

# Walden University Academic Policies and Information Packet

## For One-Credit Graduate Courses

### Fall 2014

**Information in this Academic Policies document supersedes all equivalent information in your online classroom. Please review the information in this document before starting your coursework. For all inquiries, see contact information on page 2 of this document.**

Walden Teacher Education Courses (TEC) offered in partnership with Canter are accepted by many states toward renewing teaching licenses. Requirements for license upgrades and salary increases vary by state and district, and are subject to change as new policies are instituted. Teachers taking individual courses or intending to articulate courses into Walden degree programs for the purpose of upgrades or salary advancement should review their state and district requirements closely to evaluate and understand any requirements related to the use of individual courses for any purpose. Walden makes no representation or guarantee that completion of Walden coursework or programs will permit an individual to obtain state licensure or endorsement. For additional guidance on licensure issues, please refer to <http://www.Waldenu.Edu/educlicensure> or you may contact Walden’s certification officer at [EducLicensure@WaldenU.Edu](mailto:EducLicensure@WaldenU.Edu).

Walden University offers a master’s degree program. Credit for many of the individual graduate courses may be applied to a Walden master’s degree. If you are interested in participating in a distance-learning master’s degree program, please call 1-866-492-5336 for important information **before** beginning the coursework.

**If you are a Walden University M.S. in Education Graduate:** Before you begin your coursework, please contact your Graduate Course Representative at 1-800-669-9011 or [GradcourseStudent@Canter.net](mailto:GradcourseStudent@Canter.net) to verify that you are not duplicating a course from your degree program. Credit will not be awarded for equivalent courses.

### IMPORTANT DATES

If you registered between	Your Term is	Your Course Completion Deadline
April 1, 2014 – July 31, 2014	Summer 2014	October 31, 2014
<b>August 1, 2014 – November 30, 2014</b>	<b>Fall 2014</b>	<b>February 28, 2015</b>
December 1, 2014 – March 31, 2015	Spring 2015	June 30, 2015

**Access to online classrooms will close five (5) months after the course completion deadline. Grades will be available within 6 weeks after completed coursework is received.**

### INSTRUCTIONS ACCESSING AND COMPLETING ASSIGNMENTS

1. **Go into your online classroom from your Canter.net account.**
2. **Review the Introduction Section.**
3. **Review the About This Course section and download the Assignment Organizer and save it to your computer. The Assignment Organizer is where you will type your responses.**
4. **Read your eBook.**
5. **Complete all assignments in the Assignment Organizer.**
6. **Go to [www.Turnitin.com](http://www.Turnitin.com) and Upload Assignment Organizer to the FINAL section. See pages 6 and 7 in this document for detailed instructions.**
7. **Go to Course Completion Section in online classroom:**
  - a. **Acknowledge Course Policies (see page 3 in this document)**
  - b. **Attach Assignment Organizer**
  - c. **Click Submit**

**After submitting your Assignment Organizer in the Course Completion Section, you can confirm receipt: At the very top of the page, in a green box, you will see “This assignment is completed. Review the Submission History.” Scroll down to Item 2 to view a record of the date, time, and file(s) submitted.**

**You will also receive a Canter Messaging email the day after you submit your coursework.**

## CONTACT INFORMATION

<p><b>Contact CANTER regarding:</b></p> <ul style="list-style-type: none"> <li>▪ Proof of payment</li> <li>▪ Course materials</li> <li>▪ Course content</li> <li>▪ Course submission</li> <li>▪ Course transfers in same term (p.2)</li> <li>▪ Cancellation &amp; refund policy (p.2)</li> <li>▪ Rush evaluation requests (p.9)</li> <li>▪ Coursework Deadline Extension (p.9; form p.11)</li> <li>▪ Email or address changes</li> <li>▪ Request for Status Change form (p.2; form p.10)</li> </ul> <p>Phone: 1-800-669-901, Option 3 Pacific Time M–F 7 a.m.–5 p.m. Email: <a href="mailto:GradcourseStudent@Canter.net">GradcourseStudent@Canter.net</a> Fax: 1-310-301-7512</p> <p><b>Technical Support for online and Turnitin.com</b> Email: <a href="mailto:Support@Canter.net">Support@Canter.net</a> Phone: 1-800-669-9011, opt. 2 Pacific Time 7 a.m.–7 p.m.</p>	<p><b>Contact WALDEN UNIVERSITY regarding:</b></p> <ul style="list-style-type: none"> <li>▪ Petitions</li> <li>▪ Student evaluation summary (p.8)</li> <li>▪ Grade review (p.9)</li> <li>▪ Term transfer (p.2)</li> </ul> <p>Dr. Alice D. Ross-McCallum, Program Director Email: <a href="mailto:Gradcourse.Review@WaldenU.edu">Gradcourse.Review@WaldenU.edu</a> Fax: 1-310-578-4719</p> <ul style="list-style-type: none"> <li>▪ Transcripts (p.8)</li> <li>▪ Request for Official Transcripts form (located at the end of this document)</li> <li>▪ Grade Reports (p.8)</li> </ul> <p>For inquiries about your transcript <b>after the Request for Official Transcripts form has been submitted</b> to Walden University Email: <a href="mailto:Transcripts@WaldenU.edu">Transcripts@WaldenU.edu</a> (include name, last four digits of SS#, EDUC #)</p> <p>Phone: 1-800-669-9011, Option 3 Pacific Time M–F, 7 a.m.–5 p.m.</p>
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## REQUEST FOR STATUS CHANGE

If your name has changed since you registered: in order to update your permanent record, you must complete a Request for Status Change form (p.10) and submit it separately and before you submit coursework. If only your address and/or contact information changed, you may call us to update or use the form to update your address and contact information.

## TRANSFER COURSE/TERM OR REPLACEMENT OF eBOOK

Fee covers the cost of materials and processing, and must be paid at the time of the request.

<p><b>Transfer Fee: \$25</b> When a student requests a transfer from one course to another course or from one term to another term.*</p>	<p><b>Replacement Fee: \$25</b> If it is necessary to replace eBook due to loss or damage caused by student:</p>
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## CANCELLATION & REFUND POLICY

In order to receive a tuition refund, less a \$20 cancellation fee, you must call 1-800-669-9011 or email [GradcourseStudent@Canter.net](mailto:GradcourseStudent@Canter.net) within 15 calendar days following the date of your original registration.

\*NOTE: A tuition refund less cancellation fee is only available when you are cancelling out of a course in the original term in which you registered; if you transferred to a new term, you are not entitled to a refund if you cancel

## **REQUIRED: ACKNOWLEDGEMENT of COURSE POLICIES**

**Policies stated in this document supersede equivalent information in your online classroom. Prior to submitting your coursework to Walden University in the Course Completion section of your classroom, you must acknowledge that you have read, understand, and accept the policies listed below. There is a reminder in Course Completion section, and a link that will allow you to do that.**

1. I understand that **Walden University requires me to upload my Assignment Organizer (completed coursework) to [www.Turnitin.com](http://www.Turnitin.com) the Final section, before submitting the Assignment Organizer to Walden University.**
2. I understand that in order for my coursework to be evaluated **I must Acknowledge Course Policies per instructions in the Course Completion section of my online course**; and in doing so, I am indicating I have read and understand and agree to abide by the information in this Academic Policies document, and have answered yes to all of the statements in this checklist.
3. I understand that 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.
4. 4. 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 requirements. Walden makes no representation or guarantee that completion of Walden coursework or programs will permit individuals to obtain state licensure or endorsement or to obtain license upgrades or salary increases.
5. I have read and understand the Walden Academic Integrity Letter, and shall abide by it.
6. I understand that handwritten or scanned work, and documents with embedded images will not be accepted.
7. I certify that my responses to the course assignments are my own; and that I have followed Walden University's instructions found in the Blackboard classroom and/or in this Academic Policies document on page 5. I attest that the responses to course assignments are my own personal thoughts, reactions, and conclusions expressed in my own words; and are not another's writing. I understand that responses that are identical or very similar to any other writing and that are not clearly cited and referenced will be challenged by the university and will be subject to a failing grade.
8. I understand the course completion deadline date, when grades are available, and the instructions for requesting a transcript.
9. I understand that transcripts reflect the term in which I originally registered in the course.
10. I understand the policies and/or fees in this document regarding rush grading, extensions, transfers, refunds, and cancellations.
11. I understand that no more than twelve (12) semester-hour credits will be recorded in any one term. If more than twelve credit- hours are presented for transcription in a single term, the excess credit hours will be held for posting until the next term.
12. I understand that upon timely and successful completion of this course, my transcript will reflect one semester-hour of graduate-level credit.
13. I understand that it is my responsibility to keep a copy of my coursework; neither Canter nor the university is responsible for lost or missing coursework or for errors in electronic transmission.

# WALDEN UNIVERSITY

## ACADEMIC INTEGRITY LETTER

August 1, 2014

Dear Student:

Walden University considers academic integrity essential for each student's intellectual development. In the spirit of this free exchange, students and evaluators of Walden recognize the necessity and accept the responsibility for academic integrity. A student who enrolls at the university thereby agrees to respect and acknowledge the research and ideas of others as stipulated by the college or academic program; and, in turn, the instructor/evaluator.

Turnitin is a plagiarism prevention tool and detection software that helps students and faculty ensure the academic integrity of submitted work. You must submit your coursework to Turnitin. The software checks your work against all the published material in its database to determine whether your writing contains borrowed passages. The database includes but is not limited to Web sites, books, journals, and student papers.

**Submission to Turnitin does not take the place of submitting coursework to Walden University.** You must submit your coursework to both Turnitin and to Walden University. Instructions for Turnitin are on pages 6 and 7 of this Academic Policies document.

Walden seeks to ensure the success of every student. To follow Walden's academic honesty policy, make sure that all information obtained from other sources, as well as direct quotes, are cited and clearly referenced. Citation may be informal; include information in the text or as footnotes or endnotes. Students should not copy ideas from other sources, including themselves or other students, without citing the source. Please review the policies on pages 5 in this document.

Please note this requirement from Walden University regarding your graduate courses:

- **Completed coursework (Assignment Organizer) must be uploaded to [www.Turnitin.com](http://www.Turnitin.com) prior to submitting your Assignment Organizer to Walden University.**

If you have any questions, please contact us at [Gradcourse.Review@Waldenu.Edu](mailto:Gradcourse.Review@Waldenu.Edu)

Thank you,

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The Richard W. Riley  
College of Education and Leadership

WALDEN UNIVERSITY



**Alice D. Ross-McCallum, Ph.D.**

Teaching & Learning Division

Program Director, MSED Teacher Leadership, Professional Development,  
Middle Level Education and (TEC) Teacher Education Courses

[Gradcourse.Review@WaldenU.edu](mailto:Gradcourse.Review@WaldenU.edu)

# ACADEMIC HONESTY STATEMENT

No student shall claim credit for another's work or accomplishments or use another's ideas in a written paper or presentation without appropriate attribution through citations and references. The consequences of plagiarism and other forms of academic dishonesty can include non-acceptance of work submitted, a grade of *NC* (No Credit) or *F* for the course in which the violation occurs, written reprimands posted to the student's file, and suspension or dismissal from the university.

## From the 2013-2014 Walden University Student Handbook, University Policies and Code of Conduct:

Academic integrity violations include the following:

**Plagiarism.** Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source. For example:

- Wholesale copying of passages from works of others into an assignment, paper, or discussion board posting, or thesis or dissertation without acknowledgment
- Using the views, opinions, or insights of another without acknowledgment
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment

### *Students' Misuse of Their Own Scholarly Work*

- During their studies at Walden, students may find themselves writing for a second, third, or fourth time on the same topic; regardless, their writing is expected to reflect new approaches and insights into that topic to demonstrate their intellectual growth.
- Walden recognizes that there may be some overlap between the requirements, assignments, and inquiry for different courses. . . . In general, students may use only small portions of documents as background or foundational material for additional development in a subsequent assignment or research project. Students may not merely copy and paste substantial sections from one paper . . . to another. Any use of prior work is at the discretion of the instructor: students must receive prior approval from their instructor, who may request a copy of the previous work. Fair use laws must be respected for published documents.  
    . . . .
- "When using their own scholarly work  
    . . .  
students should cite themselves as a primary author and their previous coursework . . ."

See the complete section at: <http://catalog.waldenu.edu/content.php?catoid=103&navoid=26610>

## 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 Activities, Application Assignments, Reflection Papers, and Final Assignment or Project, as applicable, 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.

## REPURPOSING YOUR OWN WORK:

To reiterate: even if you cite your work, it is essential that the majority of the work be fresh, and show that you have made the effort to gain deeper understanding, or to expand your understanding. If you use a large amount of old work in a new course, then you are simply reshuffling what you already know and that is not acceptable.

Regarding citation: You do not need to cite resources formally; but you must identify any sources or resources you are quoting or summarizing, including study partners, colleagues, and your own work.

For texts and articles provided to you by Walden, you may cite informally, e.g., "As Dr. Smith said in the program 2 video, "zxxzxxzxxz." or "The Jones & Johnson article showed how zxxzxxzxxz."

## REQUIRED: TURNITIN

Walden University policy requires that your completed coursework document must be submitted to [www.Turnitin.com](http://www.Turnitin.com) /FINAL section before you submit your completed Assignment Organizer to Walden University in the Completed Course Completion section of your classroom.

Turnitin is a plagiarism-prevention tool and detection software that helps students and faculty members ensure the academic integrity of submitted work. The software checks your work against all the published material in its database to determine whether your writing contains borrowed passages. After submitting a paper to [www.Turnitin.com](http://www.Turnitin.com), you will be able to view an Originality Report that indicates what percentage of your content is similar to any other paper/s, and you will be able to view what that content is. Please note: some similarity is to be expected; especially in the assignment organizer instructions, and in references to course resources.

### To create an account in Turnitin:

1. Go to [www.turnitin.com](http://www.turnitin.com). Look in the upper right-hand corner, to the left of the Log-in button, and click Create Account. Scroll down to Create a New Account and click on the Student link.
2. Enter the appropriate class I.D. and enrollment password provided on page 7 of this document; then complete your personal information.

### If you already have a Turnitin account:

- Go to [www.turnitin.com](http://www.turnitin.com)
- Log in
- From your class Homepage
  - click Enroll in a Class (2nd tab on the left)
  - enter the class I.D. number and enrollment password provided on page 7 of this document
  - click “Submit”

For helpful information and instructions, before or after you create your account, go to [www.Turnitin.com](http://www.Turnitin.com) and click on Training. Choose Student Training on the drop-down menu.

For technical support or help with account access: call 1-800-669-9011, option 2, Pacific Time, 7 a.m. – 7 p.m. or send an email to [Support@Canter.net](mailto:Support@Canter.net). Include your name and phone number in your email.

### Uploading to Turnitin.com:

Note: These are general instructions designed to get you into the program. Each screen in [www.Turnitin.com](http://www.Turnitin.com) provides instructions as you proceed. Contact [Support@Canter.net](mailto:Support@Canter.net) if you need assistance.

- 1) When you are ready to upload a paper, go to [www.turnitin.com](http://www.turnitin.com) and click SIGN IN. You will be asked to enter your email address and the password you created to set up your account.
- 2) From your class homepage, click the title of the course you wish to upload. (Disregard the deadline dates listed in Turnitin. Deadline dates for your course/s are provided in this Academic Policies document on page 1.) Each class contains two sections for the assignment organizer: from the class homepage, choose Draft or FINAL, and click “Submit.”
  - a) **Draft:** (Optional) Using Draft allows you to make changes to your assignment/s and submit multiple times. We highly recommend that you use it. Please follow the prompts. To view the Originality Report, click on the percentage in the Similarity column.
  - b) **FINAL: (Required)** Completed coursework (Assignment Organizer) must be submitted to Final BEFORE you submit your completed Assignment Organizer in the Course Completion Section of your classroom. **You can only submit to the FINAL section one time.**
- 3) Upload and submit your paper:
  - a) Use Single File Upload from the Submit: pull down menu to upload your paper. **Do not use Cut & Paste Upload.**
  - b) Submit paper. Per Turnitin.com, “after your submission is complete a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login.” This email confirms your submission; it does not confirm that processing is complete.
  - c) Click the Go to Portfolio link to view Originality Report. Per Turnitin.com, “Originality Reports are typically completed within ten to fifteen minutes of submissions.” You may need to log out, then log back in to Turnitin.
- 4) **After uploading your coursework to the FINAL section(s) in Turnitin, you are ready to submit your completed Assignment Organizer in the Course Completion section of your classroom.**

## Turnitin Course Identification Numbers and Passwords for 1-Credit Graduate Courses

EDUC #	Walden EDUC Course Numbers and Course Titles Read4Credit™ 1-credit graduate courses	Class ID	Enrollment Password Case sensitive
6966T	The Dreamkeepers: Promising Practices for African American Students K–12	6134357	waldenjb
6967T	Discipline in the Secondary Classroom: Positive Behavior Management 9-12	6134365	waldenjb
6968T	Building Academic Language in the Content Areas (5–12)	6134370	waldenjb
6969T	The ESL/ELL Teacher's Survival Guide: Strategies to Support English Language Learners 4–12	6134580	waldenjb
6970T	The Autism Checklist: Strategies to Support Academic and Social Growth for Children with Autism K–12	6134590	waldenjb
6971T	Teach Like a Champion: Strategies to Promote Academic Success for Your Students K–12	6134595	waldenjb
6972T	Boys and Girls Learn Differently: Understanding gender differences in the classroom K–12	6604096	waldenjb
6973T	Teaching on the Education Frontier: Facilitating Online and Blended Learning in Your Classroom 5–12	6604144	waldenjb
6974T	Practical Strategies and Interventions To Reach And Teach Children with ADD/ADHD K–12	6604161	waldenjb
6975T	Reading for Understanding: A Research-based Approach to Improve Reading Skills 6–12	6604184	waldenjb
6976T	Closing the Achievement Gap: What Highly Effective Teachers Do K–12	6604218	waldenjb
6977T	Teaching Outside the Box: Practical Tools for Managing Your Classroom K–12	6604229	waldenjb
6978T	The Book Whisperer: Instilling the Love of Reading in Every Child 4–12	6604235	waldenjb
6979T	The Classroom Teacher's Technology Survival Guide K–12	6604243	waldenjb
6980T	Teaching Mathematics: A Language-Focused Approach K–12	6604248	waldenjb
6981T	Teacherpreneurs: Innovative Teachers Who Lead But Don't Leave Grades K–12	6604254	waldenjb
6982T	Making Thinking Visible: Practices to Develop Critical Thinking Skills	6604261	waldenjb

# EVALUATION, GRADES, TRANSCRIPTS

## FEEDBACK ON COURSEWORK

Coursework is processed in the order in which it is received. A student evaluation summary containing comments and point totals will be available in the My Grades section of your online classroom within six weeks after receipt of your coursework. Students working with a group or submitting multiple courses will not necessarily receive evaluations at the same time; however, **all evaluations will be available within six weeks after receipt of coursework.**

Please review these policies carefully to ensure you are submitting coursework in a timeframe that will allow you to receive your Grade Report or Transcript when you need it.

If you are registered in multiple courses and/or multiple terms, please note that each course is processed and evaluated separately, even if you submitted them on the same date.

## TO ACCESS YOUR EVALUATION SUMMARY:

- Click on the My Institution home page
- Click View Grades in the Hot Spots box to the left of My Courses
- Click on the appropriate course title in My Grades. On the right side you will see the total points you were awarded by the evaluator and the points you earned in the automatically-graded quizzes
- On the right hand side, under GRADED, click on Submit Your Assignment Organizer title
- On the next page under Instructor Feedback, you will see a link that allows you to download your evaluation summary from your evaluator

## GRADING SCALE

Your coursework will be evaluated according to point values totaling 100 points:

90–100	A	4.0
80–89	B	3.0
70–79	C	2.0
Below 70	F	0.0

## GRADE REPORT

A Grade Report will automatically be mailed to you via United States Postal Service from the Walden Registrar's office within 5–7 business days after your grade is recorded. The Grade Report reflects only the grade/grades recorded in a single term at the time of printing. If you are in multiple courses, you may receive multiple grade reports.

If you do not receive a Grade Report in the mail, you may request one by sending an email to [tec-grades@waldenu.edu](mailto:tec-grades@waldenu.edu). Type "Request for Grade Report" in the subject line. In the body of the email, include your name, last four digits of SS#, Home address, Course title and EDUC number.

## TRANSCRIPTS

**\$10 per copy**

**Transcripts are available only upon your written request, and will be processed within 5–7 business days after receipt of your request.** Complete, sign, and submit the Request for Official Transcript form located at the end of this document. Instructions and payment information are included on the form.

If you request a transcript prior to receiving a Grade Report, please check **Hold for current course grades** under the Special Processing section on the Request for Official Transcript form. **You must list the course EDUC number(s)** for the current grade(s) you want included on the transcript. Registrar will hold your transcript request until all grades you list are recorded.

No more than twelve semester-hours of credit will be recorded in any one term. If more than twelve hours of credit are presented for transcription in a single term, the excess grade(s) will be held for posting until the next term.

Continued on next page



## **TRANSCRIPTS continued**

Transcripts reflect the term in which you originally registered. The term registration dates for individual graduate courses are:

Spring Registration	December 1 – March 31
Summer Registration	April 1 – July 31
Fall Registration	August 1 – November 30

Approximate term date-ranges on transcripts are:

Spring:	January 3 –April 22
Summer:	April 30–August 19
Fall:	September 4–December 23

NOTE: Dates printed on the transcript are based on the start and end dates for degree program students.

## **GRADE REVIEW, COURSEWORK DEADLINE EXTENSION, RUSH EVALUATION**

### **GRADE REVIEW**

To petition for a re-evaluation of the grade awarded for your work, you may request a review by contacting the program director at [Gradcourse.Review@WaldenU.edu](mailto:Gradcourse.Review@WaldenU.edu)

Note: Papers with a grade of “A” will not be reviewed. Walden does not give + or – grades.

Provide the following information:

- Your name
- Course title and EDUC number
- Date Grade received
- Reason for grade review

Coursework will be reviewed within 30 days of your request. If the second evaluation determines a grade equal to or better than the original grade awarded, the grade awarded upon second evaluation will be final. If the second evaluation determines a grade less than the original grade awarded, the original grade awarded will stand.

Requests for grade review must be submitted within 30 days of receiving your grade.

### **REQUEST FOR EXTENSION OF COURSEWORK COMPLETION DEADLINE**

**Fee: \$30** (per request, not per course)

Upon request, you will be granted an extension of 6 weeks following the published coursework deadline.

- Spring coursework deadline: June 30 EXTENDED deadline: August 11
- Summer coursework deadline: Oct 31 EXTENDED deadline: December 12
- Fall coursework deadline: Feb 28/29 EXTENDED deadline: April 11/April 12

Instructions are on the Extension Request form (p.11).

### **REQUEST FOR RUSH EVALUATION**

**Fee: \$50 per course**

**AFTER** you upload your coursework to [www.Turnitin.com](http://www.Turnitin.com), complete the Acknowledge Course Policies, and submit your Assignment Organizer to Walden University in the Course Completion Section, you may request RUSH evaluation by calling 1-800-669-9011 (Monday – Friday, Pacific time 7 a.m.–5 p.m.); or you may fax your request and credit card information to 1-310-578-4719. You must include your name, last four digits of your social security number, email address, the course title and EDUC number, and registration term of each course for which you are requesting RUSH evaluation.

When you pay for RUSH evaluation, a Grade Report will be mailed to you within four weeks of receipt of the RUSH request and payment.

RUSH Evaluation applies only to the evaluation process. It does not include expediting the time required to process your request for official transcripts.

# WALDEN UNIVERSITY

## REQUEST FOR STATUS CHANGE

In order to update your permanent record, you must complete and submit this form when you change your name and/or address. If your transcript request form has a different name and/or home address from the name and/or address in your record, processing or delivery of your transcripts may be delayed.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(First; no nicknames) (Middle Initial) (Last) Social Security Number

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Email Address: \_\_\_\_\_

### Check and complete all information for the appropriate section:

#### **Name Change** (fax or mail; include documentation)

For name changes or corrections to names, students must provide a signed request and legal documentation. Legal documentation can be a copy of a driver's license, Social Security card, marriage certificate, or court order, such as a divorce decree. Name changes must reflect the exact name on the legal documentation provided: Nicknames, middle names, alternate spellings, or abbreviations cannot be used in official university records, unless these are confirmed as legal names.

Former Name: \_\_\_\_\_  
(First; no nicknames) (Middle Initial) (Last Name)

New Name: \_\_\_\_\_  
(First; no nicknames) (Middle Initial) (Last Name)

Type of document included: \_\_\_\_\_

Handwritten Signature (required): \_\_\_\_\_

#### **Address Change** (email, fax, mail, or call)

Old Address: \_\_\_\_\_  
Street City State ZIP

New Address: \_\_\_\_\_  
Street City State ZIP

### Submit completed form to:

**Email:** GradcourseStudent@Canter.net

**Fax:** 1-310-578-4719

**Mail:** Canter Courses – Walden RSC  
12975 Coral Tree Place  
Los Angeles, CA 90066-7020

**Call:** 1-800-669-9011, Option 3  
If ONLY your address has changed, you may call to report the change.

# WALDEN UNIVERSITY

## REQUEST FOR EXTENSION OF COURSEWORK COMPLETION DEADLINE FOR 1-CREDIT GRADUATE COURSES

Fee: \$30

A six-week extension of the Course Completion Deadline will be granted upon receipt of written request that includes payment information. No explanation for your request is necessary:

- Spring coursework deadline: June 30 - EXTENDED deadline: August 11
- Summer coursework deadline: Oct 31 - EXTENDED deadline: December 12
- Fall coursework deadline: Feb 28/29 - EXTENDED deadline: April 11/April 12

Your request must be received on or before the course completion deadline of the term in which you are enrolled.

The processing fee is \$30. The fee covers multiple courses when you make the request for all courses at the same time.

A valid credit card number and expiration date must be included with your request. Extension requests without payment information will not be accepted or processed.

If you fax or mail your request, you will receive an email confirmation within 14 business days after receipt of the request. When you call in your request, your representative will confirm your new deadline date.

Please note that only **one** extension will be granted per course. If you miss your extended deadline, you must re-register and pay tuition again in order to have your coursework evaluated and be awarded credit.

\*Date: \_\_\_\_\_

\*Name: \_\_\_\_\_  
Please print (First Name) (Middle Initial) (Last Name)

\*Social Security Number (last four digits): \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Personal Email Address for notification of extension: \_\_\_\_\_

\*Course Number(s) and Title(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Fee Payment (\$30 per request - not \$30 per course):

\*Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### \*REQUIRED INFORMATION

**FAX this form to: 1-310-578-4719**

**MAIL to:**  
**Canter Courses - Walden Extension Request**  
**12975 Coral Tree Pl**  
**Los Angeles, CA 90066-7020**

If you fax or mail in your request, you will receive an email confirmation within 14 business days after receipt of the request.

**CALL: 1-800-669-9011, opt. 3**

When you call in, a Graduate Course Representative will confirm that your extension is granted.

### **EMAIL: (must include payment information)**

In the subject of your email, indicate your name and Extension Request. Either attach filled out PDF form to your email or include all \*Required Information in the body of your email.

[CourseworkExtensionRequest@WaldenU.edu](mailto:CourseworkExtensionRequest@WaldenU.edu)

You will receive an auto-reply email after you send your request email. **The auto-reply is confirmation of your extension and indicates your new deadline (by term). The new deadline will be noted in your file.**

## HOW TO ORDER AN OFFICIAL WALDEN UNIVERSITY TRANSCRIPT

In order to avoid a delay in processing, please read the instructions below before completing the attached Request for Official Transcripts form.

1. Review the Request for Official Transcripts form to determine the amount you will need to pay for your transcript/s and expedited shipping, if applicable.
2. Before you submit your transcript request, go to <https://easypath.ecsi.net/31/773/Epay?pId=773> and make your payment. In the Student ID field on the ECSI online form, enter the nine-digit number of 999999999.
3. You will receive an email confirmation of payment with a **Confirmation Number**.
4. Complete the attached Request for Official Transcript Request form.
5. SUBMIT your request:

### EMAIL

- Scan your manually-signed,\* completed Transcript Request form and email to [Transcripts@WaldenU.Edu](mailto:Transcripts@WaldenU.Edu)
- In the subject line of your email, put your name and TRANSCRIPT REQUEST
- In the body of your email, include the amount and date of payment and the **Confirmation Number**.

### FAX

- Fax your manually-signed,\* completed Transcript request form to **410-843-6416**.
- If you paid online, include the amount and date of payment and the **Confirmation Number** on the request form.

OR

- If you did not pre-pay, include your credit card information on the request form.

### MAIL

- **Mail your check and completed, manually-signed Request for Official Transcripts form to: Walden University  
Attn: Transcripts  
650 Exeter St., 7<sup>th</sup> floor  
Baltimore, MD 21202**

If you have questions after submitting your request, please contact [Transcripts@WaldenU.Edu](mailto:Transcripts@WaldenU.Edu) .

### NOTES:

If you request the special processing HOLD: Credit cards are charged when you submit payment to ECSI, or when we receive your faxed form with your credit card number; however, your transcript request will be held until grade/s are recorded.

\*Request forms that are not manually signed will not be accepted/processed.

# WALDEN UNIVERSITY

## REQUEST FOR OFFICIAL TRANSCRIPTS

*Phone requests will not be accepted.*

### Instructions:

1. Please complete all required information on the form and include a handwritten signature. Incomplete information could result in a delay in processing your transcripts.
2. Allow 5-7 business days after submission date to process. This does not include mail time or payment processing time.
3. Official transcripts are \$10 per copy. Fee is subject to change.
4. Overnight service: \$30 plus the cost of transcript. This does not expedite the 5-7 business day processing period; Subject to change. Please, no P.O. boxes.
5. TRANSCRIPTS CANNOT BE SENT IF YOU HAVE OUTSTANDING FINANCIAL OBLIGATIONS TO THE UNIVERSITY.

### Student Information: (please print)

\*Student Name: \_\_\_\_\_ Walden ID (not required): \_\_\_\_\_

\*Student Address: \_\_\_\_\_  
Street City State ZIP

\*Email Address: \_\_\_\_\_ \*Daytime Phone: \_\_\_\_\_

\*Last Four Digits of Social Security Number: \_\_\_\_\_ Date of Birth: (mm/dd/yyyy) \_\_\_\_\_

Clearly print the name and complete mailing address (including ZIP code) for transcript delivery. Use boxes on next page for additional delivery addresses, if necessary. Incomplete information could result in a delay in processing and/or delivery.

### Delivery information: (additional delivery information on next page)

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State, ZIP/Province: \_\_\_\_\_

Number of copies to this address: Standard Mail \$10 per copy \_\_\_\_\_ x \$10 = \_\_\_\_\_  
Expedited Shipping (\$30) \_\_\_\_\_  
Amount to charge from page 2, if applicable \_\_\_\_\_  
Total to charge credit card, amount paid \_\_\_\_\_  
to ECSI, or amount of check: \_\_\_\_\_

**Special Processing Request** Hold for current course grades: EDUC \_\_\_\_\_

Processing will begin after Grade Report is received in the mail.

**Student Signature:** (handwritten required) \_\_\_\_\_ Date: \_\_\_\_\_

### \*REQUIRED INFORMATION

#### Submit your handwritten signed form:

AFTER you have made your payment at <https://easypath.ecsi.net/31/773/Epay?pld=773>. You will receive an email receipt.

Please include the confirmation number on this form. **ECSI Confirmation #** \_\_\_\_\_

- **Email:** Transcripts@WaldenU.Edu (PDF only)
- **Fax:** 1-410-843-6416 (include your credit card number or the ECSI Confirmation #.)

Credit card type: \_\_\_\_\_ Card number: \_\_\_\_\_

Name on card: \_\_\_\_\_ Exp.: \_\_\_\_\_ Security code: \_\_\_\_\_  
(PRINT)

- **Mail:** Walden University, Attn: Transcripts, 650 Exeter St., 7th Floor, Baltimore, MD 21202  
Include credit card information or check on the form.

#### Questions after submitting your form:

- Email: Transcripts@WaldenU.edu • Phone: 1-800-669-9011, Option 3, M-F, 7 a.m.-5 p.m. Pacific Time

# WALDEN UNIVERSITY

## REQUEST FOR OFFICIAL TRANSCRIPTS

Using the additional boxes below, clearly print the complete name and complete mailing address (including ZIP code) for additional transcript delivery. Incomplete information could result in a delay in processing and/or delivery.

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**Additional Delivery Information:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State, ZIP/Province: \_\_\_\_\_

Number of copies to this address: \_\_\_\_\_

\_\_\_\_\_ Standard Mail (\$10 per copy) \_\_\_\_\_ Federal Express (\$30 + transcript cost)

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**Additional Delivery Information:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State, ZIP/Province: \_\_\_\_\_

Number of copies to this address: \_\_\_\_\_

\_\_\_\_\_ Standard Mail (\$10 per copy) \_\_\_\_\_ Federal Express (\$30 + transcript cost)

---

**Additional Delivery Information:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State, ZIP/Province: \_\_\_\_\_

Number of copies to this address: \_\_\_\_\_

\_\_\_\_\_ Standard Mail (\$10 per copy) \_\_\_\_\_ Federal Express (\$30 + transcript cost)

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**Additional Delivery Information:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State, ZIP/Province: \_\_\_\_\_

Number of copies to this address: \_\_\_\_\_

\_\_\_\_\_ Standard Mail (\$10 per copy) \_\_\_\_\_ Federal Express (\$30 + transcript cost)