

K-12 Programs In House Endorsement, SLPD and APPEL Course Policies

These policies apply to courses taught in our 7-week, fully online educator endorsement and APPEL (i.e., alternate pathway to professional educator license) courses taught directly by University faculty or adjuncts.

Adding A Course Policy

- Students can register or request to be added to a course before the end of the first week of the course with no penalty.
 - Students that request to start and be added to a course after the 1st week will be denied entry.

Dropping A Course Policy

- For SUU's K-12 Programs in-house endorsement and APPEL courses, taught directly online in a 7 week format, students must adhere to the [University wide drop deadlines and policies](#).

Transcript Policy

- Before ordering and making payment for an [official University transcript](#), students are responsible to view their unofficial transcript to ensure all data is correct and all grades have been rolled.
 - If a student orders an official transcript and then discovers an error on said transcript, the student will be responsible for paying for and ordering another transcript with the correct information.

Decision Appeal

If you feel a decision needs to be appealed, [please use this form to do so](#).

K-12 Programs Partner Taught Courses (i.e., school districts, LEA's, regional education service areas, etc.) Policies

These policies apply to courses taught through our partners (i.e., school districts, regional education service areas, etc.) in their area. These courses can be either professional development, conference, *LETRS* and or endorsements credit.

Adding A Course Policy

- Students can register or request to be added to a course before the end of the first week of the course with no penalty.
 - Students that request to start and be added to a course after the 1st week will be denied entry.
- Any late adds will incur a \$30 charge
 - Students who submit a request for past semesters work will not be accepted

Dropping A Course Policy

- For courses taught through our partners (i.e., school districts, regional education service areas, etc.), students can request to be dropped from the course within the first two weeks (or for courses less than two weeks long, the last day of the course) without penalty and will be issued a full refund.
 - If a student requests a drop past the first two weeks of the course (or the last day of the course for courses less than 2 weeks), then the student will still incur the cost of the course and be issued a “W” on their University transcript.
- For our partners who pay via invoice, if changes need to be made to said invoice after certification has been received after the first two weeks of the course, then a \$30 invoice change fee will be charged.

Transcript Policy

- Before ordering and making payment for an [official University transcript](#), students are responsible to view their unofficial transcript to ensure all data is correct and all grades have been rolled.
 - If a student orders an official transcript and then discovers an error on said transcript, the student will be responsible for paying for and ordering another transcript with the correct information.

Decision Appeal

If you feel a decision needs to be appealed, [please use this form to do so.](#)