic tutorial course that allows a student to do an in-depth study with a faculty member in an area of mutual interest. Students will meet weekly (face-to-face or online) with the faculty member.

Guidelines for Directed Study
The Dean of the School of Graduate & Professional Studies reserves the right to deny requests for directed study option.
• Directed Study courses may not duplicate courses scheduled within a 12 month period, unless approved by the Dean.
• Directed Study courses may not be for more than 4 (four) credits
• Students may present for graduation no more than a total of 12 (twelve) credits for Directed Study, unless approved by the Dean.

Eligibility and Registration
• Directed Study courses must be approved by the Dean of the School of Graduate & Professional Studies Office prior to initiating contract.
• Student must have a minimum cumulative GPA of 3.0
• Student must have no record of cheating or plagiarism in prior course work
• Student must have a faculty sponsor for the Directed Study
• Student must coordinate the completion of the Directed Study Contract form and obtain all necessary signatures
• The Directed Study Contract (complete with course syllabus and necessary signatures) must be submitted, in legible form, to the Office of Graduate & Professional Studies no later than two weeks prior to the term start date.
Incomplete Grades

To request an Incomplete (“I”), the student must first approach his/her instructor. If the instructor agrees to grant the Incomplete, s/he must inform the SGPS Dean and the Associate Director of Students Services of this decision. Please note that an Incomplete is given only in exceptional circumstances beyond the student’s control (e.g., illness, unexpected delay in receiving materials for which the student is not responsible, etc.). Incompletes will only be approved for students who have already completed at least 50% of the required coursework. A student has 30 calendar days from the last day of the term to complete any grade of Incomplete. Unless the instructor notifies the Dean’s Office that another grade has been issued, grades of incomplete are automatically converted to grades of “IF” or “F.”

Students requiring an extension to complete the work in a course that has been graded Incomplete must submit a request to the SGPS Dean. The Dean will consult with the student’s instructor for additional information regarding the matter. This policy is also applicable to students not registered in the term following the Incomplete. Extensions will be granted only for extenuating circumstances. When the coursework for an Incomplete is submitted and the grade is changed, the new grade will be applied immediately to the student’s standing with regard to academic honors, warning, probation, etc.

Exceptions to Academic Policy

Exceptions to the College’s academic policies may be requested only by petition, and must be approved by the Dean of the School of Graduate and Professional Studies.

Class Attendance Policy

Students are expected to attend and participate in all dimensions of every course. A student’s grade in a course may include attendance as well as online participation, and these policies and grading procedures will be stated clearly, in writing, by the instructor in the course syllabus before the end of the add/drop period. Students are personally responsible for the material missed as a result of absence from class. Attendance policies may vary from instructor to instructor, and some courses may involve specified grade reductions for missed classes or missed online participation. It is the responsibility of each student to understand fully the attendance policies and procedures for every course in which the student is enrolled.

New England College respects student absences from classes due to religious observances. In such cases, students are expected to notify their instructors prior to the anticipated absence. Making up missed assignments is the student’s responsibility.

Withdrawals and Leaves of Absence

A student who wishes to withdraw from the College during the academic year must notify the Office of Graduate Student Services in writing.

Students are automatically granted a leave of absence for a period of one year if they are in good academic standing. All other students must apply for readmission should they wish to return to the College.
The normal limitation for a leave of absence from the College is one year. Students whose absence exceeds this limitation may be required to file for formal readmission to the College, in which case they would re-enter under the major and graduation requirements in effect at the time of their readmission. Students who withdraw during a semester may be required to apply for readmission before returning the following semester.

Classroom Assignments
On-campus classroom assignments are finalized prior to the first class meeting. These assignments are accessed via MyNEC’s Student Detailed Schedule feature.

Academic Transcript
To obtain an official transcript from New England College, students and alum must submit a signed request to the Office of the Registrar. The Transcript Request form is available for download at http://www.nec.edu/sgps/current
Library Resources

H. Raymond Danforth Library
196 Bridge Street
(Mail to: 98 Bridge Street)
Henniker, NH 03242
Phone: 603-428-2344
E-mail: libraryhelp@nec.edu
www.nec.edu/library

Chelsea Hanrahan, MLS
Distance Services Librarian
Liaison to the School of Graduate & Professional Studies
603-428-2291
chanrahan@nec.edu

The H. Raymond Danforth Library, located at the center of campus, is an inviting space to conduct academic research or relax with a good book. The library supports the mission of the College by providing a creative, innovative, and supportive learning environment for the New England College Community.

In addition to its traditional mission as a repository for academic-related materials, the Danforth Library has also taken pains to create a support system for all NEC students, regardless of their location. The library staff is committed to ensuring all of New England College’s patrons have fair and equitable access to the library’s materials and resources, and will enthusiastically assist you with any request.

The Danforth Library is open almost one hundred hours a week during the school year, and has a reference staff available to assist with research questions, information evaluation and citation help. Assistance is available in person (drop-in and/or by appointment), by phone at (603) 428-2344 or by email at libraryhelp@nec.edu.

In addition to the reference staff, there is a librarian dedicated to serving the needs of the Graduate Program. The Distance Services Librarian, Chelsea Hanrahan, is available to assist students with any questions, and can be reached by email at chanrahan@nec.edu or by phone at (603) 428-2291.

Materials

Books
Library materials are primarily chosen to support the college curriculum and are organized by the Library of Congress Classification System. There are over 100,000 volumes, including reference and research collections. All of the library’s books can be found by searching the Danforth Library Catalog, located on the library’s web page.

Periodicals
The library subscribes to a wide range of newspapers and scholarly journals, which can be found in the physical library in the Considine Periodicals Reading Room. In addition to the print collection, there are numerous publications with full text available through electronic databases

Electronic Resources
The library has subscriptions to over thirty important research databases, which supply students and faculty with quick and easy access to a variety of journals, newspapers and literature from around the world. These resources are accessible at the physical library and can also be accessed from off-campus after entering your NEC number. A list of our available databases can be found on the library website by going to http://libguides.nec.edu/Danforth-Library-
Main and clicking on the link that says “Databases A-Z List.”

Tutorials/Assistance
Having trouble navigating the online library? Need help coming up with search strategies? The library has several tutorials available on our YouTube site to assist students with understanding library concepts. These can be accessed at http://www.youtube.com/user/DanforthLibrary

The library website also has several pages of resources available to assist students with the research process. To visit these pages, click on the links to “Useful Websites” and “Research Help.”

Interlibrary Loan
Journal articles and books that are not available through the Danforth Library may be obtained through Interlibrary Loan Service. Requests can be made by visiting the library’s website and clicking on the links selecting the correct link under the “Interlibrary Loan” heading. Requestors will be sent an email notification when the materials arrive (articles are delivered by email).

Books from other institutions must be returned by the date specified by the lending college. If a longer check out date is needed, please contact the library.

Consortium Information
NEC is a member of two library consortiums in New Hampshire: GMILCS and NHCUC, which allow students to borrow materials from other colleges and public libraries from around the state with an NEC ID card.

If you are a NH resident, it may be more convenient for you to access materials at a location that is closer to you—please contact a librarian to set up an account to request these items.

Interlibrary Loan for Distance Students
The Danforth Library realizes that it is not convenient for some students to come to the physical location to browse or pick up materials. In these cases, library staff will do their best to help students identify alternative access options, such as locating the material in a patron’s local library, or helping to facilitate interlibrary loan requests.

If you need help with such a service, please contact the Distance Services Librarian.

Hours
Monday-Thursday, 7:30 a.m. - midnight
Friday, 7:30 a.m. - 8:00 p.m.
Saturday, 10:00 a.m. - 5:00 p.m.
Sunday, 10:00 a.m. - midnight

Hours vary during the summer, college breaks, holidays and undergraduate semester finals periods. For the most up-to-date hours, please see the website or call 603-428-2344.
Military and Veteran Students

New England College has a proud tradition of supporting our veteran students. Military students who would like to utilize VA benefits must submit an application (form 22-1990) to the VA Regional Processing Office. This form can be found on the VA website, located at [http://gibill.va.gov/](http://gibill.va.gov/).

The address for the VA Regional Processing Office is:

VA Regional Processing Office
130 South Elmwood Avenue
Buffalo, NY 14202

Alternatively, you can file an application online at: [http://gibill.va.gov/](http://gibill.va.gov/).

Once your application has been accepted by the VA, you may receive a document which provides your VA benefit information. This document is known as a “Certificate of Eligibility.” Please submit a copy of your Certificate of Eligibility to:

ATTN: Graduate Student Services
New England College
98 Bridge Street
Henniker, NH 03242

The Certificate may be submitted by e-mail to Student Services at: [studentservices_gps@nec.edu](mailto:studentservices_gps@nec.edu).

Upon receipt of the Certificate of Eligibility, we will notify the Veterans Affairs office of your enrollment status each term you enroll.

Tuition Assistance – Department of Defense (from goarmyed.com)

The Department of Defense provides financial assistance for voluntary off-duty education programs in support of a Soldier’s professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in GoArmyEd and are accredited by accrediting agencies that are recognized by the U.S. Department of Education.

Soldiers must request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) prior to the course start date or before the school’s late registration period.

1. TA is requested on a course-by-course basis.
2. GoArmyEd will notify the Soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the Soldier of the reason and next steps.
3. All drops/withdrawals must take place through GoArmyEd. Soldiers who do not successfully complete a class will be required to repay the TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.
4. If the Soldier wishes to take a class with a school that does not participate in the electronic GoArmyEd class schedule, a TA Request Authorization form must be completed in GoArmyEd. The TA Request Authorization will be routed to an Army Education Counselor to
be reviewed and approved. Soldiers should allow extra time for this. If the TA Request Authorization is approved, the Soldier will be notified by email. Soldiers must print the approved TA Request Authorization form in GoArmyEd, provide it to the school and enroll directly with the school.

5. Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year. Soldiers in the rank of E7 or above do not need their commander’s signature. However, by signing this document they agree to the terms of this TA SOU. Soldiers in the rank of E6 or below must have their commander’s signature. GoArmyEd will send a notice to students 90 days before the due date.

Please notify the Student Services Office once you have completed your coursework and the grade has been made available to you. At this point, your final grade will be uploaded to GoArmyEd.com.
Other Resources

Residence Life and Housing
On-campus housing is available for full-time SGPS students. Contact the Residential Life and Housing Office for more information at: reslife@nec.edu or 603-428-2242.

International Student Services
The International Student Advisors provide academic, co-curricular, and personal support for all international students at New England College. Services include:

- International student orientation
- Immigration assistance
- Advising on academic and personal issues
- Assistance with travel, housing, and financial matters
- Assistance with obtaining approval for off-campus internships
- Employment

International Student Advisors:
Jason Buck, Associate Dean of Students
Simon Center, Room 317
Email: jbuck@nec.edu
Phone: 428-2241

Health Services
Hill House Wellness Center
Monday-Friday, 9:00-5:00 (Evenings and Weekends by Appointment)

Laura Anderson, Wellness Center Director
landerson@nec.edu
603-428-2253

Fitness Center
Bridges Gymnasium, Lower Level
Lori Runksmeier, Director of Athletics
lrunksmeier@nec.edu
603-428-2292

The fitness center is open to all members of the New England College community. It is designed to provide the community with a facility dedicated to the pursuit of physical conditioning. In addition, the Fitness Center serves as a venue of the practical training of our undergraduate students studying the field of kinesiology. It is equipped with cardio machines, more than 200 pounds of free weights and plate-loaded Bodymasters weight equipment.

Career Services and Life Planning
Simon Center, Room 412
Gene Durkee, Director
edurkee@nec.edu
603-418-2358

Disability Services
Center for Educational Innovation (CEI), Room 210
Anna Carlson, Director
acarlson@nec.edu
603-428-2302

Parking
Parking is available for students attending on-campus classes and events. A Parking Permit can be obtained by contacting Campus Safety at 603-428-2323.
School of Graduate and Professional Studies Staff Directory

Nelly C. Lejter, Ph.D.
Dean of Graduate and Professional Studies
Associate Professor of Management
Sociologist, Universidad Central de Venezuela
M.A., Ph.D., Brown University

Wayne F. Lesperance, Jr.
Professor of Political Science
Program Director, M.A. in Public Policy
B.S., M.A., Old Dominion University
LP.D., Northeastern University

Maura MacNeil
Program Director, M.A. in Professional Writing
B.A., New England College
M.F.A., Vermont College of the Arts

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Program Director, M.S. in Mental Health Counseling and Human Services
B.S., University of New Hampshire
M.S., Southern New Hampshire University

Deborah J. Belanger
Graduate Student Services Coordinator
B.S., Daniel Webster College

Kevin Martin
Associate Dean of Management
B.F.A., Washington University in St. Louis
M.B.A., University of North Carolina

Debra Dunlop
Associate Dean of Natural & Social Sciences
B.A., New England College
M.S., University of New Hampshire
Ph.D., University of New Hampshire

Daniel Maxfield
Program Director, M.S. in Accounting
B.S., Bentley University
M.B.A., Rivier University

Joseph M. Face
Associate Director of Student Services
B.A., Southern New Hampshire University
M.S., New England College

Michael Michalski
Instructor, ESL Program
B.S., Mexico Highlands University
M.Ed. - E.S.L., School for International Training

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Graduate and Professional Studies Support Librarian
B.A., University of New Hampshire
M.L.S., Indiana University

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M.A., Ph.D., University of New Hampshire

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B.A., Trinity College
M.A., Middlebury College
M.A., Johns Hopkins University - SAIS
Donna Plante
Graduate Student Services Coordinator
B.A., New England College

Tara Rebele
Director, M.F.A. in Poetry
B.A., Plymouth State College
M.F.A., Goddard College

Ann Spencer
Director of Online Learning
B.A., Kenyon College
M.A.T., State University at Cortland
Ed.D, Binghamton University

Jim Walsh
Associate Dean of Arts & Humanities
Director, MA in American Studies
B.S., Florida Southern College
M.A., University of New Hampshire
Ph.D., University of New Hampshire

Julie Zink
Program Director, MS in Management, MBA
B.A., University of Mississippi
M.A., University of South Carolina
Ph.D, University of South Alabama
Campus Map

New England College

1. Sauborn House
2. Administration Building
3. Carriage House
4. Prentiss House
5. Cogswell House
6. Charter Hall
7. Spaulding
8. East Hall
9. Connor Hall
10. Levitt House
11. Gilman Dining Hall
12. Cathy Hall
13. West Hall
14. Bridges Hall – Fitness Center
15. Lee Clement Arena
16. Field House
17. Danforth Library
18. Davis House – Admissions
19. Tower House
20. Center for Educational Innovation
21. Lunter House
22. Science Building – Theatre
23. Heimark Historical Society
24. Athletic Fields
25. Bridge Street House
26. Field House Barn
27. Hall House – Health & Counseling Center
28. Union Street House
29. Colby
30. Summer Center – Pathways Center