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Sarah Murphy
Assistant Registrar for Contract Programs
Office of the Registrar

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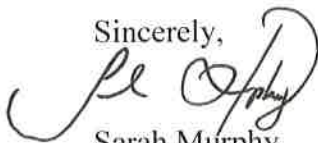
To Whom It May Concern:

This letter is to verify that all courses at The College of Saint Rose with numbers 500 and above are graduate level courses. Our graduate professional development courses offered off our main campus have all been approved by the relevant department full-time faculty, and all of the adjunct faculty who are our off-campus instructors (some off-campus courses are taught by full-time faculty) were approved as instructors for the courses they teach. Full-time faculty and administrators regularly observe the instruction of our off-campus courses.

With respect to the question about whether our off-campus professional development courses may be used to satisfy degree requirements for our main campus programs, the answer is that they may under the same terms as elective courses on campus. That is, there are some initial certification degrees we offer at Saint Rose that have completely prescribed curricula. For those programs, students may not take any courses except those required, whether the offerings are at the main campus or at an off-campus site. Curricula that include elective courses all have the stipulation that the advisor must approve the elective to assure it is functionally related to the degree. Off-campus offered professional development education courses students seek to apply to our degrees with elective room **are commonly** approved by academic advisors.

Please contact Rich Hawkins, Director of Contract Programs, (631) 909-1388 if you need further information.

Sincerely,



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