

Questions and Answers on Filing an Application for an Extended or Modified Program of Study

Who Might Need to File an Application and Extended or Modified Program Plan?

- **Students who, because of special circumstances, need to alter their semester(s) credit load to fewer than 8 and therefore need to extend their program to more than the minimum number of semesters.**

Students who are unable to sustain a full credit load (8+) for any / all semesters and who therefore are unable to complete their degree requirements in the minimum number of semesters may apply for an Extended Sequence of Study. This would allow us to charge you at the reduced Extended Rate tuition rate during semesters you're taking fewer than 8 credits. (see rates for current year below). Note: Extended rates are not available to students exceeding their program's academic credit maximum during one or more of their full-time semesters.

- **Students with enough transfer or special student credits to modify their program in one of two ways – either to shorten their program by one semester, or to take a reduced credit load in one or more terms of their usual minimum number of semesters.**

If you were a special student at Antioch New England within the past five years, and/or are planning to transfer in credits from another graduate school, you may be able to shorten your program by a term, or register for less than a full credit load (7 or fewer credits) during one or two terms, provided you have not exceeded the academic credit maximum during your full-time terms. If you can eliminate a whole semester, there will be no tuition charge for that term. If you can take a reduced load of 7 or fewer credits, you can pay the reduced extended rate (see rates for current year below). **Note: Extended rates are not available to students exceeding their program's academic credit maximum during one or more of their full-time semesters.**

- **Students who have an opportunity to do a practicum or internship at a distance, which would not allow them to take additional classes at ANE for that term.**

Students doing an internship or practicum at a location far enough away from ANE that they could not take other classes can file a program plan showing, for example, one 4-credit practicum semester, (at an extended rate – see tuition costs below) and an additional semester beyond your minimum number of semesters. This additional semester must be at the full-time rate (8 or more credits) or at the 5-7 credit load rate.

- **Students readmitted to the graduate school after withdrawal or ANE graduates looking to obtain NH teacher or principal certification**

Students returning to finish a degree or obtain a NH teacher certification endorsement may only need a reduced credit load for one or two terms to finish their requirements. If so, upon readmission, you should fill out a program plan setting out your planned semesters and credit loads.

Why is it Necessary to Complete a Program Plan form and to File a New One if any Changes are Made to an Existing One?

Your expected graduation date will be set to conform with your plan, and your financial aid budget (if you're applying for loans to pay tuition) will be calculated from information on your plan. Finally, your tuition charges for each semester will be figured and sent back to you on a copy of your plan, so you will know the cost for your entire program.

What are the Rates for an Extended or Modified Program?

Tuition charges for Summer 2007 through Spring 2008 are based on the total credit load as follows:

- 1 – 4 credits = \$2,900
- 5 – 7 credits = \$4,400
- 8+ credits = default to full semester tuition rate

Tuition charges are subject to change each academic year effective in the Summer semester.

What are the Steps to Follow in Applying for an Extended Program?

Step 1. Pick up an Application & Program Plan form in your academic department or at the Registrar's Office

Step 2. Meet with your advisor to discuss your application and plan out which courses you'll be taking each term. Have your advisor sign off on the program plan form

Step 3. Deliver your application and program form to the Registrar's Office, which will act as a conduit to the Enrollment Services Committee. If your advisor has approved your plan, and if this is the only way for you to remain a student at ANE, Enrollment Services will make every effort to accommodate your request.

Step 4. After a decision is made on your application, you'll receive a copy of the program plan back with tuition and fee amounts for each term. Copies of your program plan will be distributed to your academic department, Student Accounts, Financial Aid and the Registrar's Office.

Step 5. **Changes to your plan which would involve the number of semesters you plan to study, or the credit load at which you plan to study in any of your terms (e.g. 1-4 credits, 5-7 credits, 8 and above) must be filed with the Registrar's Office on a new program plan form.** *This is necessary as such changes may affect expected graduation/completion dates, tuition billing, financial aid awarding and revenue projections for the graduate school.*

When Must I Submit an Application to be Considered for Extended or Modified Status for the following Term?

Ideally, your application should be filed prior to the continuing student registration deadline for the following semester. If approved, that would allow time for Financial Aid to calculate your budget accurately and Student Accounts to assess the correct amount of tuition.

Applications for extended or modified status effective for the following term will be accepted up until the beginning of that term. Applications received after that date will be considered for the following semester.

If I have further Questions, Whom May I Contact?

If there are questions your advisor can't answer, please feel free to contact one or more of the following via First Class, phone, or appointment.

Questions About	Contact	Office
Consultation on Program Plan Design/Efficiency	Liz Fitzgerald	Registrar
Completion Dates/Effects on Loan Deferments	Liz Fitzgerald or Sandy Peace-Carey	Registrar
Financial Aid Budget/Eligibility	Susan Howard	Financial Aid
Tuition & Fee Amounts	Dottie Shuteran	Student Accts

**Application for Modified
Sequence of Study - Current Students**



Antioch New England Graduate School
40 Avon Street
Keene, NH 03431
(603) 357-3122
website: www.antiochne.edu

Date

Name

Social Security Number

Address

Department and Program of Study

The Term you started the program:

Summer

Fall

Spring

Year: _____

Antioch New England believes in the power of intense learning communities to foster intellectual, personal and professional development in the adult learner. Thus, many of our programs are designed to be concentrated, integrated experiences completed over four to six semesters in cohort groups, where students both know each other and contribute to each other's learning and personal transformation. However, where special life circumstances require a student to extend beyond the normal program length there are, in some programs, a **limited number** of slots available.

Please explain your special life circumstances which would not allow you to continue in the regular-length program to which you were admitted.

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Deadline for Submission for Plan to Become Effective That Semester: Prior to first week of classes for that term.

Applications received after deadline will be considered for the following semester

Advisor's Signature (Required)

For Enrollment Services Use Only:

Approved _____ Not Approved _____

by _____

Date: _____

.....
Signature

This application will be reviewed by the Registrar with consultation from your Academic Department. You will be contacted when a decision is made.

Please return this form to the Office of the Registrar

Modified or Extended Program Plan Form



Date _____
 Name _____
 Social Security Number _____
 Department _____
 Program _____

Antioch New England Graduate
 School
 40 Avon Street
 Keene, NH 03431
 (603) 357-3122
 website: www.antiochne.edu

Start Term: Summer Fall Spring _____ Year
 Expected Last Term of Study: Summer Fall Spring _____ Year
 Please Check one:

- I am applying for admission to an extended program. I was readmitted to complete my degree.
 I am seeking to revise a plan already on file with the Registrar. I was accepted as an Alumni Certification student.
 I have special student or transfer credits to apply to my degree program.

Expected Sequence of Study

Please list your study plan below, indicating the term (e.g. summer, fall, spring) and year, the courses you plan to take (for courses not required for your curriculum, you may simply list "elective") and the credit load per term. Use additional form if necessary.

Term 1	Course Title	# of Credits	Term 5	Course Title	# of Credits
Term 2	Course Title	# of Credits	Term 6	Course Title	# of Credits
Term 3	Course Title	# of Credits	Term 7	Course Title	# of Credits
Term 4	Course Title	# of Credits	Term 8	Course Title	# of Credits

Signature _____

Please submit to Registrar's Office with Application

Registrar & Student Accounts Approval: Degree requirements, enrollment and financial requirements: Yes _____ No _____

Advisor Approval of Academic Content (required)

Changes to this plan must be documented on a new program plan form, and filed with the Registrar's Office